
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

Contracted Food bank: _____

Distributing Agency if different from Contracting Food Bank: _____

County Name: _____ Application Date: _____

| Applicant Information (Please Print Clearly) | | | | |
|--|-------|--------|----------------|-------------|
| Applicant Name: | Age: | Sex: | Date of Birth: | |
| Residential Address: | City: | State: | Zip Code: | Home Phone: |
| Mailing Address: | City: | State: | Zip Code: | Cell Phone: |
| Household Income | | | | |
| Does the applicant already receive: <input type="checkbox"/> Food Stamps <input type="checkbox"/> TANF <input type="checkbox"/> SSI | | | | |
| Did you provide a copy of the current adjusted household income guidelines at 150 percent Federal Poverty Income Guideline to applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Gross Household Income: \$ _____ Source(s) of Income: _____ | | | | |
| <input type="checkbox"/> Monthly <input type="checkbox"/> Twice-monthly <input type="checkbox"/> Every 2 Weeks <input type="checkbox"/> Weekly | | | | |
| Total Household Members | | | | |
| I authorize the following persons to pick up food for me from the Food Distribution Center. | | | | |
| 1. _____ 2. _____ | | | | |
| Eligibility Verification <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | | | | |
| 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 the 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 https://www.aphis.usda.gov/indianaffairs/indianaffairs , 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) 895-7442; or | | | | |
| (3) Email: program.intake@usda.gov | | | | |
| This institution is an equal opportunity provider. | | | | |
| Signature of Applicant: _____ Date: _____ | | | | |

Revised 7/26/18

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

Contracted Food bank: _____
Distributing Agency if different from Contracting Food Bank: _____
County Name: _____ Application Date: _____

| Applicant Information (Please Print Clearly) | | | | |
|---|-------|--------|----------------|-------------|
| Applicant Name: | Age: | Sex: | Date of Birth: | |
| Residential Address: | City: | State: | Zip Code: | Home Phone: |
| Mailing Address: | City: | State: | Zip Code: | Cell Phone: |
| Household Income | | | | |
| Does the applicant already receive: <input type="checkbox"/> Food Stamps <input type="checkbox"/> TANF <input type="checkbox"/> SSI | | | | |
| Did you provide a copy of the current adjusted household income guidelines at 150 percent Federal Poverty Income Guidelines to applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Gross Household Income: \$ _____ Source(s) of Income: _____ | | | | |
| <input type="checkbox"/> Monthly <input type="checkbox"/> Twice-monthly <input type="checkbox"/> Every 2 Weeks <input type="checkbox"/> Weekly | | | | |
| Total Household Members | | | | |
| I authorize the following persons to pick up food for me from the Food Distribution Center: 1. _____ 2. _____ | | | | |
| Eligibility Verification Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> | | | | |
| <small>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 the USDA.</small> | | | | |
| <small>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.</small> | | | | |
| <small>To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at www.ndis.gov, Complaint, 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:</small> | | | | |
| <small>(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) 899-7442; or (3) Email: programs.civilrights@usda.gov</small> | | | | |
| <small>This institution is an equal opportunity provider.</small> | | | | |
| Signature of Applicant: _____ Date: _____ | | | | |

Revised 7/26/19

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 SCDAS staff, Federal officials or Food Bank staff members upon request.

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

SCDA Commodity Issuance Form
October 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.

 South Carolina
DEPARTMENT OF AGRICULTURE
Hugh C. Workman, Commissioner

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

Name of Organization: _____

Contact Information for Program Staff

Name: _____

Phone Number: _____

Email Address: _____

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

- We may not discriminate against you on the basis of religion 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 participate in any explicitly religious activities that are offered by us, and any participation 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 available; and
- You may report violations of these protections (including denial of services or benefits) by an organization to the State agency (fs.usda.gov/fds/food-distribution-contacts). The State agency will respond to the complaint and report the alleged violations to their respective USDA FNS Regional Office (fs.usda.gov/fns-regional-offices).

We must provide you with this written notice before you enroll in TEFAP or receive services from TEFAP, as required by 7 CFR part 16.

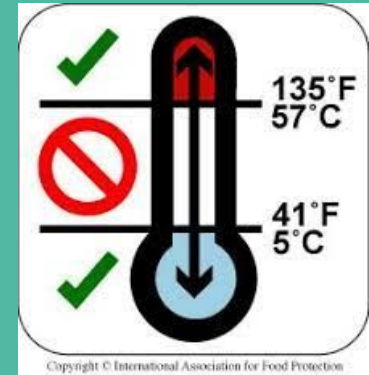
Alternate Service Location(s) or State Agency Contact Information

| | |
|---|---|
| Harvest Hope Food Bank (803) 254-4432 | Lowcountry Food Bank (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.



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 | • Color |
| • National Origin | • Age |
| • Sex | • 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.

- 
- ☒ Current Agreement with Food Bank
 - ☒ 501(c)(3) or Letter of Good Standing
 - ☒ 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

