

# The Emergency Food Assistance Program

Annual Training

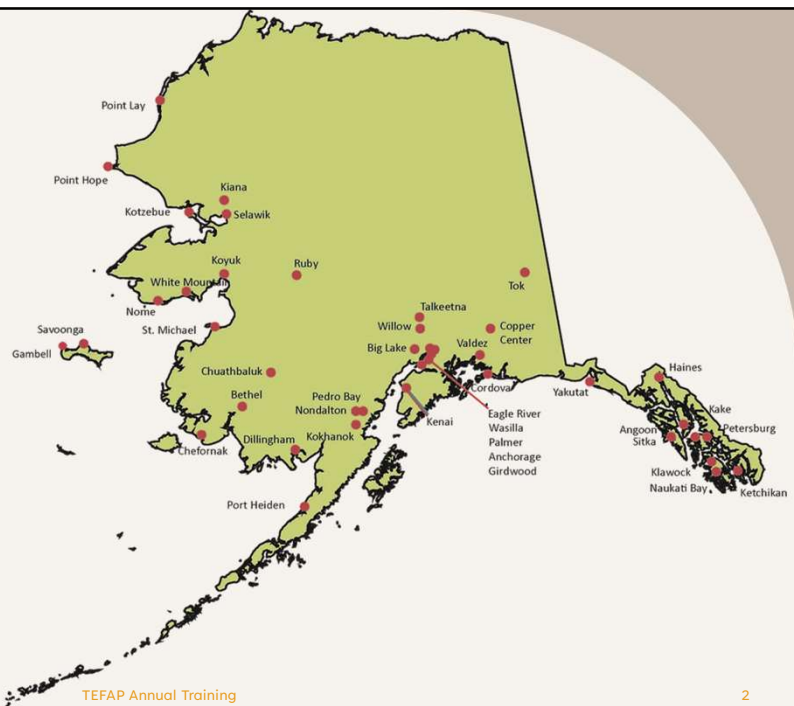
FY2023



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## Welcome

Where are you from?



FY23

TEFAP Annual Training

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# Agenda

Welcome  
 FY22 Overview  
 What is TEFAP?  
 FBA's Role  
 Partner Agency Roles  
 Client Eligibility Requirements  
 Distribution Requirements  
 Inventory Management  
 Reporting & Recordkeeping  
 Additional Requirements  
 SAM.gov

FY23

TEFAP Annual Training

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## Key Players – behind the screen



**Rebecca Guyer**  
Program & Agency Relations  
Lead



**Anthony Reinert**  
Director of Programs



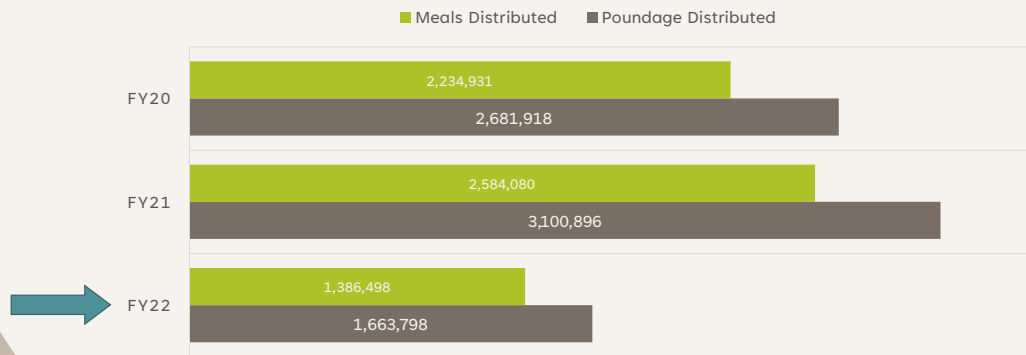
**Dave Cornwall**  
Logistics Manager



**Danielle Caldwell**  
Program & Agency Relations  
Assistant

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## Statistics



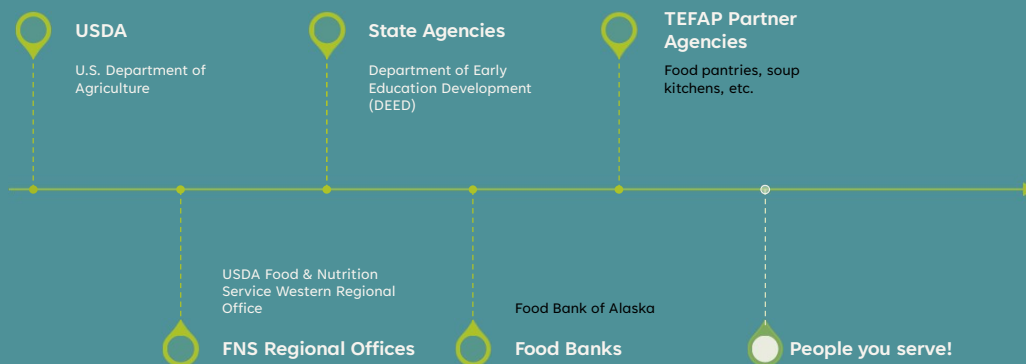
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## How does TEFAP work?



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## FBA's Responsibilities

Confirming TEFAP commodities from DEED

Receiving and storing commodities

Coordinate orders and deliveries with agencies

Ensure that all commodities are handled properly by agencies

Collect and maintain records

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## Agency's Responsibilities

Staff & Volunteers are trained in TEFAP, Civil Rights, and Food Safety

Receive, store and maintain inventory

Collect applications

"And Justice for All" Poster

Distribute TEFAP

Complete monthly reports

Keep records on file

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# Eligibility

How do clients qualify?

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## Enrolling Clients

### Applications

Completed annually for the new year of October 1, 2022 – September 30, 2023.

Households can be of any size.

Proof of income is NOT required.

### Requirements

Reside in Alaska.

Have an annual income at or below the income guidelines.

One application per household.

Applicant picking up should be listed as the head of household.

A proxy can be listed on the application.

9/23/2022

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## Income Guidelines & Program Benefits

Household Size	Annual Income
1	\$50,970
2	\$68,670
3	\$86,370
4	\$104,070
5	\$121,770
6	\$139,470
7	\$157,170
8	\$174,870

SNAP (food stamps)

Tribal TANF/ATAP

SSI or Medicaid

CSFP or FDPIR

NSLP Lunch  
Free or Reduced

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## Example Application

Signature is required on the application

Intake works should sign the bottom and mark eligible or ineligible

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### TEFAP Application and Registration

Effective October 1, 2022, through September 30, 2023

#### Household Information

HOUSEHOLD MEMBERS: Please CIRCLE the total number of household and HEAD OF HOUSEHOLD information only

TOTAL PEOPLE IN HOUSEHOLD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
NAME OF HEAD OF HOUSEHOLD	John Smith														
PHYSICAL ADDRESS	2192 Viking Drive														
CITY, STATE & ZIP	Anchorage, AK 99501														
PHONE NUMBER	907-272-3663														
PROXY NAME (IF NEEDED)	Fred Banks														

**PROGRAMS BENEFITS:** If you currently participate in a program listed below, you are automatically eligible to receive TEFAP and do not need to look at the income scale.

SNAP (FOOD STAMPS)	Yes	No	Tribal TANF/ATAP	Yes	No	SSI or MEDICAID	Yes	No	CSFP or FDPIR	Yes	No	NSLP LUNCH FREE/REDUCED	Yes	No
	<input checked="" type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

#### INCOME INFORMATION

**Permanent Fund Dividend:** did anyone in your household receive the current year's PFDR? If YES, include the PFDR amount received in your Annual Household Income at the time of applying.

The table below shows a yearly gross income for each family size. If your household income is at or below the income listed for the number of people in your household, you are eligible to receive TEFAP donated food. Proof of income is not required to apply for TEFAP.

Household Size	1	2	3	4	5	6	7	8*
Annual Income	\$50,970	\$68,670	\$86,370	\$104,070	\$121,770	\$139,470	\$157,170	\$174,870

\*For each additional household member, add \$17,700

I certify, under penalty of perjury, that the above information is true and correct to the best of my knowledge and that I am eligible to receive USDA Foods according to current income guidelines.

Signature John Smith

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCRH20P-Complaint-Form-0306-0002-506-11-28-17Pac2014.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or fax: (833) 256-3663 or (202) 696-7442; or email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov). This institution is an equal opportunity provider.

For Intake workers use only. Please print

Intake Worker Signature (required) Blanca Morgan Date: 10/01/2022  
 Eligible ☒ Ineligible Reason ☐

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# Inventory

## Receiving & Distributing

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# Inventory Management

## Ordering Commodities

### Direct Ship Sites

- Email from FBA confirming what's coming

### Non-Direct Ship Sites

- Email from FBA with list of what's available to order

## Receiving Commodities

- Count and verify – sign Agency Order Receipt (AOR)
- Cases must be marked “TEFAP” & the date received

## Storing & Distributing Commodities

- Inventory should last 3 months
- TEFAP must be stored separately from other food
- FIFO – First-in, first-out
- Commodity Loss Report Form
- Client choice is great
- Potentially go back to once a month


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# Example Agency Order Receipt (AOR)

Signature is required upon arrival

Notify FBA of any discrepancies

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**FOOD BANK  
of ALASKA**

**AGENCY ORDER**  
Page: 1

**Sold To:** Helping Hands Food Bank  
Alice Putman  
PO Box 867  
Tok, AK 99780

**Ship Via:**  
**Ship Date:** 7/14/2022  
**Terms:**

**Agency Order No:** AOR-29070  
**Agency Order Date:** 7/13/2022

**Ship To:** Helping Hands Food Bank  
Alice Putman  
Main 620 Center Street  
1313 Alaska Hwy  
Tok, AK 99780

**Agency ID:** 93204  
**P.O. Number:**  
**P.O. Date:** 7/13/2022  
**Sales/Person:**

Item No.	Description	Unit	Quantity	Cubic Feet	Unit Price	Total Price	Gross Weight
T102027	TEFAP Applesauce	Case	10				405
T100367	TEFAP Blackeyed Peas, canned	Case	10				352.5
T111335	TEFAP Cereal, Oat Circles	Case	10				264
T110843	TEFAP Cheddar, Shredded Mild Cheddar	Case	10				234
T110940	TEFAP Chicken, Barbecue, canned	Case	10				200
T100880	TEFAP Chicken, Frozen, whole	Case	10				430
T111433	TEFAP Grapefruit Juice NFC	Case	10				396
T110960	TEFAP Mac & Cheese	Case	10				120
T111006	TEFAP Milk, Instant NDM 24/12.8	Case	10				360
T100218	TEFAP Peaches Cing	Case	10				405
T111031	TEFAP Peanut Butter smooth	Case	10				208
T100223	TEFAP Pears Extra Light Syrup	Case	10				270
T111293	TEFAP Peach Filets	Case	10				410
T111090	TEFAP Pistachios	Case	10				360
T111061	TEFAP Pork Loin, Frozen 6/5lb	Case	10				310
T100139	TEFAP Pork, canned	Case	10				360
T100283	TEFAP Raisins 144/1.33oz	Case	10				110
T100487	TEFAP Rice, Medium, White	Case	10				196
T110345	TEFAP Pollock, Frozen 20/2 Lb	Case	10				120

Amount Subject to Sales Tax: 0

Amount Exempt from Sales Tax: 0.00

**Subtotal:** 0.00

Invoice Discount: 0.00

Tax: 0.00

**Total:** 0.00

*[Signature]*  
Signature

*[Signature]*  
Printed Name

*[Signature]*  
Date

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## Food Shipment Schedule

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## Quarter 1

Item	Type	Scheduled to Ship
Shrimp Pacific Salad	Bonus	October 31, 2022
Pears, Canned	Entitlement	October
Walnuts	Bonus	October
Almonds, Roasted Whole	Bonus	October 31, 2022
Cherries, Dried Sweet	Bonus	October
Sweet Potato, FRESH	Bonus	November
Chicken Thighs, FROZEN	Bonus	November

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## Quarter 2

Item	Type	Scheduled to Ship
Almonds, Roasted Whole	Bonus	January
Fish Pollock Fillets, FROZEN	Bonus	January
Chicken Leg Quarters, FROZEN	Bonus	January 31, 2023
Beef Stew	Entitlement	February
Bakery Mix	Entitlement	February
Pears, Canned	Entitlement	March
Rice, Medium Grain	Entitlement	March
Chicken, Canned	Entitlement	March

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## Quarter 3

Item	Type	Scheduled to Ship
Spaghetti, Pasta	Entitlement	April
Spaghetti Sauce, Canned	Entitlement	April
Peaches, Canned	Entitlement	May
Peanut Butter, Smooth	Entitlement	May
Green Beans, Canned	Entitlement	May
Apple Juice, Bottle	Entitlement	June
Vegetable Soup	Entitlement	June

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## Quarter 4

Item	Type	Scheduled to Ship
Peaches, Canned	Entitlement	July
Corn, Canned	Entitlement	July
Chicken Whole, FROZEN	Entitlement	August
Vegetarian Beans, Canned	Entitlement	August
Mixed Fruit, Canned	Entitlement	September
Chicken, Canned	Entitlement	September
Grape Juice, Bottle	Entitlement	October
Rice, Medium Grain	Entitlement	October

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# Reporting

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## Monthly Reports

Due to FBA by the 5<sup>th</sup> of each month

### Monthly Inventory Report

- Printed or typed signature is required at the bottom
- Any losses over 10 should have a commodity loss report form
- Item number is optional

### Certification of TEFAP Commodities

- Signatures are not required
- Printed name and household size is required
- Tracking inventory per client is now optional

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## Recordkeeping

Must be kept on file for 3 years plus the current year.

TEFAP  
Agreement

Civil Rights  
Training Form

Monthly  
Inventory  
Reports (2)

Client  
Applications

Commodity  
Loss  
Report(s)

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“This institution is an equal  
opportunity provider.”

USDA Nondiscrimination  
Statement must be used on  
any advertising materials.

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## Food Safety Certification

### Food Bank of Alaska's Class

Cost: Free

For any community

### Municipality of Anchorage

Cost: \$10.00

### Department of Environmental Conservation

Cost: \$10.00

For Communities outside of Anchorage

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## Basic Food Safety

Dry Storage:  
50°F-70°F

Cool Storage:  
36°F-41°F

Freeze  
Storage:  
-10°F-0°F

Temperature  
Logs

Secured and  
Protected

Clean & Dry

6 inches off  
the floor

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# Civil Rights

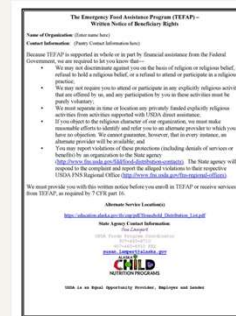
## All Partners

Staff and volunteers must complete Civil Rights training.

Written Notice of Beneficiary Rights flyer is required for Religious Organizations.



## Religious Organizations Only



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# Food Establishment Permit

## Anchorage Area

Apply through Municipality of Anchorage's Health Department

## Outside of Anchorage

Apply through State of Alaska's Division of Environmental Health

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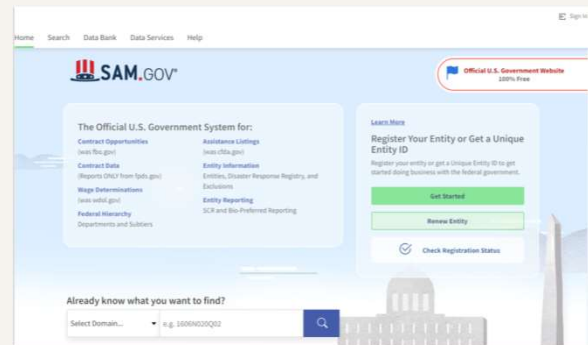


# SAM.gov

All partners must register if they receiving federal funding and/or commodities.

THERE IS NO COST!

Yearly Renewal Process



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## Annual Verification on SAM.gov

- Sign-in to SAM.gov
- Enter your number or name in the search bar
- Confirm expiration date

Already know what you want to find?

Select Domain...

**Food Bank Of Alaska** ● Active

<b>DUNS</b>	Unique Entity ID	CAGE Code	Physical Address	Entity Registration
103502852		3VJQ2	2121 Spar Ave, Anchorage, AK 99501 USA	Expiration Date Mar 5, 2022
<b>SAM</b>	Unique Entity ID			Purpose of Registration Federal Assistance Awards
L7NTMJPG3DE7				

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## Other Opportunities

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## Reach and Resiliency Grant

FBA received this grant to expand TEFAP's reach into remote and/or rural areas.

Capacity building available for rural partners.

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# Infrastructure Grant

**Deadline is September 26, 2022!**

## ATTENTION

**FOOD BANKS, PANTRIES,  
MEAL PROGRAMS &  
OTHER PARTNERS!**

### INFRASTRUCTURE GRANT DETAILS:

The State of Alaska has awarded Food Bank of Alaska \$6 million to bolster Alaska's statewide anti-hunger network through infrastructure and capacity building projects.

- Eligible projects include new buildings, space modifications, freezer/cooler space, vehicles, equipment, and more.
- Grant opens August 29th and closes September 26th, 2022 at 5pm
- Grant Request Amount Range: \$25,000 to \$1,000,000
- All agencies with capital needs are highly encouraged to apply

**BIG GRANT  
OPPORTUNITY!**

**DEADLINE TO APPLY:**

**9/26/22**



FOOD BANK  
of ALASKA

FOR MORE INFORMATION AND TO APPLY, VISIT:  
[WWW.FOODBANKOFALASKA.ORG/  
INFRASTRUCTUREGRANT](http://WWW.FOODBANKOFALASKA.ORG/INFRASTRUCTUREGRANT)

CONTACT RON WITH QUESTIONS:  
[RMEEHAN@FOODBANKOFALASKA.ORG](mailto:RMEEHAN@FOODBANKOFALASKA.ORG)  
907-222-3103

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## Questions

Rebecca Guyer

Program & Agency Relations Lead

907-222-3100

[rguyer@foodbankofalaska.org](mailto:rguyer@foodbankofalaska.org)

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