

## Explanation of USDA Forms

- **Vermont Foodbank ANNUAL RENEWAL OF THE PERMANENT AGREEMENT FOR DISTRIBUTION AND UTILIZATION OF USDA FOODS:**

This is an agreement for distribution of USDA foods between the Vermont Foodbank and the Network Partner. Please read, sign and return this form to the Vermont Foodbank as soon as possible. A copy of the Permanent Agreement for the Distribution and Utilization of USDA Foods must be kept onsite.

- **Guidance for Sites that Conduct Household Distribution of USDA Foods from TEFAP:**

These are instructions for the record keeping that is required for sites conducting distribution of USDA Foods to households through the TEFAP program.

- **Statement of Eligibility to receive USDA Foods from The Emergency Assistance Program TEFAP**

Recipients must affirm that they meet the income guidelines for their household the first time that they receive USDA Foods from TEFAP during the period of eligibility. The period of eligibility runs July 1-June 30. The applicant will qualify as a USDA recipient based on the TEFAP Income Eligibility Guidelines provided on the form and in this packet. By signing the form recipients are certifying that their income information is true and correct; **NO PROOF OF INCOME IS NEEDED.** Only the applicant's signed statement is required; *no background documentation is needed.* The only reason to deny USDA Foods is that the applicant reports that they are income ineligible, refuses to complete the statement of eligibility form, they do not live in Vermont, or if no USDA Foods product is available. These applications are to be kept on file at your agency site for 4 years and available to Foodbank personnel to review during monitoring visits.

- **TEFAP Income Eligibility Guidelines:**

Applicants are only able to receive USDA food if they fall within the income eligibility guidelines. Follow the *Income Eligibility Guidelines* sheet to determine if a recipient is eligible for USDA Foods. For example: if a household of one applies and has a gross income of \$40,770 per year or less, they are eligible to receive USDA food, and a household of two that has a gross income of \$1,057 or less per week is eligible. The *Income Eligibility Guidelines* are updated yearly and will be sent to you before July 1.

***Special Note to Food Shelves:*** It is not a requirement that food shelves use USDA income guidelines for their regular food shelf operations; they are only required for distribution of USDA Foods.

- **Monthly USDA Report of USDA Foods Distribution Form TEFAP-1:**

Report on the number of cases of each item on hand, received, distributed and in month-end inventory and the number of households and people served during the month (see form). This form is to be kept on file at your agency for four years and will be reviewed by Foodbank personnel during yearly monitoring visits.

**Your monthly allocation of USDA Foods may vary based on what the Vermont Foodbank receives. Your agency will need to divide the allocation fairly among your recipients.**