



THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

**SPONSORS: NORTH CAROLINA DEPARTMENT OF AGRICULTURE
NORTH CAROLINA PARTNER FEEDING AMERICA FOOD BANKS**

ELIGIBILITY: MANNA FOODBANK PARTNER AGENCIES

CRITERIA FOR TEFAP ELIGIBLE PANTRIES:

1. AGENCIES/EMERGENCY FOOD PANTRIES IN GOOD STANDING WITH MANNA FOOD BANK AND COMMUNITY.
2. INDIVIDUALS AND HOUSEHOLD ELIGIBILITY: (PANTRIES ONLY)
-**SELF DECLARATION OF INCOME FORM MUST BE COMPLETED ON EACH RECIPIENT/FAMILY ONCE PER MONTH TO RECEIVE TEFAP COMMODITIES.**
-INCOME GUIDELINE REPRESENTS 200% OF FEDERAL POVERTY LINE.
-RECIPIENT MUST SIGN USDA DONATED COMMODITIES APPLICATION TWICE (TOP AND BOTTOM) (TEFAP-3) FORM. THIS INFORMATION MUST BE KEPT ON FILE AT AGENCY FOR A PERIOD OF **FIVE YEARS**.
-INDIVIDUALS MAY RECEIVE TEFAP AS NEEDED BUT NOT MORE THAN ONCE PER WEEK; THROUGH THEIR RESIDENTIAL COUNTY ONLY. CLIENTS NEED TO BE ASSESSED BY DISTRIBUTING PANTRY PERSONNEL.
-TEFAP PANTRIES MUST AGREE TO MONITORING BY MANNA FOOD BANK AND NORTH CAROLINA DEPARTMENT OF AGRICULTURE.
-PER COUNTY LIMITS MAY APPLY.
-NO HANDLING FEE ON TEFAP COMMODITIES. DELIVERY CHARGE OF **2¢** PER POUND WILL BE APPLIED.
3. MONTHLY REPORTING REQUIREMENT DOCUMENTING INVENTORY RECEIVED AND HOUSEHOLD DISTRIBUTION, DUE BY THE **15TH** OF EACH MONTH. **(REPORTS ARE REQUIRED EVEN IF THERE HAS BEEN NO ACTIVITY IN A GIVEN MONTH)**
4. ADEQUATE STORAGE AS OUTLINED IN ONE YEAR AGREEMENT AND DISTRIBUTION CAPABILITIES.
5. SAFE FOOD HANDLING PRACTICES.

Eligibility / Administrative Requirements:

- Food Bank member emergency pantries in good standing
- Client eligibility criteria: 200% of federal poverty line guideline
- Self declaration of income / need signed by each recipient (Pantries only)
- Product limits per family / individual; food bank limits may also apply
- Monthly food receipt / distribution inventory
- Monitoring by North Carolina Department of Agriculture and MANNA Food Bank
- Adequate Dry / cool storage capabilities to handle product
- Safe food storage / handling / separate inventory
- No more than a three-month supply on hand at any given time
- Call ahead to MANNA staff to place TEFAP order
- Forms are available on our website for downloading