The Emergency Food Assistance Program (TEFAP) was established in 1983 by the Emergency Food Assistance Act. The legislation directed the United States Department of Agriculture (USDA) to distribute federally purchased commodities, such as fruits, vegetables, dairy, meats, and grains to food banks, food pantries, soup kitchens, and other emergency feeding organizations serving low-income Americans.

TEFAP is a crucial source of nutritive food for the Feeding America’s network of 200 member food banks which serves individuals, families, children, and seniors who struggle to access enough nutritious food. Without this public-private partnership between the federal government, state agencies, and local charitable organizations, the nutritional needs of millions of Americans could not be met.

This document provides an overview of the federal and state regulations that govern how TEFAP is operated and outlines the specific policies that all 50 states, the District of Columbia, and Puerto Rico have opted to utilize in managing the program. The federal regulations provide sufficient flexibility for the program to be tailored to meet the unique needs of each state. By compiling each of these policies in a single document, it is our hope that food banks, state agencies, USDA, and policy makers may better understand both the specifics of the policy in any given state, as well as opportunities to improve the management of the program in their state based on the experience of other states.

Feeding America is grateful for the input and guidance provided by state agencies, USDA, and network food banks across the country as we compiled the information included in this document.
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APPENDIX A: GLOSSARY

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APPENDIX B: STATE TEFAP ADMINISTERING AGENCIES
TEFAP provides food and funds to states and emergency feeding organizations through three main components: entitlement commodities, administrative grants that support storage and distribution, and USDA donated commodities (also called “bonus commodities”). The federal regulations (7 CFR 250 and 7 CFR 251) for TEFAP food distribution and storage and distribution funds are fairly brief, leaving many decisions about the operation of the program to states.

Mandatory federal funding for TEFAP entitlement food purchases is provided in the farm bill, which is generally reauthorized every five years. Discretionary funding for TEFAP administrative grants for storage and distribution is also authorized in the farm bill, though the amount provided each year is determined by annual legislation written by the House and Senate Appropriations Subcommittees on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies.

Bonus commodities are purchased through USDA Food Distribution Programs, utilizing Section 32 authority, for the purpose of providing market support, often due to excess harvest and/or volatile prices. Section 32 bonus commodity purchases are made under a different budget authority than TEFAP entitlement commodities. This authority comes from a permanent appropriations account set aside in 1935 that gives broad authority to USDA to support the farm economy. Currently, much of Section 32 purchases of U.S. commodities from farmers are distributed to federal nutrition programs such as the TEFAP, CSFP, and the National School Lunch Program (NSLP).

Federal regulations lay out the formula allocation to states, requirements for income eligibility determinations, availability of commodities, payment of storage and distribution funds, and the matching of funds for the program. The formula for allocating TEFAP food and funds, adjusted annually based on each state’s population of low-income and unemployed individuals, is outlined in detail below. USDA reallocates any entitlement or bonus commodities not accepted by a state to other states.

Each state agency that distributes TEFAP foods, or receives administrative funds for storage and distribution costs, must have in place an operational plan approved by USDA. The state agency must also provide at least 40 percent of its administrative funding to the organizations distributing the food, with the remainder available for use at the discretion of the state agency. An annual USDA report outlining state pass-through rates can be found on the Department’s website.
AVAILABILITY OF COMMODITIES

Based on the Dietary Guidelines, price, and food availability, USDA publishes a list of available foods for every fiscal year. States can view and select foods through USDA’s Web Based Supply Chain Management. WBSCM allows for the ordering, distributing, and tracking of USDA foods in an efficient manner. States have discretion on how many of the available food items they make available for their Eligible Recipient Agencies (ERAs) to order and are able to either allow the ERA access to the ordering process or manage the TEFAP food ordering independently.

States must notify their Food and Nutrition Service (FNS) Regional Office, of the quantity of TEFAP commodities they are able to accept within thirty days of the shipping period. FNS must ensure that the TEFAP entitlement food funds are available to the state agencies for two years, and the states are able to carry over the unused balance from one federal fiscal year to the next fiscal year.

QUANTITIES

States must request TEFAP foods in quantities that can be utilized without waste and ensure that each ERA receives appropriate quantities of food based on anticipated use and ability to store and distribute. USDA attempts to distribute food in forms and units suitable for use institutionally and in the home. Bulk processing of TEFAP foods is permitted by either the state agency or private processors.

DISTRIBUTION TO ELIGIBLE RECIPIENT AGENCIES

If a state’s TEFAP food allocation is insufficient to meet demand, priority must be given to distributing to emergency feeding organizations (EFOs), and the state may further prioritize distributions to existing food bank networks whose primary function is providing food to low-income individuals. ERAs may distribute TEFAP commodities on their own or in combination with non-USDA foods. States also can determine whether TEFAP foods are stored in a state warehouse or shipped directly to TEFAP ERAs.

STATE ADVISORY BOARD

State agencies are encouraged to establish an advisory board representing both public and private entities interested in the distribution of commodities. The state agency may use TEFAP administrative funds to support the activities of the advisory board.

STATE DISTRIBUTION PLANS

States are required to submit to their FNS Regional Office a TEFAP distribution plan that designates the state agency responsible for administering the program. The plan must outline program operation and administration, the standards of eligibility for recipient agencies, and the criteria for determining household eligibility for the program. Once approved, these plans remain permanent until the time the state implements changes to the program. Then the state must resubmit the TEFAP distribution plan for approval.

ELIGIBILITY DETERMINATIONS

ORGANIZATION & AGENCY

Before TEFAP commodities or administrative funds may be received, the state agency or ERA that has been delegated responsibility for managing the program must ensure that all participating organizations meet the definition of an ERA – it must be nonprofit or public (but not penal), distribute food either as meals or for household consumption, and have a TEFAP agreement with the state or another ERA. These agreements look different for each state, and the respective TEFAP state plans explain the requirements for ERAs.

RECIPIENT ELIGIBILITY

Each state must develop household eligibility criteria for the receipt of TEFAP foods, which must:

I) include developing income guidelines for receipt of USDA commodities;
II) include standards for applicants to
show proof of income or receipt of other means-tested federal programs; and
III) ensure that applicants reside in the state in which they are applying, without respect to length of residency.

ADMINISTRATIVE COSTS
State agencies and ERAs may use TEFAP administrative funds to pay the direct expenses associated with distributing USDA commodities to the extent that the commodities are ultimately distributed by the ERA. USDA recovers and reallocates unspent administrative funds.

DIRECT EXPENSES
States may include in their signed agreements with ERAs language restricting direct, reimbursable expenses to the following:
   I) the intrastate and interstate transport, storage, handling, repackaging, processing, and distribution of commodities;
   *For interstate expenditures to be allowable, commodities must have been specifically earmarked for the specific state or ERA which incurs the cost. Some states do allow for the repackaging and processing of TEFAP foods to fit their needs.
   II) costs associated with determining eligibility, verification, and documentation;
   III) costs of providing information to individuals receiving TEFAP foods concerning the appropriate storage and distribution of the foods;
   IV) costs involved in publishing announcements of times and locations of distribution; and
   V) costs of recordkeeping, auditing, and other administration required for program participation.

PASS-THROUGH REQUIREMENT
At least 40% of a state’s administrative funds can either be:
   I) provided directly to emergency feeding organizations partnered with the state to distribute TEFAP foods as reimbursement or advance payment for eligible costs incurred by the emergency feeding organization;
      a. the emergency feeding organizations contracted with the state are also allowed to pass through some of the funds to their agencies throughout the state; or
   II) directly expended by the state to cover administrative costs incurred by the emergency feeding organization

USE OF ADMINISTRATIVE FUNDS FOR ENTITLEMENT AND BONUS COMMODITIES:
States may use administrative funds to cover expenses related to bonus commodities in addition to entitlement foods, though not all do. A number of states simply provide a per pound reimbursement for TEFAP foods, with no distinction between entitlement or bonus commodities.
The federal government publishes Federal Poverty Guidelines that are used to determine eligibility for certain programs and benefits, including federal nutrition programs. States set their TEFAP income eligibility thresholds based on these Federal Poverty Levels. Below are the 2020 Federal Poverty Levels (FPL) for the contiguous states, Hawaii, and Alaska (which both receive different guidelines to account for higher costs of living.)

### 2020 Federal Poverty Levels

<table>
<thead>
<tr>
<th>PERSONS IN FAMILY/HOUSEHOLD</th>
<th>POVERTY LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$12,760</td>
</tr>
<tr>
<td>2</td>
<td>$17,240</td>
</tr>
<tr>
<td>3</td>
<td>$21,720</td>
</tr>
<tr>
<td>4</td>
<td>$26,200</td>
</tr>
</tbody>
</table>

*For families/households with more than 4 persons, add $4,480 for each additional person.*

### Alaska 2020 Federal Poverty Levels

<table>
<thead>
<tr>
<th>PERSONS IN FAMILY/HOUSEHOLD</th>
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<tr>
<td>1</td>
<td>$15,950</td>
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<tr>
<td>2</td>
<td>$21,550</td>
</tr>
<tr>
<td>3</td>
<td>$27,150</td>
</tr>
<tr>
<td>4</td>
<td>$32,750</td>
</tr>
</tbody>
</table>

*For families/households with more than 4 persons, add $5,150 for each additional person.*

### Hawaii 2020 Federal Poverty Levels

<table>
<thead>
<tr>
<th>PERSONS IN FAMILY/HOUSEHOLD</th>
<th>POVERTY LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
<td>$19,830</td>
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<tr>
<td>3</td>
<td>$24,980</td>
</tr>
<tr>
<td>4</td>
<td>$30,130</td>
</tr>
</tbody>
</table>

*For families/households with more than 4 persons, add $5,150 for each additional person.*
Federal regulations require the use of a specific funding formula to calculate TEFAP commodity allocations for each state, and FNS annually publishes a memo outlining those allocations. The funding formula used to determine state allocations is below. The FNS website publishes these food allocations on its website: https://www.fns.usda.gov/tefap/emergency-food-assistance-program.

1. The formula considers each state’s population of persons living below the national poverty level and the number of persons unemployed.

2. \( \text{Unemployment Index} = \frac{n_u}{N_u} \times 100\% \), where \( n_u \) is the number of unemployed people in the state and \( N_u \) is the total number of unemployed people in the U.S.

3. \( \text{Poverty Index} = \frac{n_p}{N_p} \times 100\% \), where \( n_p \) is the number of impoverished people in the state and \( N_p \) is the total number of impoverished people in the U.S.

4. \( \text{Weighted Index} = \frac{0.4U + 0.6P}{100} \), where \( U \) is the unemployment index and \( P \) is the poverty index.

5. \( \text{Allocated Funds} = \text{Total Funds} \times \left( \frac{\text{Weighted Index}}{100} \right) \)

6. Round Allocated Funds to the nearest dollar.

**EXAMPLE:** Connecticut

- Unemployment Index = \( \frac{105,676}{8,003,685} \times 100\% = 1.320341817550290897\% \)
- Poverty Index = \( \frac{966.908}{47,828.754} \times 100\% = 0.767162663809465305\% \)
- Weighted Index =
  - 0.4(1.320341817550290897\%) + 0.6(0.767162663809465305\%)
  - 0.52813672702011636\% + 0.46029759828567918\% = 0.988434325305796\%
- Allocated Funds =
  - \$59,401,000 \times \frac{0.988434325305796}{100} = \$587,139.8735
  - Round to the nearest dollar: \$587,140
Below are some of the state policy options that have allowed food banks to distribute TEFAP foods more effectively and efficiently. FNS has also published a policy memo, FD-146: Questions and Answers about Distribution Procedures in TEFAP, that can also be helpful to food banks and state agencies.

<table>
<thead>
<tr>
<th>EXAMPLES OF TEFAP BEST PRACTICES</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VARIATION IN THE ORDERING OF TEFAP FOODS</strong></td>
<td>How TEFAP foods are ordered varies widely by state. In some states, the food bank state association does the ordering, in others, the food bank does, and in some states, the food bank and states work together to order TEFAP foods. Ensuring the ERA is involved in the process can ensure supply is consistent with the demand in the state.</td>
</tr>
<tr>
<td><strong>FLEXIBILITY IN TEFAP FOOD DISTRIBUTION FREQUENCY</strong></td>
<td>Many states require a once a month distribution of TEFAP, however, some states do allow for agencies to choose the frequency of distribution depending on the amount of foods they have available.</td>
</tr>
<tr>
<td><strong>MOBILE OR DIRECT DISTRIBUTION</strong></td>
<td>Many states allow for the direct or mobile distribution of foods.</td>
</tr>
<tr>
<td><strong>VARIATION IN THE ALLOCATION OF STORAGE &amp; DISTRIBUTION ADMINISTRATIVE FUNDS</strong></td>
<td>Federal regulations require a minimum of 40% of the state TEFAP administrative “storage and distribution” funds go to TEFAP agencies. Most states pass on more than is federally mandated, with some passing on 100 percent of those funds to ERAs.</td>
</tr>
<tr>
<td><strong>ADDING TEMPORARY AGENCY AGREEMENTS</strong></td>
<td>Food banks can add additional agencies on a temporary basis to the TEFAP contract in order to distribute additional bonus or other additional commodities, such as under the current Food Distribution Program.</td>
</tr>
<tr>
<td><strong>FLEXIBLE GEOGRAPHIC REQUIREMENTS</strong></td>
<td>In some states, an individual receiving food must reside in the same county as the agency. This is a problem in dense, urban areas with public transportation and in rural areas where the closest distribution might be in the next county. Some states have given flexibility to food banks to split their regions by food bank service areas.</td>
</tr>
<tr>
<td><strong>CHARGING SHARED MAINTENANCE</strong></td>
<td>Some states allow food banks to charge a shared maintenance fee to agencies receiving TEFAP food.</td>
</tr>
<tr>
<td><strong>ALLOWING CLIENT CHOICE</strong></td>
<td>Food banks and partner agencies have begun to utilize client choice in their food pantries. This allows clients to choose foods for themselves, versus taking what is given to them, mitigating waste and increasing client dignity. Many states have encouraged this practice within their respective state plans.</td>
</tr>
</tbody>
</table>
Below are two maps illustrating the policies states have chosen on two key state TEFAP options. The first shows the vast differences in the other federal means-tested programs that states can use to link to TEFAP eligibility, while the second map shows the widely varying income levels states use for TEFAP eligibility.
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 130 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
To receive TEFAP, an individual must be an Alabama citizen and located within the geographic boundaries of the distributing agency. Documents which are acceptable for proving eligibility are a program ID card, award letter of official benefits statement, or a benefits check. If a household member doesn't have such documents at the time of application, or participate in any means tested programs, the agency is required to provide an application form for completion of a signed, self-declaration income statement.

GEOGRAPHIC REQUIREMENTS
Commodities are allocated and distributed within the regions of the four main food banks; Bay Area Food Bank, Montgomery Area Food Bank, Food Bank of North Alabama, Community Food Bank of Central Alabama.

TEFAP FOOD ORDERS
The State of Alabama orders USDA food and allocates it to the four distributing agencies. To determine what available USDA food is best for the respective food banks, once or twice a calendar year, the state will garner the food bank coordinator’s interest through email, surveys, or a poll.

ADMINISTRATIVE FUNDS
Alabama typically has passed through 90 percent or more of the TEFAP Storage and Distribution costs. The remainder of the administrative grant not used for state or recipient agency administrative purposes is used for additional food purchases.

PACKAGING REQUIREMENTS
There are no packing requirements, however the state does ask that the box not be broken down.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- SSI

DISTRIBUTION FREQUENCY
The food banks’ allocation percentage is determined by the number of people living in poverty in their respective service areas. There is no state mandated distribution rate of TEFAP USDA commodities per household. Each distribution agency is responsible for determining the quantity and types of TEFAP commodities and other donated foods issued to a household.

OTHER STATE ALLOWANCES

<table>
<thead>
<tr>
<th>ALLOWANCE</th>
<th>YES</th>
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<tr>
<td>PROXY PROGRAM</td>
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<tr>
<td>CHARGING OF SHARED MAINTENANCE</td>
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<tr>
<td>MOBILE OR DIRECT DISTRIBUTION</td>
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</table>

Source: Alabama TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Distributing agencies must accept self-declaration on the TEFAP application as proof of identity, residency, and low-income status. They are not allowed to ask for a picture identification or Social Security number and are not allowed to deny service to clients due to a lack of proof of address.

GEOGRAPHIC REQUIREMENTS
Clients may go to any TEFAP distributor in the state, as Alaska does not have counties.

TEFAP FOOD ORDERS
Alaska does not have a warehouse; all shipments are shipped directly to the Eligible Recipient Agencies from Seattle. ERAs are notified of available TEFAP donated foods that will be delivered in Seattle two months in advance. This information is relayed to them in the monthly program bulletin. Fair share amounts are allocated to the ERAs based on participation data, ERAs order monthly on an online data base and can reduce or refuse their fair share allocations if they don’t want the commodity food.

PACKAGING REQUIREMENTS
USDA donated foods cannot be re-packaged for distribution and must remain in their original packaging.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- FDPIR
- NSLP
- SSI

DISTRIBUTION FREQUENCY
The state doesn’t limit frequency of distribution.

OTHER STATE ALLOWANCES

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<tr>
<td>MOBILE OR DIRECT DISTRIBUTION</td>
<td>NO</td>
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</table>

Source: AK Department of Education
ARIZONA

INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Agencies must request identification such as driver’s license, a state ID card, or another form of a picture ID from the household member/proxy who is providing the signature for the receipt of commodities. Length of residency in geographic location cannot be used as a criterion of eligibility. Households are not required to provide documentation for proof of their dependents.

GEOGRAPHIC REQUIREMENTS
Recipients must live within the specific ZIP code, city, or county that corresponds to their area’s distribution agency. Neither the length of time the participant has lived in Arizona or in the distributing agency’s service area, nor the length of time the participant plans to remain living in Arizona or the distributing agency’s service area, may be considered in the eligibility determination.

TEFAP FOOD ORDERS
The state creates a list of USDA foods available and emails the list to each of the distributing agencies, who then submit orders to the state to place orders in the Web Based Supply Chain Management System (WBSCM). The state monitors expenditures quarterly and amounts are discussed during quarterly calls with distributing agencies.

ADMINISTRATIVE FUNDS
The state keeps approximately between $300K – $400K for administrative funds each year.

PACKAGING REQUIREMENTS
There is no specific state packaging requirement.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
• SNAP
• NSLP

DISTRIBUTION FREQUENCY
The state requires that all distributing agencies distribute TEFAP, at a minimum, of once monthly. Agencies may use their discretion to increase the number of TEFAP distributions they feel are needed per month per site.

OTHER STATE ALLOWANCES

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<tr>
<td>MOBILE OR DIRECT DISTRIBUTION</td>
<td>YES</td>
</tr>
</tbody>
</table>

Source: AZ Department of Economic Security
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 130 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
For new applications, certifications, and at the distribution of USDA foods, the recipient agency personnel should ask to see either a driver’s license, ID issued by the state, military ID, or other forms of ID showing name and address. The agency official will check ID to assure foods are issued to the recipient household or to their authorized representative during the distribution of USDA foods.

GEOGRAPHIC REQUIREMENTS
Recipients should reside in the same county as the TEFAP distributor. In some high population counties, recipients are directed to sites within a specific ZIP code.

TEFAP FOOD ORDERS
Deliveries are made directly to the food banks, and their partners order from the food banks to distribute to their clients. Food banks are provided an order form that shows their anticipated options for the upcoming year, and orders are placed by the state.

ADMINISTRATIVE FUNDS
The state passes all federal TEFAP Storage and Distribution funds to the food banks.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- A foster child, or children (only) are automatically eligible

DISTRIBUTION FREQUENCY
Rates established by commodity distribution reflect a maximum issuance. Households should be provided an opportunity to turn down all or part of an allotment of any item they may not need or want. However, they should be required to sign for the food they receive. When utilizing the distribution rates, the state allows agencies to double the rates or triple the rates for household distribution.

OTHER STATE ALLOWANCES

| PROXY PROGRAM | YES |
| CHARGING OF SHARED MAINTENANCE | NO |
| MOBILE OR DIRECT DISTRIBUTION | YES |

Source: Food Bank of Arkansas
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 235 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The recipient may be asked to present acceptable evidence of residency in the service area, such as a driver’s license. However, if documented proof of residency cannot be supplied, food may not be denied to the recipient.

GEOGRAPHIC REQUIREMENTS
In order for a recipient or household to be eligible for USDA commodities, they must reside in the geographic area being served at the time of applying for assistance, regardless of length of residency. Recipients may be asked for documentation of residency; however, it is not a requirement to receive food.

TEFAP FOOD ORDERS
The state and the California Emergency Foodlink (CAFL) send the USDA menu to food banks, which in turn, send their orders to CAFL. Then the state reviews and approves orders, and CAFL sends the orders to USDA. ERAs are given the opportunity to decide the type and quantity of commodities they would like to order.

ADMINISTRATIVE FUNDS
Funding is provided based on the federal guidelines. In addition, each ERA first receives a base of $40,000 and the remaining funds are then based 60 percent on the number of persons in households within the food bank distribution area having incomes below the Federal Poverty Level and 40 percent on the number of unemployed persons within that area.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Recipients may not be asked to supply proof of income. The following should not be considered part of a recipient’s income:
- Student aid assistance
- Employer or union-paid non-cash benefits, such as health insurance, food, or rent received in lieu of wages
- Value of non-cash benefit programs such as Medicare, Medicaid, SNAP, school lunches, and housing assistance

DISTRIBUTION FREQUENCY
All distribution sites must distribute at least once per month. The ERAs, whenever possible, should attempt to distribute USDA commodities in fair share proportions by household size.

OTHER STATE ALLOWANCES

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<thead>
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<td>NO</td>
</tr>
<tr>
<td>MOBILE OR DIRECT DISTRIBUTION</td>
<td>YES</td>
</tr>
</tbody>
</table>

Source: CA TEFAP State Plan
COLORADO

INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 200 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Clients must fill out the TEFAP eligibility application with household size, name, address, and phone number. The TEFAP client must show proof of residence and a photo id, however the recipient agency will also accept self-declaration.

GEOGRAPHIC REQUIREMENTS
Colorado’s sixty-four counties are divided into three regions of varying sizes. The Food Bank of the Rockies holds the TEFAP contract for the state, and a food bank within each region is designated as the Regional Food Bank for local administration. The Regional Food Banks are encouraged to distribute the value of food by county when possible, but may modify as needed to meet community needs.

TEFAP FOOD ORDERS
The USDA notifies the State when ordering is available including the product type, pack size, and value. Orders are placed in USDA’s WBSCM. The Regional Food Bank places orders in WBSCM against their TEFAP entitlement.

PACKAGING REQUIREMENTS
Regional Food Banks will distribute USDA Foods in whole case amounts.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- SSI
- Medicaid Eligible Foster Children
- Aid to the Blind and Disabled
- Old Age Pension

DISTRIBUTION FREQUENCY
The Regional Food Banks are responsible for determining the quantity and types of USDA Foods and other donated food issued to the distributing agencies. The distributing agencies are only allowed to permit a household one visit per month.

ADMINISTRATIVE FUNDS
Requests for reimbursement of a Regional Food Bank’s operating expenses related to TEFAP are considered quarterly based on the region’s fair share percentage, the availability of federal funds, and compliance with federal regulations and state fiscal rules.

OTHER STATE ALLOWANCES

| PROXY PROGRAM | YES  
| CHARGING OF SHARED MAINTENANCE | N/A  
| MOBILE OR DIRECT DISTRIBUTION | N/A  

Source: CO Office of Economic Security
Clients are eligible for TEFAP commodities if their income does not exceed 235 percent of the Federal Poverty Level.

The state requires each household applicant to complete the self-declaratory form annually to determine program eligibility. This form includes the applicant’s name, address, and the number of persons in the household, type of eligibility provided, and applicant’s signature.

The state contracts with the Connecticut Food Bank and Foodshare to distribute food to their partnering agencies. The household must reside in Connecticut. Length of residency is not used as an eligibility criterion.

Food banks distributing TEFAP have access to the Web-Based Supply Chain Management System for ordering USDA commodities. The foods banks are required to survey ERAs to ensure the products food banks order meet the needs of the clients going to the ERAs.

The state anticipates that the total level of administrative funds allocated to the state will be passed through less any costs incurred by the state on behalf of the eligible recipient agencies.

There are no packaging requirements beyond what federal regulations allow.

Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:

- SNAP
- TANF
- SSI
- Energy Assistance
- WIC
- State Administered General Assistance
- Healthcare for Uninsured Kids
- Aid to the Blind or Disabled
- Section 8 Housing Assistance

Food banks have quantity limits based on agency size; agencies can order TEFAP weekly.

<table>
<thead>
<tr>
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<tr>
<td>Mobile or Direct Distribution</td>
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</tbody>
</table>

Source: CT Health and Human Services
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state requires the name of the household member receiving the commodities, the address of the household, the number of persons in the household, and the basis for determining that the household is eligible.

GEOGRAPHIC REQUIREMENTS
Recipients must reside in the state of Delaware at the time of application. The site cannot require households to have lived in the area for a specified period of time before they apply for TEFAP.

TEFAP FOOD ORDERS
Recipient agencies order online directly through the state’s Nutrition Website up to five business days prior to the scheduled delivery date. Allocations are made based on an agency’s average number of clients. The Federal Food Commodities Program (FFCP) allocates products to all the agencies in the program based on the agency’s percent participation of the state’s total when the product is received at the FFCP warehouse.

PACKAGING REQUIREMENTS
Distributing agencies are asked to submit food preference reports, which include packaging preferences.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- General Assistance
- Medicaid
- SSI

DISTRIBUTION FREQUENCY
N/A

OTHER STATE ALLOWANCES

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</table>

Source: Delaware TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
To receive TEFAP, clients self-disclose if they receive SNAP, TANF, or Medicaid. If they do not receive these benefits, they still can qualify based on income. Proof of participation in SNAP, TANF, or Medicaid, or proof of income are not required.

GEOGRAPHIC REQUIREMENTS
The clients must live within the District of Columbia and present their ID to verify their address.

TEFAP FOOD ORDERS
The District presents the entire TEFAP catalog to the distributing agency and allows them to order any entitlement or bonus foods available. The District notifies the distributing agency of any catalog updates, including cancellations.

ADMINISTRATIVE FUNDS
79 percent of administrative funds are passed through to the only distributing agency in the District.

PACKAGING REQUIREMENTS
There is no specific packaging requirement.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- Medicaid

DISTRIBUTION FREQUENCY
There is no restriction; the District allows sub-recipient agencies to only take as much as they are able to safely receive, store, and distribute. Clients are told to take as much as they are able to safely receive, store, and use in a timely manner.

OTHER STATE ALLOWANCES

| PROXY PROGRAM | YES |
| CHARGING OF SHARED MAINTENANCE | YES |
| MOBILE OR DIRECT DISTRIBUTION | YES |

Source: DC Office of the State Superintendent of Education
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 130 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Proof of household income is not required to receive TEFAP foods. While the distribution agency may require further recipient information for use with other programs, they cannot deny food to eligible recipients who refuse to reveal information that is not a requirement of TEFAP.

GEOGRAPHIC REQUIREMENTS
Recipients must reside in the county in which they receive TEFAP foods. There is not one specific method to allocate TEFAP commodities or administrative funds to the regions’ counties. The state allows each region to identify the needs of the community and allocate food accordingly.

TEFAP FOOD ORDERS
Agencies order through the Web Based Supply Chain Management website and can check on shipment statuses, receipt for product received, remaining entitlement balances, bonus items, etc.

PACKAGING REQUIREMENTS
TEFAP funds can be used for the repackaging of TEFAP foods for distributing through the distributing agency.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- SSI
- Medicaid

DISTRIBUTION FREQUENCY
The state allows distributing agencies to develop their own distribution rates for their region. In an effort to close the food insecurity gap, established networks are the preferred method of distribution. Mass distribution will be limited for TEFAP food distribution within a service area.

OTHER STATE ALLOWANCES

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Source: FL TEFAP State Plan
GEORGIA

INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 130 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
All applicants must complete a Household Eligibility Criteria Form to determine a household’s eligibility.

GEOGRAPHIC REQUIREMENTS
The state prefers households access TEFAP in their county of residence, but if it is more convenient for them to access TEFAP in a neighboring county, it is allowable so long as that county is also served by the food bank serving their home county.

TEFAP FOOD ORDERS
Feeding America food banks are the sole distribution network for TEFAP in Georgia. Foods are shipped directly to the food banks. They select the items they want in the WBSCM system and the state approves the orders in the system.

PACKAGING REQUIREMENTS
The food banks can repackage TEFAP foods.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:

- SNAP
- TANF
- SSI
- LIHEAP
- Medicaid Eligible Foster Children
- Aid to the Blind and Disabled
- Old Age Pension

DISTRIBUTION FREQUENCY
There are no limits on the number of times distributing agencies can distribute TEFAP in any given month. There are no limits on the number of times an eligible household can access TEFAP in any given month.

OTHER STATE ALLOWANCES

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Source: GA Food Bank Association
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Each month, applicants shall document their eligibility to participate in the program by filling out and signing the TEFAP Commodity Distribution Form.

GEOGRAPHIC REQUIREMENTS
Households must reside in the geographic location (county) served by the state at the time of applying for assistance, but length of residency shall not be used as an eligibility criterion.

TEFAP FOOD ORDERS
USDA will ship TEFAP commodities directly to each of the distributing agencies based on the state allocation utilizing the most current poverty estimates at the start of the fiscal year. The state will notify the distributing agency of the purchases from USDA, advising them of anticipated delivery schedules and the types and quantities of commodities.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- N/A

DISTRIBUTION FREQUENCY
The EFOs will distribute commodities to the agencies within their respective counties, on a monthly basis at a minimum.

OTHER STATE ALLOWANCES

| PROXY PROGRAM | YES |
| CHARGING OF SHARED MAINTENANCE | NO |
| MOBILE OR DIRECT DISTRIBUTION | N/A |

Source: HI TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 133 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state allows for the self-declaration of income, with no photo identification required. Agencies collect name, address, household size, and signature to allow clients to receive TEFAP.

GEOGRAPHIC REQUIREMENTS
There are seven eligible recipient agency service regions, which service specific counties throughout the state.

TEFAP FOOD ORDERS
The state notifies the ERAs of the food orders through emails and scheduled meetings.

ADMINISTRATIVE FUNDS
The state follows the federal allocation to disburse TEFAP administrative funds to the ERAs.

PACKAGING REQUIREMENTS
Repackaging is not allowed by the state.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:

- SNAP

DISTRIBUTION FREQUENCY
Each agency distributing TEFAP is able to determine the amount of TEFAP food to be distributed and how often.

OTHER STATE ALLOWANCES

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</table>

Source: ID Department of Health and Welfare
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state does not require proof of identity and residency, however, agencies may ask for proof of identity and residency, limited to one of the following types of documentation: driver’s license, state identification card, piece of mail or utility bill showing the recipient name and address, or a letter from a landlord verifying identity and residency. Every participant served at a food pantry must sign the Department of Human Services Signature Sheet.

GEOGRAPHIC REQUIREMENTS
Each food bank serves the counties in their service area. Cook County is broken down by ZIP code. Food banks distribute food to counties and distribution sites in the assigned service area in accordance with fair-share allocation percentages (county fair-share percentages provided annually by the Department of Human Services).

TEFAP FOOD ORDERS
Illinois Department of Human Services (DHS) provides food banks a fair-share dollar amount based on poverty and unemployment. DHS provides a catalog with required “order by” dates and “delivery” dates to the food banks. Food banks send their food orders to the DHS TEFAP manager. They can order items from the catalog provided from DHS EFP.

ADMINISTRATIVE FUNDS
The state does not pass on all of their storage and distribution costs.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF

DISTRIBUTION FREQUENCY
Agencies are open to the general public in their service area for at least 2 hours every week, unless there is a department-approved Rural Exemption on file or a food bank-approved temporary closure due to holidays or extenuating circumstances. There are no distribution limits placed on food banks or on households.

OTHER STATE ALLOWANCES

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Source: IL TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state uses self-declaration to determine eligibility. Agencies are not allowed to require any other documentation for income verification purposes. Agencies need to record name, address, household size, and self-declaration of income.

GEOGRAPHIC REQUIREMENTS
All eligible recipients must be residents of Indiana for at least one day, and agencies cannot stipulate an additional length of the residency requirement. Agencies may require recipients be residents of the county in which they receive product, and some agencies require further residency requirements within zip codes or neighborhoods.

TEFAP FOOD ORDERS
The ERAs consist of nine Indiana food banks and two food banks bordering Indiana that service the southern regions of the state.

ADMINISTRATIVE FUNDS
Indiana requires ERAs to pass on two percent of their administrative funds to their agencies. Funds may be used to pay the costs for handling, transporting, and storage of non-TEFAP food from the local food banks.

PACKAGING REQUIREMENTS
Repackaging of allocated USDA food products at the agency without written approval from USDA is not allowed.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- N/A

DISTRIBUTION FREQUENCY
Larger pantries should be open several hours a day, Sunday through Saturday or any combination of days and hours. Small pantries, operating on limited budgets, may operate only one afternoon or one evening a week but must be open a minimum of 2 hours per month. Pantries may not restrict an eligible client access to food for more than 30 days from the last date the client received food. All food pantries are Client Choice, must keep regular posted hours, and may not require an appointment for service.

OTHER STATE ALLOWANCES

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Source: IN TEFAP State Plan
**INCOME GUIDELINES**
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

**RECIPIENT REQUIREMENTS**
TEFAP eligibility is self-attested and households do not need a fixed address to meet the residency requirements. To receive TEFAP foods, households must sign an eligibility form annually. Agencies may not require additional information for participants to receive TEFAP foods. Agencies may require verification prior to making other products available to participants. It must be clear to the participant they can receive USDA foods without providing additional information.

**GEOGRAPHIC REQUIREMENTS**
The Food Bank of Iowa and the Northeast Iowa Food Bank are the coordinating food banks for TEFAP. These food banks are responsible for the ordering, receiving, and temporary storage of USDA commodities. Communication must occur at least annually between coordinating and collaborating food banks to determine the amounts and types of foods each bank can reasonably distribute.

**TEFAP FOOD ORDERS**
Each year the state receives an allotment of food dollars. A catalog of available foods and their estimated costs are uploaded to a database by the 15th of each calendar month. Orders for entitlement foods are due by the 1st of each month. The state then places the order no later than the 10th of each month. Once each order is placed, an order status report is distributed. It is the responsibility of the coordinating food banks to ensure orders placed are within the entitlement allotment.

**ADMINISTRATIVE FUNDS**
The percentage allocation of administrative funds is the same as the food distribution allocation. The annual amount of administrative payments is divided by twelve months and paid evenly each month. In the event there are additional administrative funds remaining at the end of the federal fiscal year, they will be distributed after September.

**PACKAGING REQUIREMENTS**
The agency is not allowed to repack any USDA product. However, the state encourages choice pantries for clients instead of pre-packaged distribution.

**CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS**
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- NSLP

**DISTRIBUTION FREQUENCY**
The State does not determine the amount of food agencies distribute to clients.

**OTHER STATE ALLOWANCES**

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</table>

Source: IA TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 130 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
To participate the state requires that applicants provide information on their income and household size, and if asked, proof of both. Applicants also must sign a form stating that they qualify for the program.

GEOGRAPHIC REQUIREMENTS
Clients must reside in the state in order to participate in TEFAP. Applicants for TEFAP must apply at a participating organization located in the county in which they reside. If no participating organization is located in the county in which the applicant resides, applicants may be unable to participate or may be allowed to apply at a participating organization in another county.

TEFAP FOOD ORDERS
TEFAP food is ordered by the state’s Economic & Employment Services (EES) Food Distribution Unit Manager. They determine the foods and quantities to order for both entitlement and bonus foods, and then allocate the food based on a formula using three years of SNAP participation data and the most recent year’s TEFAP household numbers served. These are averaged together into a percentage for each county. For TEFAP implementation and allocation purposes, Kansas has been divided into fifteen distribution areas. Each distribution area consists of one or more counties and every county in Kansas is located in one of these areas.

ADMINISTRATIVE FUNDS
The state follows the federal guidelines in determining the amount to pass through of TEFAP administrative funds.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- Refugee Assistance
- General Assistance

DISTRIBUTION FREQUENCY
Recipients receive TEFAP foods once a month, although an agency can choose to distribute TEFAP more often. The state does not limit quantity, but agencies are encouraged to allocate all TEFAP foods based on household size or client choice.

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Source: Harvesters Food Bank & KS TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 130 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state eligibility criteria for receiving USDA foods for household use at the food pantry level are solely determined by self-declaration of gross income. There is no requirement for the household to provide proof of income level in conjunction with this method of eligibility determination. Recipients are required to prove residence on their first visit to a TEFAP distributor.

GEOGRAPHIC REQUIREMENTS
Food bank jurisdiction is divided by county, although when a county has multiple food banks, they determine how to divide the county. TEFAP recipients are encouraged but not required to use their local distributor. Recipients must be residents of Kentucky for at least one day.

TEFAP FOOD ORDERS
The state contracts with five Kentucky food banks, who in turn, order food through the Kentucky Department of Agriculture.

ADMINISTRATIVE FUNDS
Upon being notified of the federal allocation, the state retains the amount to match the state agency portion for state level expenses and the amount required to reimburse the state contracted warehouse will be retained. The remainder, which will be a minimum of 40 percent of TEFAP administrative funds allocated to the state, will be provided to the food banks and/or directly expended by the state to cover administrative costs incurred by, or on the behalf of, emergency feeding organizations.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- NSLP

DISTRIBUTION FREQUENCY
Kentucky allows agencies to distribute TEFAP once a month to households, and weekly for children in a child hunger program. There is also a provision for bi-monthly distribution with double quantities. All household distributions are based on the size of a respective household.

OTHER STATE ALLOWANCES

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INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 130 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Louisiana requires a picture ID. This ID is for identification purposes only and does not have to be current or even from the state of Louisiana. The ID must be authentic and include a picture of the client. In a crisis situation, a recipient is not required to provide documentation for their first visit.

GEOGRAPHIC REQUIREMENTS
The state divides TEFAP between five food banks in the state. Eligible recipients must receive TEFAP in the proximity of their zip code.

TEFAP FOOD ORDERS
Annually, the total amount for selection of TEFAP commodities are provided to the food banks. Food banks place their food orders through the state, which then enters the orders into WBSCM. The state gives the food banks concerning the ordering process such as when the catalog opens for specific items and how to reserve funds for future catalog openings.

ADMINISTRATIVE FUNDS
Louisiana passes through 100 percent of storage and distribution funds to the food banks. The funds are allocated based on pounds distributed.

PACKAGING REQUIREMENTS
USDA commodities are received in household size packaging.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- SSI

DISTRIBUTION FREQUENCY
Quantities based on availability of commodities, but must be based on household size.

OTHER STATE ALLOWANCES

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Source: LA Department of Community Health
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Maine bases TEFAP food assistance on a “self-declared” need of persons or families that do not meet income guidelines, but do not currently have food or money to purchase suitable food. Persons who qualify for food assistance on the basis of income-based criteria, but who are not experiencing hunger or a danger of hunger (do not have need) would not be eligible for food assistance (e.g. an SSI recipient living in a group home that assumes responsibility for meal preparation would not be eligible for food assistance).

GEOGRAPHIC REQUIREMENTS
The State currently contracts with Good Shepherd Food Bank for warehousing, deliveries, and field representative services. The state also moved to a monthly county distribution of product from a quarterly distribution for 13 of the state’s 16 counties. The final three counties will transition in early 2020.

TEFAP FOOD ORDERS
Commodities received are allocated to the agencies according to needs based primarily on the unemployment rate and the number of people below the poverty line in their catchment/regional area. Each agency receives USDA foods for distribution on a frequency determined by the TEFAP Director and dependent on recipient agency capacity; or as needed depending on the supplies on hand.

ADMINISTRATIVE FUNDS
At least 60 percent of the administrative funds from the federal grant are passed through to the contracting agencies to meet various administrative costs.

PACKAGING REQUIREMENTS
The state does not have specific packaging requirements.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- Medicaid
- SSI
- LIHEAP
- Elderly Tax and Rent Refund
- Elderly Low-Cost Drug Program
- Aid to Families and Dependent Children

DISTRIBUTION FREQUENCY
The rate at which commodities are distributed to households will depend on the size of the household and the availability of both USDA foods and other foods available within the pantry. The pantry-level goal is to establish a system that provides for equitable distribution of USDA commodities and other foods available. In general, most food providers supply enough for 3-6 days of food for each household member.

OTHER STATE ALLOWANCES

| PROXY PROGRAM | YES |
| CHARGING OF SHARED MAINTENANCE | NO |
| MOBILE OR DIRECT DISTRIBUTION | N/A |

Source: ME TEFAP State Plan & Good Shepherd Food Bank
MARYLAND

INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 150 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state requires that agencies ask for an ID, however if a participant does not show identification, the agency is still required to give the participant TEFAP foods.

GEOGRAPHIC REQUIREMENTS
TEFAP commodities are allocated per county. The percentage of the monthly TEFAP commodities are divided up, based upon the “percentage of people in poverty” numbers. It is preferred that clients receive TEFAP foods from an agency in the county where the client resides.

TEFAP FOOD ORDERS
Maryland Department of Human Services works directly with both the Maryland Food Bank (MFB) and the Capital Area Food Bank (CAFB). Both food banks have access to the federal TEFAP catalog, from which they choose their orders. MD DHS is in constant, direct contact with both the MFB and the CAFB regarding the ordering of available foods.

ADMINISTRATIVE FUNDS
The state follows the federal requirements for passing through TEFAP administrative funds.

PACKAGING REQUIREMENTS
There are no state packaging requirements, with the agencies being able to choose how to package TEFAP foods.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- Unemployment
- Energy Assistance
- Medical Assistance

DISTRIBUTION FREQUENCY
The client can only receive TEFAP commodities once a month. The quantity limit is determined by local agencies, but must be consistent for all clients.

OTHER STATE ALLOWANCES

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<td>CHARGING OF SHARED MAINTENANCE</td>
<td>NO</td>
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<tr>
<td>MOBILE OR DIRECT DISTRIBUTION</td>
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</table>

Source: MD Food Bank
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
To continue to receive benefits, recipients provide proof of income at each distribution through sign-in sheets on site.

GEOGRAPHIC REQUIREMENTS
Recipients must live in the service area of their corresponding food bank providing TEFAP.

TEFAP FOOD ORDERS
The state enters orders into WBSCM. There are four food banks that partner with the state who use a shared Google spreadsheet to track and plan entitlement spending and ordering. A state coordinator emails the food banks when surveys are opened with due dates or new/changed items and updates the planning prices listed in the Google sheet. The state coordinator then converts the Google sheet into a WBSCM order.

ADMINISTRATIVE FUNDS
TEFAP administration funds that Massachusetts receives are distributed to the food banks for less the cost for administration of the program. The amount the agencies receive varies from year to year.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
N/A

DISTRIBUTION FREQUENCY
N/A

OTHER STATE ALLOWANCES
| PROXY PROGRAM | N/A |
| CHARGING OF SHARED MAINTENANCE | N/A |
| MOBILE OR DIRECT DISTRIBUTION | YES |
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 200 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
No form of identification, Social Security numbers, EBT cards, or proof of income or residency is required or authorized. The client must live within the distributing agency’s service area. Clients who live outside of the agency’s serving area may be served if the agency has sufficient product, but the client should be advised of the correct location for future reference. No identification will be required to show residency.

GEOGRAPHIC REQUIREMENTS
Agencies are assigned distribution areas by county for TEFAP. Some Community Action Agencies cover multiple counties through inter-agency agreement. The Food Bank Council of Michigan contracts with the state on behalf of member food banks to cover seven regions across the state. Each region is determined by county, with most food banks serving multiple counties.

TEFAP FOOD ORDERS
The state monitors and collects food orders for entitlement and bonus and manages cancellations. The state notifies agencies of their available shares based on assigned households, diverts food among agencies as needed, and balances orders to achieve full truckloads.

ADMINISTRATIVE FUNDS
The state keeps less than 2 percent of administrative funds for program oversight. All other funds are passed on to partner agencies.

PACKAGING REQUIREMENTS
The state allows for agencies to use either pre-packed boxes of food or participant choice sites where participants can select from available packaging options.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:

- SNAP
- TANF
- WIC
- NSLP

DISTRIBUTION FREQUENCY
The state requires that TEFAP be distributed by partner agencies at least once every 90 days. Most agencies distribute more frequently than the 90-day limit, allowing for daily, weekly, and monthly options.

OTHER STATE ALLOWANCES

<table>
<thead>
<tr>
<th>Proxy Program</th>
<th>YES</th>
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<tr>
<td>Charging of Shared Maintenance</td>
<td>YES</td>
</tr>
<tr>
<td>Mobile or Direct Distribution</td>
<td>YES</td>
</tr>
</tbody>
</table>

Source: MI Department of Education
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 200 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state prohibits agencies from requiring an ID to receive TEFAP food. The state utilizes self-declaration and self-reporting on an annual renewal form.

GEOGRAPHIC REQUIREMENTS
First-time recipients may be served at any distributor, even if they reside outside the food banks service area. The distributor may refer the recipient to the distributor closest to the recipient's residence or are strongly encouraged to continue providing assistance to the recipient.

TEFAP FOOD ORDERS
TEFAP food orders are placed by the state and are based on the results of food preference surveys from agencies and food banks. The state and its TEFAP administrative agency communicate with the food banks through a variety of avenues to relay information about TEFAP products. A database provides agencies with real-time updates on food shipments. TEFAP foods are shipped directly to food bank warehouses. Food banks are also routinely surveyed on their capacity to accept items, especially bonus food.

ADMINISTRATIVE FUNDS
The state passes on all storage and distribution funds to the food banks.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF

DISTRIBUTION FREQUENCY
There are no state placed limits on how often the agencies can distribute TEFAP or household quantities. Every effort must be made to set agency hours that accommodate participants' schedules, including evening and weekend hours. If agency hours are limited (2 hours a week or less), the agency must develop a plan to serve participants who are unable to come.

OTHER STATE ALLOWANCES

| PROXY PROGRAM | YES |
| CHARGING OF SHARED MAINTENANCE | YES |
| MOBILE OR DIRECT DISTRIBUTION | YES |

Source: MN Department of Human Services
Mississippi

Income Guidelines
Clients are eligible for TEFAP commodities if their income does not exceed 135 percent of the Federal Poverty Level.

Recipient Requirements
The state uses self-declaration in their TEFAP program. There are no state ID laws regarding applying for or receiving TEFAP foods.

Geographic Requirements
The state allows TEFAP recipients to receive TEFAP foods from any distributor, although some distributors require recipients to be residents of their area.

TEFAP Food Orders
The Mississippi Food Network is the only agency in the state that distributes USDA foods. The Mississippi Department of Human Services’ TEFAP Administrator sends the Mississippi Food Network a list of available foods, the allocation, and delivery dates. Mississippi Food Network selects the desired TEFAP foods and orders through the TEFAP administrator at DHS.

Administrative Funds
The state passes through no less than the federally required 40 percent.

Packaging Requirements
All TEFAP foods are received in case quantities.

Cross Eligibility of Means-Tested Programs
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- SSI

Distribution Frequency
The state allows the food bank to set the quantity limits and frequency of distribution.

Other State Allowances

<table>
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<tr>
<th>Proxy Program</th>
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<td>Mobile or Direct Distribution</td>
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</table>

Source: MS Food Network
MISSOURI

INCOME GUIDELINES
Missouri has two categories of guidelines for clients to be eligible to receive TEFAP commodities: one for regular households at 125 percent of the Federal Poverty Level and another for elderly/disabled households at 150 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state allows self-declaration for TEFAP eligibility. No form of identification, Social Security numbers, EBT cards, or proof of income or residency is required or authorized. The client must live within the distributing agency’s service area. Clients who live outside of the agency’s service area may be served if the agency has sufficient product, but the client should be advised of the correct location for future reference. No identification will be required to prove residency.

GEOGRAPHIC REQUIREMENTS
Food banks are required to have a distribution system, which ensures access to TEFAP for every county in their respective service areas.

TEFAP FOOD ORDERS
Missouri uses a spreadsheet to determine the fair share of food for each food bank for both entitlement and bonus foods. Missouri’s formula for TEFAP distribution includes poverty and unemployment data to determine each county’s share of TEFAP foods. Food banks are notified of product type, delivery dates and cancellations.

administrative funds
The state deducts the amount of state administrative expenses anticipated for the duration of the time period as well as an amount as a cushion for expenses that may be incurred in emergency or disaster events. Shares for each food bank are determined using the percentage of TEFAP foods distributed by the food bank during the six months prior to the effective month of the payment. Administrative fund payments are a set amount each month.

PACKAGING REQUIREMENTS
Household size is preferred.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
• SNAP
• WIC
• SSI
• Temporary Assistance
• LIHEAP
• MO HealthNet
• Public Housing Assistance
• Supplemental Aid to the Blind
• Supplemental Payments

distribution frequency
Quantity limits depends on the amount of food available to each agency and TEFAP foods may be accessed one time per month.

other state allowances

| PROXY PROGRAM | YES |
| CHARGING OF SHARED MAINTENANCE | N/A |
| MOBILE OR DIRECT DISTRIBUTION | YES |

Source: MO Department of Social Services
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 200 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Clients self-declare the income of the entire household. The recipient signs for each receipt of TEFAP food and certifies no changes in household, income, or address. An ID is also required to receive TEFAP foods, including driver’s license, employee ID, birth certificate, and hunting license.

GEOGRAPHIC REQUIREMENTS
The state contracts with the Montana Food Bank Network (MFBN) which delivers to 67 agencies across the state. Each agency sets their own service area designation. They receive a percentage of the TEFAP allocation based on a six-month average of people served.

TEFAP FOOD ORDERS
Entitlement-purchased commodities are allocated approximately 70 percent to 75 percent to food banks/pantries and 25 percent to 30 percent to congregate feeding sites. Adjustments to allocations will be made based on quantities available and best-of-used by dates. The Montana Food Bank Network orders directly from the state. A warehouse manager send allocations to the state, who then packs and ships to MFBN, which distributes to participating agencies on the regular delivery routes.

ADMINISTRATIVE FUNDS
The state retains 60 percent of TEFAP administrative funds and allocates 40 percent of TEFAP administrative funds to the Montana Food Bank Network (MFBN) which enters into agreements with local food banks and food pantries. The MFBN provides storage and transportation of TEFAP commodities to contracted ERAs and provides general program oversite.

PACKAGING REQUIREMENTS
There are no state packaging requirements.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
• N/A

DISTRIBUTION FREQUENCY
The distribution frequency and quantity limits are decided by each agency’s need within Montana.

OTHER STATE ALLOWANCES

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<thead>
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<th>PROXY PROGRAM</th>
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Source: MT Department of Public Health & Human Services
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 180 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Eligibility must be re-established each time food assistance is requested via self-declaration. Sites may request but must not require proof of eligibility information, including, but not limited to, the following: identification, address, and income. Participants and applicants have the right to refuse to provide proof of eligibility.

GEOGRAPHIC REQUIREMENTS
Clients must visit the TEFAP agency in their respective zip code. The state contracts with the two food banks in the state to distribute TEFAP.

TEFAP FOOD ORDERS
The state orders food on behalf of food banks.

PACKAGING REQUIREMENTS
There are no packaging requirements. Agencies are able to choose to employ a client choice model to serve TEFAP foods.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- LIHEAP
- Medical Assistance
- Refugee Resettlement Program
- State Disability Program

DISTRIBUTION FREQUENCY
TEFAP commodities are limited to being distributed to a household once a month. It is up to the agency to determine the quantity of food a client receives.

OTHER STATE ALLOWANCES

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<td>MOBILE OR DIRECT DISTRIBUTION</td>
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Source: NE TEFAP State Plan
NEVADA

INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state requires applicants to fill out a self-declaration form, but doesn’t require an independent verification of income. Recipients must live in the state of Nevada, though, a certain length of residency is not required.

GEOGRAPHIC REQUIREMENTS
The geographic distribution is divided into two regions, which are served by the service areas of the state’s two food banks.

TEFAP FOOD ORDERS
Food banks place orders on the USDA website WBSCM. The food banks are given a monetary entitlement for the calendar year. They can then order commodities from those categories where catalogs are open.

ADMINISTRATIVE FUNDS
The State holds approximately 1.1 percent for administration, and passes the remainder on to food banks distributing the food.

PACKAGING REQUIREMENTS
The state allows TEFAP to be distributed in a client choice model.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- WIC
- FDIPR
- TANF
- Medicaid
- SSI

DISTRIBUTION FREQUENCY
Food banks and agencies utilize client choice and quantity limits are at their discretion. The state allows for clients to pick up food once a month.

OTHER STATE ALLOWANCES

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Source: NV Department of Agriculture
NEW HAMPSHIRE

NO INFORMATION HAS BEEN REPORTED AT THIS TIME

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CHARGING OF SHARED MAINTENANCE YES
MOBILE OR DIRECT DISTRIBUTION YES

NO INFORMATION HAS BEEN REPORTED AT THIS TIME
NEW JERSEY

INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Applicants must self-declare their income if they are not able to show a form of program identification.

GEOGRAPHIC REQUIREMENTS
Feeding America food banks are assigned geographic boundaries to distribute TEFAP foods within. Any NJ resident may receive TEFAP from any NJ distributor.

TEFAP FOOD ORDERS
The New Jersey Department of Agriculture (NJDA) manages the TEFAP food ordering and scheduling of direct shipments from USDA vendors to six state-contracted emergency feeding organizations, which coordinate distribution throughout New Jersey. Agencies monitor their direct USDA shipments through WBSCM and select items from NJ’s monthly allocations. The warehouse schedules and delivers, as per the agency’s delivery date.

ADMINISTRATIVE FUNDS
Typically, the state passes through more than the federally mandated 40 percent of administrative funds to food banks.

PACKAGING REQUIREMENTS
The state has no packaging requirements; food is distributed as packaged by USDA.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- SSI
- WIC
- Medicaid

DISTRIBUTION FREQUENCY
The state allows multiple visits a month to receive TEFAP foods based on available resources.

OTHER STATE ALLOWANCES

| PROXY PROGRAM | YES |
| CHARGING OF SHARED MAINTENANCE | NO |
| MOBILE OR DIRECT DISTRIBUTION | YES |

Source: NJ Department of Agriculture
NEW MEXICO

INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Distributing agencies must request proof of identification from the household member who is providing the signature for the receipt of USDA Foods. Identification includes a driver’s license, a state ID card, or any other form that proves identity. The identification does not need to be current.

GEOGRAPHIC REQUIREMENTS
The client must live within the distributing agency’s service area at the time the client is applying for assistance. However, the length of residency should not be used as an eligibility criterion.

TEFAP FOOD ORDERS
The state orders products electronically using the WBSCM ordering system based on the entitlement allocation of dollars set by USDA. The food banks are provided quarterly list of all TEFAP trucks due to arrive in the state.

ADMINISTRATIVE FUNDS
Administrative funds are allocated based on the number of counties served by the contracting regional emergency feeding organizations (REFO). In FY 2019, 97 percent of TEFAP Administrative Funds were passed on to the REFO.

PACKAGING REQUIREMENTS
Repacking of USDA foods is not allowed in New Mexico.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- WIC
- NSLP
- FDPIR

DISTRIBUTION FREQUENCY
A household can access TEFAP as needed. If the TEFAP distribution site in their neighborhood is only distributing once a month, clients are referred to the next closest distribution site.

OTHER STATE ALLOWANCES

| PROXY PROGRAM | YES |
| CHARGING OF SHARED MAINTENANCE | NO |
| MOBILE OR DIRECT DISTRIBUTION | YES |

Source: NM Human Service Department
NEW YORK

INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 200 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state does not require any identifications. Identification requirements are set by the respective food bank in the Recipient Agency Agreement.

GEOGRAPHIC REQUIREMENTS
Entitlement commodities in New York are distributed by eight regional food banks. Each food bank covers specific counties within the state.

TEFAP FOOD ORDERS
The USDA food ordering catalog is sent out annually to food banks. When new products become available, an email is sent to food banks to make them aware, and the new products are added to the WBSCM catalog.

ADMINISTRATIVE FUNDS
The state allocates administrative funds based on an annual report obtained from the New York State Office of Temporary Disability Assistance. This report lists the number of SNAP recipients in each county. 98 percent of administrative funding is passed through to the eight regional food banks.

PACKAGING REQUIREMENTS
The state does not have specific packaging requirements. Food must be stored and distributed in a way that maintains the integrity of the food.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- NSLP

DISTRIBUTION FREQUENCY
The state does not impose a distribution or frequency limit. Limits are established by the individual food banks in their agreement with the recipient agency.

OTHER STATE ALLOWANCES

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<tbody>
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</tr>
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<td>MOBILE OR DIRECT DISTRIBUTION</td>
<td>YES</td>
</tr>
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</table>

Source: New York Office of General Services
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 200 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state accepts a self-declaration of income with no ID required. When applicants apply to receive TEFAP, an initial application is to be filled out with name, address, and household size.

GEOGRAPHIC REQUIREMENTS
Clients can apply in the county in which they reside. The state recognizes one lead agency per county to distribute TEFAP foods.

TEFAP FOOD ORDERS
The state decides on the TEFAP foods purchased based on the availability of food in the WBSCM catalog.

ADMINISTRATIVE FUNDS
Distributing agencies are paid based on 5 percent of the value of TEFAP foods distributed.

PACKAGING REQUIREMENTS
The state follows federal guidelines for packaging requirements.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
• SNAP

DISTRIBUTION FREQUENCY
Distributing agencies set their distribution rate based on the household size. The state mandates that once the rate is set, it must remain the same throughout the distribution.

OTHER STATE ALLOWANCES

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</table>

Source: NC TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 200 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state allows for self-declaration; therefore, no proof of income is required.

GEOGRAPHIC REQUIREMENTS
Great Plains Food Bank distributes TEFAP foods to agencies throughout North Dakota. All food pantries in ND place orders through the food bank. Each agency sets its own boundaries as far as participation.

TEFAP FOOD ORDERS
The state is notified when USDA foods are available and passes that information on to Great Plains Food Bank. The state works with the food bank to determine if they have the means and/or the space for the foods available. Incoming foods, quantities and delivery dates are shared with local agencies and with all recipient agencies via a monthly newsletter.

ADMINISTRATIVE FUNDS
The state keeps a very small amount of administrative funds at the state level and the remaining is used to cover warehouse and transportation expenses to deliver USDA foods. The remaining money is granted to the four community action agencies and Great Plains Food Bank. It is allocated by the amount of pounds distributed.

PACKAGING REQUIREMENTS
The state accepts bulk produce. For bonus foods, the state tends to only accept household sized foods more suitable for household distribution vs. larger pack sizes more suitable for congregate feeding agencies.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
• N/A

DISTRIBUTION FREQUENCY
The state recommends that food pantries allow families to come in at least once per month. The state does not enforce any minimums or maximums for food packages and leaves it up to the food pantry to determine the frequency and size of the food packages based on the amount of food they have available.

OTHER STATE ALLOWANCES

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</table>

Source: ND Department of Public Instruction
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 200 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
At application, reapplication and at every distribution, individuals are required to provide some form of picture identification.

GEOGRAPHIC REQUIREMENTS
The counties in Ohio are divided into seven regions, each of varying sizes. Each region is served by a regional food bank which distributes TEFAP food to eligible individuals either directly or indirectly through the distribution to a contracted sub-regional agent and/or a local distributor. Recipients should receive TEFAP from their local distributor, which is based on ZIP code.

TEFAP FOOD ORDERS
FNS provides notifications to state agencies with a list of all available products throughout the calendar year. State staff then make this information available through USDA’s Web-Based Supply Chain Management (WBSCM) ordering system. Food banks are then provided the information and can choose what they will order based on need or monetary allowance.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
• N/A

DISTRIBUTION FREQUENCY
Agencies develop distribution rates for their service territory. Among the factors that may be considered are the amount of food available in inventory, number of persons in the household, number of clients served by the food pantry, and frequency of distribution. At a minimum, agencies must distribute once a month.

OTHER STATE ALLOWANCES

| Proxy Program | YES |
| Charging of Shared Maintenance | YES |
| Mobile or Direct Distribution | YES |

Source: OH Department of Jobs & Family Services
OKLAHOMA

INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state requires some form of ID, including driver’s license or state ID, to receive TEFAP foods. Recipients are permitted to receive TEFAP foods the first visit without an ID, however, they must show ID the second time they receive TEFAP food.

GEOGRAPHIC REQUIREMENTS
The state contracts with the two food banks in the state, and the TEFAP service areas are defined by the food banks based on zip code. Clients must be residents of Oklahoma.

TEFAP FOOD ORDERS
The state orders, stores, and distributes USDA foods and partners with the Regional Food Bank of Oklahoma and the Community Food Bank of Eastern Oklahoma to distribute TEFAP products. Local agencies will place monthly orders with the food banks, which are then coordinated between the state and the Regional Food Bank of Oklahoma for all sites.

ADMINISTRATIVE FUNDS
The state passes through 95 percent of TEFAP administrative funds to the food banks.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:

- N/A

DISTRIBUTION FREQUENCY
Clients are able to receive TEFAP foods once a month. Each agency determines the quantity of food they provide to households. The state advises that households of 1-5 people receive at least 2 units of each commodity.

OTHER STATE ALLOWANCES

| PROXY PROGRAM | YES |
| CHARGING OF SHARED MAINTENANCE | NO |
| MOBILE OR DIRECT DISTRIBUTION | YES |

Source: OK Department of Human Services
OREGON

INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 300 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state utilizes self-declaration of income, and agencies are prohibited from asking for further information such as Social Security numbers, pay stubs, or a photo ID.

GEOGRAPHIC REQUIREMENTS
Evidence of address may be requested in areas where service areas are delineated, or to ensure that the person is an Oregon resident. However, if the person doesn’t have verification or they are homeless, they are not denied TEFAP food.

TEFAP FOOD ORDERS
The Oregon Food Bank is the sole TEFAP contract holder for the state, with all TEFAP product received and distributed to 20 partner agencies across the state. The food bank is responsible for ordering TEFAP commodities available to Oregon, coordinating delivery and storage of commodities, and ensuring commodities are handled properly by partner agencies.

ADMINISTRATIVE FUNDS
The state passes through all TEFAP Storage and Distribution to the Oregon Food Bank, which then allocates funds to their regional network, keeping a portion.

PACKAGING REQUIREMENTS
Repackaging of USDA foods is prohibited.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- WIC
- NSLP
- SSI
- LIHEAP

DISTRIBUTION FREQUENCY
Clients are able to access TEFAP at least monthly, but it depends on the agency parameters. No distribution frequency or quantity limits are implemented at the state level.

OTHER STATE ALLOWANCES

<table>
<thead>
<tr>
<th>Proxy Program</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charging of Shared Maintenance</td>
<td>No</td>
</tr>
<tr>
<td>Mobile or Direct Distribution</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Source: Oregon Food Bank & OR TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 150 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state accepts self-declaration of income and requires agencies to request ID from the household member who is providing the signature for the receipt of USDA Foods. If the recipient does not have identification, they are still eligible for TEFAP and should receive the USDA Foods. An acceptable ID can be a driver’s license, state ID card, or any other form that proves identity.

GEOGRAPHIC REQUIREMENTS
Clients should live within the geographic area supported by the TEFAP agency. Those who live outside of the TEFAP outlet’s serving area, but are still PA residents, may be served if the agency has sufficient product, but the client should be advised of the correct location for future reference. Residency is based on self-declaration.

TEFAP FOOD ORDERS
The state will survey the respective lead agency for every county in the state to determine their needs and what foods they would be interested in for the upcoming federal fiscal year. The state will then develop a plan and order foods based on that feedback, and the USDA foods will be received at the commercial distributors under contract with the state in the eight distribution regions of Pennsylvania. Once the product arrives, the lead agencies are notified.

ADMINISTRATIVE FUNDS
The state generally retains 6-8 percent of TEFAP storage and distribution funds, with the remainder being passed through to the contracting distributing agencies.

PACKAGING REQUIREMENTS
TEFAP foods may be pre-packaged or made available through the client choice model.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:

- N/A

DISTRIBUTION FREQUENCY
The state advises that the quantity of TEFAP foods provided to a household contain a 3-5 day supply of food and there are no distribution frequency limits.

OTHER STATE ALLOWANCES

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<tbody>
<tr>
<td>PROXY PROGRAM</td>
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<td>CHARGING OF SHARED MAINTENANCE</td>
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</tr>
<tr>
<td>MOBILE OR DIRECT DISTRIBUTION</td>
<td>YES</td>
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</table>

Source: PA Department of Agriculture
NO INFORMATION HAS BEEN REPORTED AT THIS TIME

INCOME GUIDELINES

RECIPIENT REQUIREMENTS

GEOGRAPHIC REQUIREMENTS

TEFAP FOOD ORDERS

ADMINISTRATIVE FUNDS

PACKAGING REQUIREMENTS

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS

DISTRIBUTION FREQUENCY

OTHER STATE ALLOWANCES

PROXY PROGRAM

CHARGING OF SHARED MAINTENANCE

MOBILE OR DIRECT DISTRIBUTION
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 200 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Clients must fill out a self-declaration of eligibility form with photo ID.

GEOGRAPHIC REQUIREMENTS
There are no state mandated geographic limits for TEFAP distribution.

TEFAP FOOD ORDERS
The state receives the entitlement award from the FNS Regional Office. The Rhode Island Food Bank is the sole contractor of TEFAP foods with the state and notification of available foods comes directly to the food bank. The food is ordered quarterly and based on the TEFAP catalog that is sent by the FNS Regional Office.

ADMINISTRATIVE FUNDS
The state passes along 100 percent of the TEFAP storage and distribution funds the food bank.

PACKAGING REQUIREMENTS
There are no packaging requirements. Commodities are received and distributed by the case.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
• N/A

DISTRIBUTION FREQUENCY
Agencies can order weekly based on preset limits per agency as determined by the Rhode Island Food Bank and may only distribute TEFAP foods once a month.

OTHER STATE ALLOWANCES

<table>
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<td>MOBILE OR DIRECT DISTRIBUTION</td>
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</tr>
</tbody>
</table>

Source: Rhode Island Food Bank
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 150 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
South Carolina allows for the self-declaration of income. If any program participant lacks documentation of identity or residence, the agency may indicate “NONE” in the address section of the signature sheet.

GEOGRAPHIC REQUIREMENTS
The state contracts with Feeding the Carolinas, whose members distribute TEFAP throughout their respective assigned service areas. TEFAP recipients must live in the specific recipient agency’s service area to receive TEFAP.

TEFAP FOOD ORDERS
The state consults with Feeding the Carolinas, which will access WBSCM and select commodities to be received under the survey before the ordering period expires. The state will review and make a final decision regarding the order before making the final purchase.

ADMINISTRATIVE FUNDS
The state allocates at least the federally required minimum of 40 percent.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- SSI

DISTRIBUTION FREQUENCY
N/A

OTHER STATE ALLOWANCES

| PROXY PROGRAM | YES |
| CHARGING OF SHARED MAINTENANCE | NO |
| MOBILE OR DIRECT DISTRIBUTION | N/A |

Source: SC Department of Agriculture & SC TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state does not require proof of household income in order for an eligible recipient to receive TEFAP food. Agencies are not allowed to refuse TEFAP foods if a client refuses to reveal any information that is not a requirement of TEFAP.

GEOGRAPHIC REQUIREMENTS
The state has three distributors of TEFAP who each distribute TEFAP to local agencies in their assigned counties.

TEFAP FOOD ORDERS
An inventory sheet is supplied monthly by the state and must be submitted within 5 days after the previous month. TEFAP food orders will be suspended if monthly inventory reports are not current.

ADMINISTRATIVE FUNDS
The state finance director submits cost reimbursement requests to the state. To be eligible for cost reimbursement the food bank is required to register annually in the “system for award management.”

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
• NSLP

DISTRIBUTION FREQUENCY
Distribution frequency to TEFAP agency partners is typically once per month. Internal programs are “as needed.” Quantity limits are dependent upon inventory.

OTHER STATE ALLOWANCES
| PROXY PROGRAM | NO |
| CHARGING OF SHARED MAINTENANCE | NO |
| MOBILE OR DIRECT DISTRIBUTION | YES |

Source: SD TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 150 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The State allows for self-declaration of income to receive TEFAP. A recipient agency (RA) may choose to allow eligibility determination to remain valid for up to one year. If eligibility is not determined at the distribution site, the RA must have a procedure in place for identifying eligible recipients at the distribution site.

GEOGRAPHIC REQUIREMENTS
Clients must be a resident of the state of Tennessee, but length of residency is not used to determine eligibility.

TEFAP FOOD ORDERS
The state will send each state-contracted eligible recipient agency a quarterly spreadsheet showing the foods expected during the coming quarter. The quarterly spreadsheets of foods expected is shared with anyone who might be scheduling deliveries and/or receiving shipments. When the state is contacted by a shipper, the Tennessee Department of Agriculture will call the ERA or warehouse to schedule an appointment.

ADMINISTRATIVE FUNDS
The Tennessee Department of Agriculture passes most TEFAP administration funding to recipient agencies.

PACKAGING REQUIREMENTS
The state doesn’t allow for the repackaging of TEFAP foods.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- SSI
- LIHEAP
- Section 8 Housing

DISTRIBUTION FREQUENCY
The State provides recommendations on the quantity of foods to be distributed per household. Households can receive TEFAP once a month.

OTHER STATE ALLOWANCES

<table>
<thead>
<tr>
<th>Proxy Program</th>
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<tbody>
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<tr>
<td>Mobile or Direct Distribution</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Source: TN TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Agencies may ask for proof of ID; however, this can’t be a barrier to receiving TEFAP.

GEOGRAPHIC REQUIREMENTS
To qualify for USDA Foods distributed for home consumption, members of households must be Texas residents. If an individual slept in the area the night before applying or plans to sleep in the area the same night of applying, then the individual qualifies as a resident.

TEFAP FOOD ORDERS
Contracting entities (CEs) and sub-distributing agencies receive, handle, store, and distribute USDA foods to sites that agree to distribute USDA foods to eligible persons and eligible households. Unless otherwise specified by the Texas Department of Agriculture, CEs and sub-distributing agencies allocate to sites a share of USDA foods based on historical or projected usage rates (such as the number of meals and/or households served).

ADMINISTRATIVE FUNDS
Each year, after reserving funds needed for TEFAP operation, TDA allocates available administrative funds to CEs and alternate CEs by county, using a “60/40” formula.

PACKAGING REQUIREMENTS
The state allows for repackaging, as well as reimbursement for repackaging.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- TANF
- SSI
- NSLP
- Medicaid

DISTRIBUTION FREQUENCY
Texas Department of Agriculture recommends distribution on a first-come, first-served basis. Agencies should distribute to households for home consumption in an equitable way according to the following considerations: household size; available resources; days and hours of operation; the expected demand for USDA foods; other factors and circumstances that the CE determines are necessary.

OTHER STATE ALLOWANCES

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<thead>
<tr>
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<tr>
<td>MOBILE OR DIRECT DISTRIBUTION</td>
<td>YES</td>
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</tbody>
</table>

Source: TX TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 150 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
There is not a formal application process. The State does require household members to provide an ID when receiving TEFAP foods at a distributing agency.

GEOGRAPHIC REQUIREMENTS
The applicant must reside in the geographic location served by the contracting TEFAP agency at time of applying for assistance. There is no restriction that limits recipients from only receiving food within their zip code.

TEFAP FOOD ORDERS
The Utah Food Bank (UFB) is the primary recipient agency and places orders directly in the WBSCM. The state confirms the information and submits for approval by FNS. The Utah Food Bank is able to pull a report showing a drawdown of entitlement at any time.

ADMINISTRATIVE FUNDS
The state follows at minimum the federal guidelines in allocating TEFAP Storage & Distribution funds to food banks.

PACKAGING REQUIREMENTS
Packing is specified between USDA and the vendor.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- N/A

DISTRIBUTION FREQUENCY
The Utah Food Bank distributes based on each pantry’s needs; frequency and quantity vary. Regulations specify that distribution should be based on forecasted/prior usage, not to exceed actual need.

OTHER STATE ALLOWANCES

<table>
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</tbody>
</table>

Source: Utah TEFAP State Plan
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
Clients are not required to prove residence or income. They must complete the federally mandated Statement of Eligibility form the first time they request USDA Foods through TEFAP during the program year.

GEOGRAPHIC REQUIREMENTS
Clients can get TEFAP anywhere in the state.

TEFAP FOOD ORDERS
The state selects which USDA foods to receive through TEFAP, including quantities, delivery periods and delivery locations, in consultation with the Vermont Foodbank. The state distributing agency or the Vermont Foodbank staff may place food orders in the WBSCM ordering system. Generally, the state will consolidate the orders to send to USDA, although the Vermont Foodbank staff may occasionally do this in extenuating circumstances. The state distributing agency and the Vermont Foodbank staff will monitor the purchase and delivery of USDA Foods through WBSCM.

ADMINISTRATIVE FUNDS
Every year, the state enters into an annual grant agreement with the Vermont Foodbank to grant them 100 percent of the TEFAP administration funds that are to be used to fund the receipt, storage, and distribution of TEFAP foods.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- NSLP

DISTRIBUTION FREQUENCY
There are no frequency or quantity limits placed on the distribution of TEFAP foods.

OTHER STATE ALLOWANCES

<table>
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</table>
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 150 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
TEFAP is a self-declared program. Agencies are instructed not to check ID.

GEOGRAPHIC REQUIREMENTS
The state utilizes the Federation of Virginia Food Banks to distribute TEFAP foods. Recipients can receive TEFAP foods from any distributor in the state no more than once each month.

TEFAP FOOD ORDERS
Food banks order through WBSCM, and the state consolidates these orders to manage delivery methods and timing. Food banks determine the needs of their coverage areas based on periodic averages of households served. Such needs should include only amounts of USD-donated foods that can be safely stored and distributed within three to six months.

ADMINISTRATIVE FUNDS
At least 40 percent of TEFAP storage and distribution funds are allocated to the contracting entities who are reimbursed by the state on a quarterly basis. In addition, the state will provide shared maintenance of 19 cents per pound to the distributing agencies, as long as they do not charge their agencies an administrative fee for TEFAP.

PACKAGING REQUIREMENTS
All USDA foods must be maintained and distributed in the original packaging.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- SNAP
- Medicaid
- SSI
- TANF

DISTRIBUTION FREQUENCY
The state allows for the distribution of TEFAP foods once a month per household. A household can receive any combination of USDA food items, which are about one-pound units of food. Larger households may receive more.

OTHER STATE ALLOWANCES

| Proxy Program | No |
| Charging of Shared Maintenance | Yes |
| Mobile or Direct Distribution | Yes |

Source: VA Association of Food Banks
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state uses self-declaration to determine eligibility. Agencies may request some form of ID, but they are restricted from denying TEFAP to a client on that basis.

GEOGRAPHIC REQUIREMENTS
The state has 19 TEFAP contracting distributors, each with different geographic service areas. The TEFAP distributors contracting directly with the State serve one county, while subcontracting distributors serve multiple counties typically located in rural areas.

TEFAP FOOD ORDERS
The state orders food for all TEFAP distributors based on input from a food ordering workgroup. The allocations are based on the poverty rate of the TEFAP distributor’s service area. If there are cancellations or adjustments, the state notifies the TEFAP distributor.

ADMINISTRATIVE FUNDS
The State allocates funding to TEFAP distributors based on the county poverty rate for the TEFAP distributor’s service area along with a $10,000 base payment.

PACKAGING REQUIREMENTS
The state does not allow for repackaging of USDA commodities.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- NSLP

DISTRIBUTION FREQUENCY
The state does not set quantity or frequency limits. The only requirement is to have at least monthly distributions.

OTHER STATE ALLOWANCES

<table>
<thead>
<tr>
<th>Allowance</th>
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<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

Source: WA TEFAP State Plan & WA Department of Agriculture
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
TEFAP applicants must prove residence when they fill out the annual TEFAP application.

GEOGRAPHIC REQUIREMENTS
Recipients must choose a single TEFAP distributor to receive foods from once per month.

TEFAP FOOD ORDERS
TEFAP foods are ordered by the state and distributed to the state’s two food banks. West Virginia has created an advisory board to make the food choices and will offer food banks opportunities for input about the foods they order.

ADMINISTRATIVE FUNDS
All of the federal funding, less the state level administrative expenses paid, will be passed through to the EFOs based upon 60 percent of the number of persons in households having incomes below the poverty level and 40 percent of the number of unemployed persons within each West Virginia county served by the respective EFO.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
• N/A

DISTRIBUTION FREQUENCY
N/A

OTHER STATE ALLOWANCES

| PROXY PROGRAM | N/A |
| CHARGING OF SHARED MAINTENANCE | N/A |
| MOBILE OR DIRECT DISTRIBUTION | N/A |

Source: WV Department of Agriculture
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 185 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state requires an individual receiving TEFAP to show some form of ID each time the household obtains food. The agency is unable to require the ID to have a photo. The person enrolling the household must produce one form of identification or documentation for each member of its household once during its enrollment in TEFAP. This must be produced by the third visit to the food pantry or the pantry must only provide TEFAP foods for the number of people in a household for whom ID has been provided.

GEOGRAPHIC REQUIREMENTS
The state allocates TEFAP to counties based on the proportion of low-income and unemployed individuals. Participants are required to be residents in the county in which they receive TEFAP food.

TEFAP FOOD ORDERS
The state works with a multitude of partners to store and distribute TEFAP based on the locale and contracting entity. The Wisconsin Community Action Program Association (WISCAP) coordinates with the State to place all TEFAP food orders. For entitlement offerings, WISCAP surveys the EFOs and orders food according to regional preference.

ADMINISTRATIVE FUNDS
Using a formula of population, weighted equally by poverty and unemployment, Wisconsin allocates funds and food county-by-county.

PACKAGING REQUIREMENTS
Does not repackage USDA products.

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
- N/A

DISTRIBUTION FREQUENCY
Wisconsin follows the federal requirement that food be distributed a minimum of once per month for a minimum of two hours per month. There is no maximum. Local distribution outlets can determine how often they wish to distribute TEFAP, which is contingent upon food supply.

OTHER STATE ALLOWANCES

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<td>Mobile or Direct Distribution</td>
<td>Yes</td>
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</tbody>
</table>

Source: WI Department of Health Services
INCOME GUIDELINES
Clients are eligible for TEFAP commodities if their income does not exceed 130 percent of the Federal Poverty Level.

RECIPIENT REQUIREMENTS
The state allows individuals to self-declare their income, and applicants must show a form of ID.

GEOGRAPHIC REQUIREMENTS
It is preferred that the client receives TEFAP foods within their county of residence. However, for their initial visit to a pantry, they should always be served, then referred to a site within their zip code or home county.

TEFAP FOOD ORDERS
The state places all orders on behalf of Wyoming Food Bank of the Rockies (WFBR). The state maintains close communication regarding client & food bank preferences, storage space, and available ship dates. This is a coordinated effort to avoid overstocking the warehouse or possible food loss.

PACKAGING REQUIREMENTS
N/A

CROSS ELIGIBILITY OF MEANS-TESTED PROGRAMS
Clients are deemed automatically eligible to receive TEFAP if they are enrolled in any of the following programs:
• SNAP

DISTRIBUTION FREQUENCY
N/A

OTHER STATE ALLOWANCES

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</table>

Source: WY Department of Family Services
FOOD PANTRY

Typically, a private, tax-exempt organization that receives food – including federal commodities – from a food bank for direct distribution to individuals and households in need. The food often consists of bagged or boxed grocery items meant to be prepared and eaten at home. Also known as a food shelf.

FEDERAL POVERTY LEVEL (FPL)

Annually adjusted income measure used to determine whether a household of any given size is considered to be living in poverty. The measure was developed in 1965 by multiplying the USDA economy food plan (predecessor to the Thrifty Food Plan) by three. The annual adjustment is based on price increases reflected in the Consumer Price Index. Also referred to simply as the poverty line.

FOOD AND NUTRITION SERVICE (FNS)

The USDA agency responsible for the nationwide administration of several federal nutrition programs, including TEFAP.

HUSBOLD

A participant or group of participants who may or may not be related but are considered a household if they purchase and prepare food together. The number of participants in a household is the measure used to calculate the amount of commodity food received.

MEDICAID

A federal and state program that helps with medical costs for some people with limited income and resources.

National School Lunch Program (NSLP)

A federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost or free lunches to children every school day.

PROXY

Someone who has officially been authorized, in writing, to pick up TEFAP food on behalf of a program participant.

STATE AGENCY

Unit of state government designated by the appropriate state executive authority to enter into agreement with USDA for the purpose of managing TEFAP in that state.

SNAP

Supplemental Nutrition Assistance Program

SSI

Supplemental Security Income. A federal assistance program that provides cash benefits to people who are elderly or disabled. SSI recipients are categorically eligible for SNAP benefits.

TEFAP

The Emergency Food Assistance Program. Federal program under which USDA purchases domestically grown food that is subsequently distributed to income-eligible households by food banks and/or other local organizations.

TANF

Temporary Assistance for Needy Families Program. Federal block grant program that allows states to provide cash-assistance and other services to low-income households. Participation in TANF is used to determine eligibility for a number of federal nutrition programs.

WIC

Special Supplemental Nutrition Program for Women, Infants and Children. A USDA nutrition program that provides nutritious foods, nutrition education, and access to health care to low-income pregnant women, new mothers, infants, and young children at nutritional risk. Participants receive monthly benefits for the purchase of eligible food items.

USDA

United States Department of Agriculture. The federal agency responsible for administration of most nutrition and commodity distribution programs.

WBSCM

Web Based Supply Chain Management. An on-line ordering system developed and maintained by USDA for the placement, tracking, and delivery of USDA foods orders for federal nutrition assistance programs.
### STATE TEFAP ADMINISTERING AGENCIES

<table>
<thead>
<tr>
<th>State</th>
<th>Agency</th>
<th>Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>Department of Education</td>
<td>CNP-Food Distribution/Statewide Procurement 5303 Gordon Persons Building P.O. Box 302101 Montgomery, AL 36130</td>
<td><a href="http://www.alsde.edu/sec/cnp/fd/Pages/foodprograms-all.aspx">www.alsde.edu/sec/cnp/fd/Pages/foodprograms-all.aspx</a></td>
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<td>Alaska</td>
<td>Department of Education and Early Development</td>
<td>USDA Foods Program 801 W. 10th St. Juneau, AK 99811 education.alaska.gov/cnp/tefap</td>
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<td>Arizona</td>
<td>Department of Economic Security</td>
<td>1789 W. Jefferson St. Phoenix, AZ 85007 des.az.gov/services/basic-needs/food-assistance/emergency-food-assistance</td>
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<tr>
<td>Arkansas</td>
<td>Department of Human Services</td>
<td>Division of Child Care and Early Childhood Education 700 Main St. Little Rock, AR 72201 humanservices.arkansas.gov/</td>
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<tr>
<td>California</td>
<td>Department of Social Services</td>
<td>Food Distribution Unit 744 P St. Sacramento, CA 95814 <a href="http://www.cdss.ca.gov/">www.cdss.ca.gov/</a></td>
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<tr>
<td>Colorado</td>
<td>Department of Human Services</td>
<td>Food Distribution Programs 1575 Sherman St. Denver, CO 80203 <a href="http://www.colorado.gov/cdhs">www.colorado.gov/cdhs</a></td>
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<tr>
<td>Connecticut</td>
<td>Adult Services Division</td>
<td>Food Stamp Unit 55 Farmington Ave. Hartford, CT 06105 portal.ct.gov/Services/Health-and-Human-Services</td>
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<tr>
<td>Delaware</td>
<td>Government Support Services</td>
<td>Food and Surplus Property 1 Wilmington Ave. Delaware City, DE 19706 gss.omb.delaware.gov/</td>
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<tr>
<td>Florida</td>
<td>Department of Agriculture and Consumer Services</td>
<td>Division of Food, Nutrition and Wellness 600 S. Calhoun St. Tallahassee, FL 32399 <a href="http://www.fdacs.gov/Divisions-Offices/Food-Nutrition-and-Wellness">www.fdacs.gov/Divisions-Offices/Food-Nutrition-and-Wellness</a></td>
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<tr>
<td>Georgia</td>
<td>Department of Human Services</td>
<td>Family and Children Services 2 Peachtree St. Atlanta, GA 30303 dhs.georgia.gov</td>
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<tr>
<td>Illinois</td>
<td>Department of Human Services</td>
<td>Bureau of Basic Support 823 E. Monroe St. Springfield, IL 62701 <a href="http://www.dhs.state.il.us/page.aspx?item=33698">www.dhs.state.il.us/page.aspx?item=33698</a></td>
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<td>Indiana</td>
<td>State Department of Health</td>
<td>WIC Division 2 N. Meridian St. Indianapolis, IN 46204 <a href="http://www.in.gov/isdh/24779.htm">www.in.gov/isdh/24779.htm</a></td>
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<tr>
<td>Iowa</td>
<td>Department of Human Services</td>
<td>1305 E. Walnut St. Des Moines, IA 50319 dhs.iowa.gov/food-assistance</td>
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<tr>
<td>Kansas</td>
<td>Department for Children and Families</td>
<td>Economic and Employment Services 555 S. Kansas Ave. Topeka, KS 66603 <a href="http://www.dcf.ks.gov/Pages/default.aspx">www.dcf.ks.gov/Pages/default.aspx</a></td>
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<td>Kentucky</td>
<td>Department of Agriculture</td>
<td>Division of Food Distribution 107 Corporate Drive Frankfort, KY 40601 <a href="http://www.kyagr.com/consumer/supplemental-programs.html">www.kyagr.com/consumer/supplemental-programs.html</a></td>
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<td>Louisiana</td>
<td>Department of Agriculture and Forestry</td>
<td>Food Distribution 5825 Florida Blvd. Baton Rouge, LA 70806 <a href="http://www.ldaf.state.la.us/">www.ldaf.state.la.us/</a></td>
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<tr>
<td>Maine</td>
<td>Department of Agriculture, Conservation, and Forestry</td>
<td>333 Cony Road Augusta, ME 04333 <a href="http://www.maine.gov/dacf/ard/tefap/countysearch.html">www.maine.gov/dacf/ard/tefap/countysearch.html</a></td>
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MARYLAND DEPARTMENT OF HUMAN SERVICES
Bureau of Grants Management Family Investment Administration
311 W. Saratoga St.
Baltimore, MD 21201
dhs.maryland.gov/bureau-special-grants/tefap/

MICHIGAN DEPARTMENT OF EDUCATION
Office of School Support Services
P.O. Box 30008
Lansing, MI 48909
www.michigan.gov/mde

MINNESOTA DEPARTMENT OF HEALTH
P.O. Box 64962
St. Paul, MN 55164
www.health.state.mn.us/index.html

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
200 S. Lamar St.
Jackson, MS 39201
www.mdhs.ms.gov/

MISSOURI DEPARTMENT OF SOCIAL SERVICES
Family Support Division
P.O. Box 310
Jefferson City, MO 65102
mydss.mo.gov/

MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
Human and Community Services Division
P.O. Box 202956
Helena, MT 59620
dphhs.mt.gov/hcsd

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
Children and Family Services
5220 S. 16th St.
Lincoln, NE 68512
dhhs.ne.gov/Pages/Children-and-Family-Services.aspx

NEVADA DEPARTMENT OF AGRICULTURE
Food & Nutrition Division
405 S. 21st St.
Sparks, NV 89431
agri.nv.gov/Food/FoodNutrition_Home/

NEW HAMPSHIRE DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capital St.
Concord, NH 03301
das.nh.gov/

NEW JERSEY DEPARTMENT OF AGRICULTURE
Division of Food and Nutrition
22 S. Clinton Ave.
Trenton, NJ 08625
www.nj.gov/agriculture/divisions/fn/

NEW MEXICO HUMAN SERVICES DIVISION
Food and Nutrition Bureau
1425 William SE
Albuquerque, NM 87102
www.hsd.state.nm.us/

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