



A member of **FEEDING AMERICA**

MEMORANDUM

New TEFAP distributors must come for record keeping training before receiving product.

DATE: June, 2010
TO: All TEFAP Agencies
FROM: Pat Williams
RE: TEFAP packet

TEFAP information for the third quarter of 2010, running July through Sept. 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 **15th** of each month.

The new income guidelines for the new year have not been released from NCDA yet. You can use last years until further notice.

I have made a small change to the client intake form. I have moved the "Name" of client section to the very top. 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. The new items for the new quarter will be in bold text. **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.**

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.

YOU CAN DOWNLOAD THE ENTIRE PACKET FROM OUR WEBSITE. 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.

Thank you very much.

Pat

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