The Midlands Area Food Bank Emergency Assistance Program





WHAT IS THE EMERGENCY FOOD ASSISTANCE PROGRAM?

TEFAP is a federal program that helps supplement the diets of low-income Americans by providing them with emergency food assistance at no cost. USDA provides 100% American-grown USDA Foods and administrative funds to states to operate TEFAP.

HOW DOES TEFAP HELP PARTICIPANTS?

Agency staff and volunteers at our food pantries and soup kitchens provide participants with emergency food and nutrition assistance at no cost.



WHAT IS AN ERA?

Eligible Recipient Agencies (ERA) are public or nonprofit organizations that distribute TEFAP commodities as meals or for household consumption. ERAs work in partnership with food banks and must have:

- Experience in needy feeding programs
- Adequate storage
- Regular hours of operation
- Utilize USDA and Non-USDA foods

USDA Priority System

- 1st Priority Emergency Feeding Organizations (EFO)
- 2nd Priority Non EFOs



ELIGIBILITY



Applicants Must

- 1. Complete an application an agency worker may complete on behalf of the recipient
- 2. Must be a resident of the county
- 3. Must automatically qualify or fall within the income guidelines

South Carolina Department of Agriculture

THE EMERGENCY SUPPLEMENTAL FOOD PROGRAM (TEFAP) APPLICATION

		Application I	Date:		
	Applicant Inform	ution (Please)	vist Ch	urly)	SECTION
Applicant Name:			Age	Sex:	Date of Birth
Rendertal Address	City		State	Zip Code	Home Phone:
Mailing Address:	City		Suir	Zip Code:	Cell Phone
	Hou	whold Income	-		
Gross Household Income: \$	Source(s)	of Income:		- 6	Market State of the State of th
Monthly Twice-m	embrly	Every 2 We	rks	1	JWeekly .
Total Household Members I authorize the following persons to					
In accordance with Federal civil rights law Agencies, reflices, and employees, and in based on race, color, national origin, sex, conducted or funded by the USDA. Persone with disabilities who sequin als	etitutione participatio disability, aga, or re-	g in or administra trival or retaliation	ering USI on for pri	A programi a or civil rights a	ne prohibited from discrimination activity in any program or activity
American Sign Language, etc.) should co of hunting or have speech disabilities mu- information may be reads available in lan-	y contact USDA thre gauges other than Eng	ugh the Federal fieb.	Relay Sc	rview at (800)	877-8339 Additionally, program
To file a program complaint of discrimina tion to little a Complaint, and at any US requested in the form. To request a copy-	DA office, or write a	letter addressed	no LISELY	and provide	in the latter all of the information
 Mail: U.S. Department of Age Washington, D.C. 20250-9410 Fax: (202)890-7442; or 		e Aventura Sec	utary for	Civil Rights,	1400 Independence Avenue, \$1
(5) Trust program introdución de po-					

Revised 7/26/19

ELIGIBILITY



Automatic Qualifiers

Food Stamps/SNAP | TANF | SSI

- Income must be at or below 150%
 of Federal Poverty Income
 Guidelines for the household and it
 is self-declared.
- County residency is also self-declared

South Carolina Department of Agriculture

THE EMERGENCY SUPPLEMENTAL FOOD PROGRAM (TEFAP) APPLICATION

		d Bank	- TANA - A M		
outty Name:		15 Date:	tion Date:		
Applicant Name:	Applicant In	formation (PI	Age:	TSex:	Day of Birty
	150	20.5			
Rendertal Address	<u> </u>	City	State	Zip Code	Home Phone:
Mailing Address:	~	City	State	Zip Code:	Cell Phone
POSSESSION CO.	- 15	Household In	raese.		1 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -
Dues the applicant already rec Did you provide a copy of the Guideline to applicant?	Yes No	household inc	ome guideline	s at 150 per	cent Federal Poverty Incom
	513-517-15-51-	A 100 CO			tur
(Monthly) Two	ice-monthly	☐ Every	2 Works		_Weekly
Total Household Members					
I authorize the following perso	ms to pick up food t	for me from 0	te Food Distri	button Cont	r,
1	35 17	31.8	2		
Eligibility Verification	Americal	1	or terrored		
In accordance with Federal civil ris			4.5		lations and redictor. Res 19874A.
Agencies, offices, and employees, based on race, color, national origi conducted or funded by the USDA.	a, sex, disability, age,	or reprinal or re	taliation for pric	e civil rights a	activity in any program or activ
Parsone with disabilities who may American Sign Language, on: 1 sho of hunting or have speech disabilit information may be made resultable	uld contact the Agency ies may contact USDA in languages other the	(State or local) A through the F in English.	rebare they app ederal Relay So	fied for benefit reless at (890)	s. Individuals who are deaf, is 177-8339. Additionally, progre
American Sign Language, etc.) she of hunting or have speech disability	uld contact the Agency ies may contact USD/ in languages other the crimination, complete it my USDA office, or is	(State or local) A through the Fo n English. the USDA Progr rits a letter add	where they app ederal Relay So are Discriminati torsed to USDA	died for benefit releases (800) on Complains and provide	s. Individuals who are deaf, b 177-8329. Additionally, progre form, (AII-2027) found-online in the lotter all of the informan
American Sign Language, sic. 1 short of hundred surface or have speach disabilities of hundred surface may be made available. To the a program complaint of disc bloom to title a Complaint, and at a responsibility of the Street Street, and a street Stre	uld contact the Agency ion may contact USDA in languages other tha crimination, complete it my USDA office; or it copy of the complete of Agencidians, Office 9410	y (State or local) A through the F in English. Se USDA Progr rite a letter add form, call (866)	where they app deral Relay So an Discreminari mined to USDA 632-9992. Sub	sted for benefi- releas at (800). on Complains and provide mat your comp	s: Indovahulo who are deaf, b 177-8339 Additionally, group Force, (AU-3027) found online in the latter all of the informa- deted form or letter to USDA by
American Sigh Language, see: John deibalte of fluxting or have speech desible information raisy be reach available. To file a program complaint of documents with a frequently and set a requested in this form. To request (1) Mail: U.S. Department Washington, D.C. 20256-(2) Fox. (2021-899-7442, or	uld contact the Agencial ter may contact USD) in longuages other than thematical, complete it my USDA office, or in copy of the complete of Agenciature, Office 9410	y (State or local) A through the F in English. Se USDA Progr rite a letter add form, call (866)	where they app deral Relay So an Discreminari mined to USDA 632-9992. Sub	sted for benefi- releas at (800). on Complains and provide mat your comp	s: Indovahulo who are deaf, b 177-8339 Additionally, group Force, (AU-3027) found online in the latter all of the informa- deted form or letter to USDA by
American Sign Language, etc.) the off-hanting of true spend deadler information may be made available information may be made available. To file a program complaint of dee these to file a Complaint and at a requested in the form. To request a (1) Madi: U.S. Department Workington, D.C. 20236-(2) Fac.; (2023)-(987-442), in (5) Trust program available.	uld contact the Agencial ter may contact USD) in longuages other than thematical, complete it my USDA office, or in copy of the complete of Agenciature, Office 9410	y (State or local) A through the F in English. Se USDA Progr rite a letter add form, call (866)	where they app deral Relay So an Discreminari mined to USDA 632-9992. Sub	sted for benefi- releas at (800). on Complains and provide mat your comp	s. Individuals who are deaf, bi 177-8339. Additionally, progn force, (AII-3927) Eural online in the latter all of the information

Revised 7/25/19

The TEFAP Issuance Log is provided to serve as a sign-in sheet for agencies, as well as assisting agency managers to categorize household information for reporting purposes. Agency managers are encouraged to utilize this form but are welcome to use their own form to sign-in participants.

Every visit must be recorded. An agency worker may sign for the recipient.

South Carolina Department of Agriculture

The Emergency Food Assistance Program Commodity Issuance Log

INSTRUCTIONS: Each household receiving food assistance under The Emergency Food Assistance Program must sign this log acknowledging receipt of USDA food products. The log must be signed by the person submitting the application for food assistance or by someone authorized to apply for and receive food on behalf of the household. An eligibility determination must be completed prior to the distribution of any USDA food by use of the "Emergency Food Assistance Application Form". The Commodity Issuance Log must be maintained on-site and made available to SCDA staff, Federal officials or Food Bank staff members upon request.

32	Name:	Household Size:	60 and Over:	17 and Under:	Date:
1.		11			
2.					
3.				8	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.				8	
12.					
13.		100	1		
14.					
15.					
16.				9	
17.					
18.					
19.				1	
20.					

SCDA Commodity luxuance form Occases 2009 What if Mr. Smith and his family need food immediately, but they do not live within the county limits?

Part of the reason agencies are required to purchase non-USDA foods is to be able to assist individuals who do not categorically qualify for the program. Anyone who does not qualify for the program for any reason (income or outside of the county) should be served using non-USDA foods.

TIP: Network with agencies in surrounding counties to be a resource in those instances. Be able to provide contact information and hours of operation.



What should we do if there are other events going on at our church during that time?

Participating organizations serving as ERAs are prohibited from requiring participation in religious activities in order to receive USDA food. It is required that the Written Notice of Beneficiary Rights be posted in a prominent location, preferably alongside other required posters such as the And Justice For All poster and the income guidelines.



THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP) WRITTEN NOTICE OF BENEFICIARY RIGHTS

Name of Organization:	
Contact Information for Program Staff	
Name:	
Phone Number:	
Email Address:	
Receive TEFAD is supported in whole or in part by Sourcial assistance from the Earland	

Because TEFAP is supported in whole or in part by financial assistance from the Feder Government, we are required to let you know that -

- We may not discriminate against you on the basis of religious or religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
- We may not require you to attend or perticipate in any explicitly religious activities that are offered by us, and any perticipation by you in these activities must be purely voluntary;
- We must separate in time or location any privately funded explicitly religious activities.
 from activities supported with USDA direct assistance;
- If you object to the religious character of our organization, we must make reasonable
 efforts to identify and refer you to an alternate provider to which you have no objection.
 We cannot guarantee, however, that in every instance, an alternate provider will be
 evaluate; and
- Too may report violations of these protections (including devials of services or lensefits) by an organization to the State agency (if including agent) (all food-distribution-creates). The State agency will respond to the complaint and report the alleged violations to their respective USDA FAS Regional Office (financia; por/fin-regional-offices).

We must provide you with this written notice before you enrull in TEFAP or receive services from TEFAP, as required by 7 CFR part 15.

Alternate Service Location(s) or State Agency Contact Information

Harvest Hope Food Bank Lowcountry Food Bank (803) 254-4432 (843) 747-8146

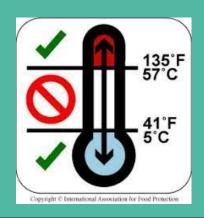
Golden Harvest Food Bank (803) 648-0752 Second Harvest Food Bank (704) 376-1785

This Institution is an Equal Opportunity Provider

STORAGE & PEST CONTROL

- Storage facilities must be sanitary and free from rodent, insect, and other animal infestation; best achieved by contracting with a professional service for effective pest control. If pest control is done in house, a log should be kept to keep track of frequency.
- Safeguards must be in place to prevent theft, spoilage, and other loss. Thermostats in storage areas.
- Follow First In, First Out (FIFO) principles.
- Commodities should be stored off of the floor.
- Maintain foods at proper temperatures. Utilize freezer and refrigerator thermometers. Recommended temperature levels:
 - 50° to 70° for dry storage areas
 - 36° to 40° for refrigerated storage areas
 - 10° to 0° for frozen storage areas





Why so many garbanzo beans?

Entitlement Commodities

Foods ordered by the state with allotted funds.

Bonus Commodities

Foods offered to the state for TEFAP as no cost.

Trade Mitigation Offerings

The U.S. Secretary of Agriculture launched a trade mitigation package to assist farmers suffering from damage due to unjustified trade retaliation by foreign nations.

As a result, we will receive an influx of bonus commodities (blueberries, juice, apples, rice, cheese, pork, beef, beans, etc.).

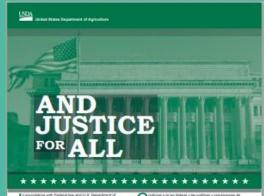


AND JUSTICE FOR ALL AND CIVIL RIGHTS TRAINING

Annual Civil Rights Training is required for agency operations. To ensure all staff and volunteers are trained, agency managers may:

- Conduct training during regularly scheduled meetings
- Train new staff and volunteers as they come aboard
- Create a review station with an acknowledgment form

A log or sign-in sheet must be completed and retained in order to receive credit for conducting the training.



In associations with Federal bins and U.S. Experiment of Application (pUSDA) pilet improve regulations and potitions, this violations in providence than decommenting on the basis of new, color, national region, see, age, disasting, and dephase or relationation for place color rights activity, from all providence to see apply to all programs.)

Program information may be made evaluation to imaginary offer final English. Process and disabilities and require information masses of desermances for program information (e.g., finalities, large print, autologic, and Andreas (e.g., finalities, and andreas and contact the engineesis of these or local Agency and autoristies of the program of studies. (APASE Times or 2014) 2009 (2009) (2009) and 1771) or contact. (SIGA Brought the Produce Resign Sension at 1990) 8774-2009.

So the a program disconstruction complians, a complianest should complete a Ferri AD 9527, USDA Program Discrimination Complete Form, which can be obtained unline, at

Construction of the Constr

U.S. Department of Agriculture Uffice of the Assaulant Secretary for Clief Rights 1400 Tollope-oberos Asenso, SW Washington, D.C. 2000-9610; or

| 1823| 250-1665 to | 222| 000-7662 | 1824|

program intoler@ceda.gov This institution is an equal opportunity provider.

La inflamination feet programs question destant disposition en obsessible decisiona assention for Popilic. Las prevention com-descapamination que requestre resentad de consensación districulture, para admirer inflamination sobre el plugaración pre-especie, Bislande, sobre apparación, guidación de acido presigue de enferie assentiación delivero communitar de con la prepara se desta de cultura de procederos communitar de con la superior a settad for desta especiable qui assentiación el plugarizar a color el PARESE? Contra del CUIDA A ESPA-CAPITAL POPILA PER DESCRIPTION DE CONTRA DE

Face precentar use quips per decremination en el programa, el exclumiente dieta-competar un formulario AD-2007, Formulario a queja per decreminación del programa del 1950A, que se pueda altaner en formulario, en

to make any size of fact. They do not write their some and provides a company from part, an example of sizes and creattureds of [888] KEZ-9982, it was then do une costs drights of

Certainde de (MIC) EZZ-MIC di escribiendo uno casto dirigido o LECA. La casto delle continue el transtrue, si direccioni y el sistemo del treditiono del reclamante, y ante trescipción e surfala supuesto aciatio.

describents con sulfacette anime para reference et tiub exercises. de Derection Civilina (ASCR), qui este agian en regime; autori às installables y la fection de las presunts violation de los describes sindes. La cartain et formation 423 3127 competibile, debe envierne at VISCR y en reduct de:

correct postal.
U.S. Department of Agriculture
Office of the Associant Secretary for Crist Rights
3600 (Integer states Associant, 200
Westingston, 31 C. 2000) 6510. 4

(823) ZIM TRES O (202) GRO-TEIC comes etectrónica: program tristod/bedia gen

program triple of policy or solded do sandwale

In this section is not the

CIVIL RIGHTS TRAINING REQUIREMENTS

Training must include the following:

How to assist participants with language barriers? Phone interpreter line, Deaf/hard of hearing, Visually impaired, etc. Failure to provide meaningful access can be considered discrimination.

How to assist individuals with disabilities? Volunteer assistance, wheelchair ramp, etc. Failure to provide reasonable accommodations may subject agency to discrimination claim.

How to differentiate between program complaints and Civil Rights complaints? Different treatment due to protected classes versus dissatisfaction with program rules.



CIVIL RIGHTS TRAINING REQUIREMENTS

Conflict resolution – Identification of the issue and calmly communicate with participants on program guidelines

Noncompliance resolution – Corrective actions made to address findings

Customer service expectations
– Friendly staff, offering
assistance in other areas,
develop good listening skills,
identify stressors, etc.



All staff and volunteers must know how to assist participants in any of these matters and/or whom to refer questions and concerns to.

Racial/Ethnic Data must be collected at the point of application and reported to determine the effectiveness of the program. It does not affect eligibility.

Protected Classes

- Race
- National Origin
- Sex

- Color
- Age
- Disability

PUBLIC NOTIFICATION

Each agency is required to provide some form of public notification each year. The full nondiscrimination statement must be included on all public notification materials. Public notification should include agency name, address, contact information, and days and times of

operation.



Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442: or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

WHAT WILL WE LOOK FOR DURING AN ADMINISTRATIVE REVIEW?

MAFB conducts reviews to ensure agencies are compliant with federal and state regulations. The reviewer will review paperwork, storage area, and may discuss some requirements and recommendations for program operation. Following the review, agency managers should expect to receive a Review Letter detailing any findings, instructions for corrective actions, additional requests, and/or recommendations for more efficient operation.

A response to corrective actions are due within 30 days of receiving the Review Letter. Failure to respond may result in suspension from the program. Unless otherwise noted, all corrective actions must be addressed.



- ☑ Civil Rights Training Log
- ✓ Posters (Income Guidelines, AJFA, Beneficiary Rights)
- ☑ Pest Control & Temperature Logs
- ☑ Distribution Log
- ☑ Participant Applications
- ☑ Storage Area & File Organization
- ☑ Public Notification
- ☑ Commodity Receipts/Invoices
- ☑ Civil Rights Complaint Procedures



Midlands Area Food Bank of South Carolina

Website: mafbfeedingsc.org

Email: info@mafbfeedingsc.org

Phone: 803-862-1009

720 Old Clemson Road #D-1, Columbia, SC 29229

