

## The Emergency Food Assistance Program – TEFAP

### What is TEFAP?

- TEFAP is a farm support program.
- Farmers grow food and put them on the open market.
- Some food is already grown and some is what will be harvested later.
- USDA (AMS) purchases these foods along side Tyson, Jolly Green Giant, Kellogg, Meijer, etc.

### TEFAP Funding

- TEFAP is a Federally funded program. In the simplest terms, the Federal budget has two-line items for TEFAP: administrative funds and food funds.
- The funds from these line items go to the USDA to administer.

### Administrative Funding

- TEFAP funding levels are not known until Congress passes a budget or approves a spending bill.
- Before a budget is passed, USDA sends Continuing Resolutions.

Administrative TEFAP funding comes to us in three pieces, administrative funds, carryover funds and conversion funds. Agencies only see them as one source in NexSys.

- Administrative funds are the base funds from the budget.
- Conversion funds is a portion of food funding that instead of taking the food, it is taken as Administrative Funds.
- Carryover funds are funds left over by all states from the previous year.

### Food Funding

- The Federal Budget includes monies for USDA (AMS) to purchase food commodities.
- States are given a monetary value to order these foods in WBSCM.
- These foods are called Entitlement.

### Section 32 and Other TEFAP-Related Programs

- Section 32 (formerly Bonus) are quick purchases from AMS.
- There is no ordering schedule and a short ordering window with these foods.
- No administrative funding comes with Section 32.
- TEFAP-related programs such as the Covid-Era COSUP, BBB, and Families First come from Congressional additional spending bills.

### TEFAP Allocations

- TEFAP regulations have a formula with poverty, unemployment, population, that gives each state a percentage of the total allocated funds in the Federal Budget.
- The administrative and food funds given to Michigan are then divided to each TEFAP agency based on a population percentage. Instead of saying “percentage”, we call it “households”.

### **TEFAP Inventory**

- TEFAP must be distributed.
- If your agency cannot distribute TEFAP foods in a timely manner, MDE must be notified.
- Agencies must not hold more than six months' volume of TEFAP. That is – if no more TEFAP came in, could your agency distribute what you have in storage within six months?
- It is recommended that TEFAP foods be distributed at least three months before the Best if Used By date.

### **Distributing TEFAP Foods**

- TEFAP distribution is flexible.
- TEFAP may be given out on its own or added with other foods (CSFP, pantry foods).
- TEFAP can be distributed in pre-boxed packages, on pantry shelves, in a mobile pantry, or used in congregate feeding settings.

### **Participant Documentation**

- Each participant must provide his/her/their name, current state of residence (MI), how many in the household, and HOW they are eligible (income or categorical eligibility).
- "In need of Emergency Food" should be the last option for eligibility.
- This information may be given by participant verbally or in written form.
- Information may be collected electronically or on paper.
- Participants must be able to view Eligibility Determinations (how they are eligible – income and programs) and the full version of the nondiscrimination statement.
- All information the participant provides is self-declared.
- If an agency requests additional information, it must be clear that is optional to receive TEFAP.

### **Recommendations:**

- Always post income guidelines/categorical eligibilities, nondiscrimination statement, and Notice of Beneficiary Rights.
- Use electronic collection when possible.
- If using paper, have staff/volunteer complete the information on a roster.
- If participant is completing the information, must use single page for confidentiality.

Reminder: ALL TEFAP documentation from funding, ordering and BOLs, inventory records, distribution schedules, outreach, participation records, and more, MUST be kept for three years plus the current year.