

Guidance for TEFAP Sites Distributing USDA Foods to Households

Effective 6/26

From: Vermont Foodbank | The Emergency Food Assistance Program (TEFAP)

1. Annual Agreement Renewal

All TEFAP sites must **complete, sign, and return** the *Annual Renewal of the Agreement for Distribution and Utilization of USDA Foods* no later than **July 15, 2026**.

Return the agreement to:

Caleb Sugarman
Vermont Foodbank
33 Parker Road
Barre, VT 05641

Or submit by:

- **Email:** csugarman@vtfoodbank.org
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2. Eligibility Requirements and Documentation

To receive USDA Foods through TEFAP in Vermont, individuals must self-declare that:

- Their household income is **at or below 300% of the Federal Poverty Level**, and
- They **reside in Vermont** (Massachusetts exceptions noted below)

No documentation is required from applicants to prove income, address, or household size. Should **not** ask for IDs, pay stubs, or any other verification.

Required Form:

Recipients must complete the **Statement of Eligibility** form the **first time** they receive TEFAP foods within the program year (July 1–June 30). Applicants must receive a copy of the **Beneficiary Rights** notice before receiving USDA Foods

Note:

- This procedure **does not apply to congregate meal sites**
- Signed forms must be kept on file for **three years plus the current year**

The Statement of Eligibility may now be completed either on paper or electronically. It does not need to be a separate intake form and may be included in your existing forms/systems as long as applicant information is securely protected.

Franklin & Berkshire County Residents

As part of a new cross-border agreement, TEFAP distribution is allowed to **Massachusetts residents from Franklin or Berkshire Counties**. These recipients must complete the **Massachusetts-specific** Statement of Eligibility form.

3. Required Recordkeeping

A. TEFAP-1 Monthly Product Distribution Report

All sites must:

- Track USDA Foods received and distributed using **Form TEFAP-1** each month
- Record:
 - Starting inventory
 - Additional cases received
 - Cases distributed
 - Ending inventory (must match next month's starting inventory)

Keep TEFAP-1 reports on file for three years plus the current year.

B. Quarterly Service Reports

All sites must submit a **Quarterly Service Report** to the Vermont Foodbank no later than the 10th day of the month following each quarter. The report is sent out in an email on the 1st business day of each quarter:

- **Q1:** January 10
- **Q2:** April 10
- **Q3:** July 10
- **Q4:** October 10

Reports must include:

- Number of families served
 - Total number of individuals served
 - Number of individuals who visited the pantry but did **not receive TEFAP** and could be eligible
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4. Storage, Food Handling, and Safety Requirements

All TEFAP sites must:

- **Label USDA Foods clearly** and keep them **separate** from non-USDA products
- Maintain **signed receipts/invoices** for all USDA Foods received

- Store foods at the following temperatures:
 - **Frozen:** 0°F or below
 - **Refrigerated:** 32°F–40°F
 - **Dry storage:** 50°F–70°F
 - Equip all storage areas with **working thermometers**
 - Maintain a **temperature log** for each refrigerator and freezer
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1. Site Visits and Monitoring

Vermont Foodbank staff will also conduct site visits to your pantry or meal site every other year to ensure:

- Food is stored properly
- TEFAP is administered according to regulations
- All required records are available
- Please ensure all forms, logs, and records are current and accessible for the visit.

The **USDA Foods Consultant** from the State of Vermont will inspect a **percentage of TEFAP sites annually**.

6. Civil Rights Compliance

All TEFAP sites must:

- **Display the "And Justice for All" poster** in a visible area
 - **Display the "Notice of Beneficiary Rights" document** in a visible area
 - Ensure **all staff and volunteers** involved in TEFAP complete **annual Civil Rights Training** and keep **documentation of completed training** on file
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7. Using the Statement of Eligibility Form

To determine eligibility for household food distribution (not congregate feeding), follow these steps:

1. **Have the applicant complete** the form (name and household size are required; phone/address are optional) You are able to complete it for them if they are unable.
2. **Review the income guidelines** with the applicant
3. **Clarify eligibility** if they participate in 3SquaresVT, Free/Reduced School Meals, or Fuel Assistance—they automatically meet TEFAP guidelines

4. **Do not provide USDA Foods** if the applicant:
 - States they don't qualify by income or residency
 - Refuses to complete or sign the form
 5. The form may be **paper or digital**, and may be part of your existing intake system as long as data privacy is maintained
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Questions?

Contact:

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csugarman@vtfoodbank.org

802-477-4106

This institution is an equal opportunity provider. 6/2026