

Memo

Date: June 21, 2023

To: Network Partners of the Vermont Foodbank that distribute & utilize USDA Foods/TEFAP.

From: Caleb Sugarman, Network Relations Manager, Vermont Foodbank

Re: The Emergency Food Assistance Program TEFAP 2023-2024

Please fill out, sign and return to the Vermont Foodbank the Annual Renewal of the Agreement for Distribution and Utilization of USDA Foods no later than **July 15, 2023**. Mail to Caleb Sugarman Vermont Foodbank 33 Parker Rd. Barre, VT 05641 or fax all sides of the agreement to 802-476-0319 Attn. Caleb Sugarman. You can also email a scanned copy with signature to csugarman@vtfoodbank.org

Recipients must affirm that they meet the income guidelines for their household and that they live in Vermont by signing the Statement of Eligibility form to receive USDA Foods from The Emergency Food Assistance Program, the first time that they receive USDA Foods from TEFAP during the period of eligibility. The period of eligibility runs July 1-June 30. This form must be kept on file at your location for four years. This procedure does not apply to meal sites.

All Network Partners that receive USDA Foods from the Foodbank must complete the Monthly Report of USDA Foods Distribution (form TEFAP-1). These monthly inventory reports need to be kept on file at your location for four years and must be available for review during annual visits by Foodbank personnel.

All programs receiving TEFAP must complete and submit the Vermont Foodbank Quarterly Service Report with an accurate count of families served and total number of people served no later than the 10th day of the month following the end of the quarter. First quarter report is due January 10th, second quarter report is due April 10th, third quarter report is due July 10th and the fourth quarter report is due October 10th.

The USDA Foods Consultant from the State of Vermont will be inspecting a percentage of programs each year to ensure that food is properly stored, distributed in accordance to regulations and that required records are maintained and available.

USDA Foods are to be kept separate from non USDA Foods in food shelves and USDA Foods are to be labeled as such on shelves. Thermometers are required in all refrigerators, freezers and dry storage areas where USDA Foods are kept.

Recipient agencies that receive USDA Foods must demonstrate civil rights compliance. This includes annual, documented training for any person working with recipients of USDA Foods/TEFAP.

If you have any questions regarding TEFAP/USDA Foods program please contact Caleb Sugarman at the Vermont Foodbank 802-477-4106 or csugarman@vtfoodbank.org