

Guidance from Lowcountry Food Bank on TEFAP/USDA Food Distribution

This is intended only for those agencies receiving TEFAP/USDA product from the Lowcountry Food Bank.

Hello USDA Partner Agencies!

With changes to the way many of you are distributing food due to COVID, we wanted to send out a few reminders about the procedures that are still required for all USDA Agencies

Please note that while your agency may not be receiving a traditional TEFAP allocation (cases of product), TEFAP product is being packed into many of our disaster boxes and you may be receiving TEFAP produce/milk/other perishables. So all procedures outlined below must be followed.

If your agency receives TEFAP/USDA food from the LCFB:

- Clients must be able to view the following posters when they receive food:
 - Current Civil Rights Poster (Revised 2019 and is GREEN with a picture of the Department of Agriculture)
 - Current TEFAP Income Guidelines (effective 02/2020)
 - Written Notice of Beneficiary Rights (Revised 2019 – faith-based organizations only)

**For agencies conducting drive-thru models, all posters must be pinned to a bulletin board and visible to clients

- Client signatures are no longer required on the:
 - TEFAP Application Form – bottom of page 1
 - TEFAP Application Form-back of the form
 - Commodity Issuance Log/Client sign-in Logs

**HOWEVER, if the client does not sign, the agency representative MUST still print the client's name in all 3 of these places. The client's name is required in all 3 of these places still.

We know everyone is doing their absolute best navigating this crazy year, and we appreciate your dedication to serving your clients. If we can answer any questions for you, please email us at membershipservices@lcfbank.org!

All referenced posters and forms may be found here:

<https://www.lowcountryfoodbank.org/forms-materials/>

Be on the lookout for USDA Training information in October—it will be an online training in 2020.

Your partnership is appreciated!

Agency Relations Team

Guidance from SC Department of Agriculture on TEFAP/USDA Food Distribution

All:

I'm writing this to clear up any confusion you may have on the requirements to record names for TEFAP. We have made permanent changes to both programs that mirror the temporary changes we made early this year to handle COVID. These are the protocols you should have been following since March, and if not, you need to correct it immediately, which includes completing incorrect paperwork back to March.

TEFAP:

The client's name is still (and always has been) required to be on the front of the application, recorded on the back of the application for each distribution with the date, and on your daily distribution log. That never changed. The only change is this: the client doesn't have to sign, someone from your agency may write their name in all three places. If you have not been doing that, you are in violation and it needs to be corrected immediately. When you are visited by SCDA or Lowcountry Food Bank we will be looking for the name in all three places.

Sincerely,

Chris Doyle

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