



A member of **FEEDING AMERICA**

## MEMORANDUM

DATE: September, 2011  
TO: All TEFAP Agencies  
FROM: Pat Williams  
RE: TEFAP packet

TEFAP information for the 4th quarter of 2011, running October through December can be downloaded in its entirety. Please make copies of the reporting form to use for each month, and please get your reports in to me by the 15<sup>th</sup> of each month.

**Your Civil Rights poster must be displayed in your pantry. If you do not have one please contact me and I will get one to you.**

If your pantry does not have all product listed on the client form, black out the items you do not have available before making your copies. **I will also be leaving a few blank slots to enter items we didn't realize we would be getting. "Bonus Items" Be sure to fill out the client form in its entirety. Partial addresses are not acceptable. This is required by NCDA. A "repeat" client needs only to be eligibility certified once per month. Client sheets must be stored at your pantry for a time period of FIVE years per NCDA. Freezer temperatures must also be recorded daily. Please keep the previous months paperwork in your pantry for monitoring purposes.**

See the back side-last column of the monthly report to report TEFAP ending inventory for the month. You report this inventory in individual cans/units, not cases. It is important that we know your ending inventory each month to complete our tracking ability.

When reporting clients served, please report only those clients who received TEFAP. TEFAP may be distributed to eligible clients as often as is needed but not more than once per week. I have created an optional form for use when you serve the same client more than once per month. You can choose to use it or not.

NCDA recommends that you use up all your last quarter items before ordering from the next quarter. Please follow this guideline.

**\*\* Corn will continue to be distributed at 3 cans per family, 1 to 3 persons and 6 cans for families with 4 or more as we have an abundance of this product. Figs and peaches will be 2 for 1 to 3 persons and 4 for families with 4 or more. Always check you Distribution Rate sheet before making your boxes.**

**YOU CAN DOWNLOAD THE ENTIRE PACKET FROM OUR WEBSITE. WE WILL BE UPLOADING IT THE LAST WEEK OF MARCH. IF YOU WOULD LIKE A PACKET MAILED PLEASE NOTIFY ME BY PHONE OR EMAIL.**

If you have any questions please contact me at (828) 299-3663 or toll free 1-877-299-3663. Email is [pwilliams@feedingamerica.org](mailto:pwilliams@feedingamerica.org).

Thank you very much.

*Pat*

**Involving, educating, and uniting people in the work of ending hunger in Western North Carolina**

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