

USDA And You!

A Guide for Member Programs



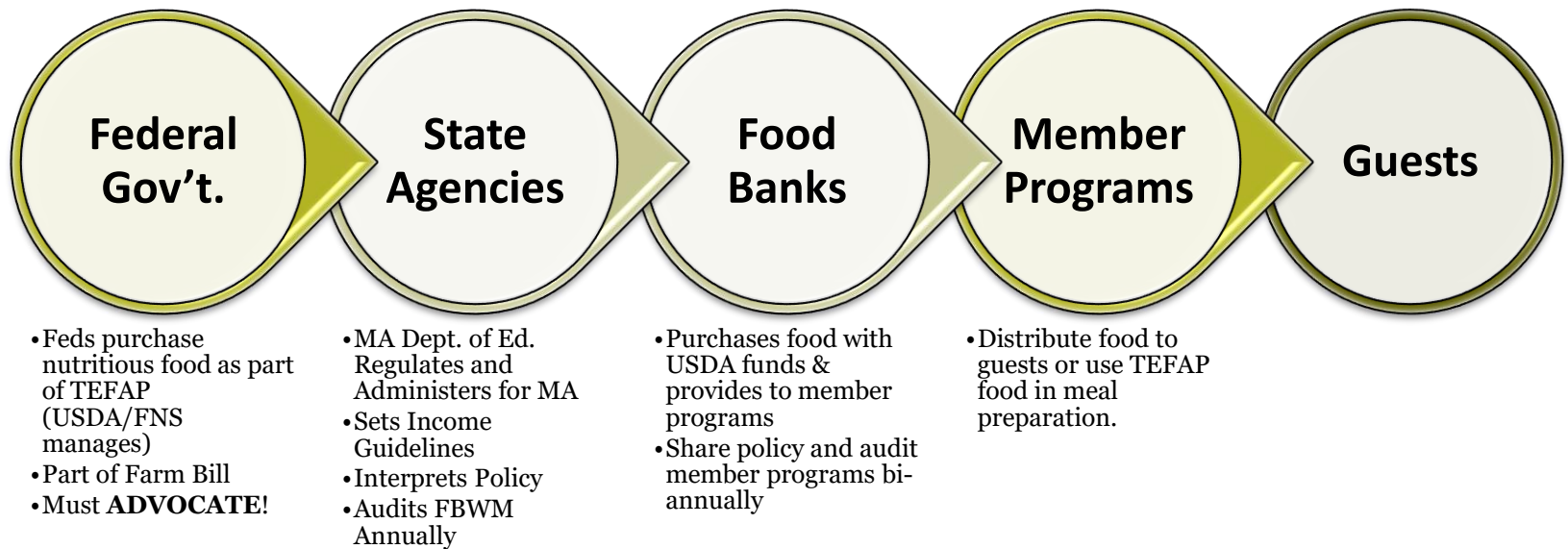
The Food Bank
of Western Massachusetts

What We'll Cover Today

- What is USDA?
- Who is it for & how do you get it?
- What are the regulations?
 - Signage
 - Storage
 - Inventory
 - Eligibility
 - Sign-in
 - Faith-based requirements
 - Non-discrimination

What is USDA?

TEFAP (The Emergency Food Assistance Program)



Who is it For?

Program must be open to the public to qualify to receive USDA – internal pantries and residential programs are not eligible

Emergency Food Pantries

- *Guests may receive food if they **declare** they are Income Eligible **and** live in MA*

Emergency Shelters and Meal Programs

- *Eligibility requirements do not apply*

How does The Food Bank get it?

- Purchase from allotted funds
- Arrives monthly
- Items more varied than MEFAP
- Schedule posted in NewsBites
- Occasionally...
 - **Bonus Items**

How do you get it?

- USDA Training
- **Annual Contracts First!!!**
- Order online via web-windows
- Case Limits by item – determined by program size
 - **Accurate, up-to-date monthly statistics are critical!!!**



Ugh!
The Regulations

Bad News and Good News

- Bad News – heavily regulated program with long list of policies
- Good News – we have simplified it so you don't have to read through it!
 - Found on pp. 41-47 in the Agency Essentials Guide

Program Signage

- All Programs
 - And Justice for All Poster
 - Sign: “USDA products shall not be sold or exchanged”
- Pantries Only
 - Current Income Eligibility Guidelines (p. 43 of Essentials Guide)



Record-Keeping

- Must maintain following documents for 3 years, plus the current fiscal year:
 - Invoices from Food Bank (same as all other invoices)
 - Inventory Forms
 - Sign-in Sheets OR Eligibility Declaration Forms (pantries only)
 - Single Audits (if applicable)

We do check!

Storage

- Stored separately and labeled as “USDA”
 - **Even perishable items!**
- 6” off the ground and 2” from the wall
- If you have multiple programs (ex. a meal and a pantry), USDA product must be stored separately for each program!
 - **Pantry food/ Pantry USDA**
 - **Meal Site food/ Meal Site USDA**
- *Do not use USDA/TEFAP boxes for other food!*

Inventory

- Cases vs. Individual products
 - No need to count each individual item!
 - Please round to the nearest full case.
- Should complete monthly (can do annual reconciliation if you order 2 products/month or less)
- Monthly & annual reconciliation forms can be found on p. 46 & 47 of the Essentials Guide

Inventory Practice!

To fill out reconciliations sheets you need:

1. Your starting inventory for the month.
2. How much USDA you received (from your invoices).
3. How much USDA product you distributed.
4. Any other relevant details including if you had to discard product without distributing it.

USDA/TEFAP MONTHLY RECONCILIATION

Monthly summary of receipts, distribution, and inventory

AGENCY/PROGRAM/PROGRAM #: Neighborhood Pantry, Inc. (00000)

MONTH/YEAR: April 2019

USDA Product Name	Opening Inventory (first day of month)	Amount Received during month	Amount Distributed during month	Closing Inventory (last day of month)	Adjustment	Adjustment Explanation
Vegetable Soup	1					
Lentils—Dry	1					
Egg Noodles	3					
Grape Juice	1					
Pears	1					
Blueberries	1					
Eggs	1					

Let's fill it out together!

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory (last day of month)	Adjustment	Adjustment Explanation
Vegetable Soup	1					
Lentils	1					
Egg Noodles	3					
Grape Juice	1					
Pears	1					
Blueberries	1					
Eggs	1					

Invoice

Product Reference	Description	Packing	Storage	Quantity	--Weight--		Shared Maintenance		--- Cost ---	
					Unit	Total	/Lb	Total	Unit	Total
DONATED-LOCAL										
DD707088	Condiment, Kitchen Garden, Sriracha Sauce	12/8 oz.	Dry	2	8	16.00	\$0.19	\$3.04	\$0.00	\$0.00
				2		16.00		\$3.04		\$0.00
MEFAP CARBOHYDRATES										
MD245	Soup, N/A, Chicken Noodle, MEFAP	12/300	Dry	2	13	26.00	\$0.00	\$0.00	\$0.00	\$0.00
				2		26.00		\$0.00		\$0.00
MEFAP PROTEIN										
MD122	Non-Meat Protein, N/A, Peanut Butter, MEFAP	12/18 oz	Dry	1	15	15.00	\$0.00	\$0.00	\$0.00	\$0.00
MD245	Non-Meat Protein, N/A, Black Beans, MEFAP	24/300 can	Dry	2	27	54.00	\$0.00	\$0.00	\$0.00	\$0.00
MF223	Meat, N/A, Ground Beef, MEFAP	10/1 lb	Frozen	3	11	33.00	\$0.00	\$0.00	\$0.00	\$0.00
				6		102.00		\$0.00		\$0.00
NON-LOCAL										
DD707162	Peanuts, Nutcracker, Salted Party Peanuts	12/12 oz.	Dry	4	10	40.00	\$0.19	\$7.60	\$0.00	\$0.00
DD707258	Juice, Giardinetto, Sparkling Apple Juice	12/25.4 oz.	Dry	2	34	68.00	\$0.08	\$5.44	\$0.00	\$0.00
DD707259	Mandarin Oranges, Polar, In Light Syrup	12/8 oz.	Dry	6	8	48.00	\$0.19	\$9.12	\$0.00	\$0.00
				12		156.00		\$22.16		\$0.00
USDA										
UD100223	Fruit, Pears, USDA	24/300	Dry	2	23	45.00	\$0.00	\$0.00	\$0.00	\$0.00
UD100320	Vegetable, Mixed Vegetables, USDA	24/300	Dry	4	23	90.00	\$0.00	\$0.00	\$0.00	\$0.00
UD100363	Non-Meat Protein, Vegetarian Beans, USDA	24/300	Dry	2	23	45.00	\$0.00	\$0.00	\$0.00	\$0.00
UD100433	Pasta, Egg Noodle, USDA	12/1 lb	Dry	4	12	48.00	\$0.00	\$0.00	\$0.00	\$0.00
				12		228.00		\$0.00		\$0.00

Invoice Up Close

USDA

UD100223	Fruit, Pears, USDA	24/300	Dry	2
UD100320	Vegetable, Mixed Vegetables, USDA	24/300	Dry	4
UD100363	Non-Meat Protein, Vegetarian Beans, USDA	24/300	Dry	2
UD100433	Pasta, Egg Noodle, USDA	12/1 lb	Dry	4

Step 1: Account for items received

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month
Vegetable Soup	1	
Lentils	1	
Egg Noodles	3	
Grape Juice	1	
Pears	1	2
Blueberries	1	
Eggs	1	

USDA

Fruit, Pears, USDA	2
Vegetable, Mixed Vegetables, USDA	4
Non-Meat Protein, Vegetarian Beans, USDA	2
Pasta, Egg Noodle, USDA	4

Step 1: Account for items received

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month
Vegetable Soup	1	
Lentils	1	
Egg Noodles	3	
Grape Juice	1	
Pears	1	2
Blueberries	1	
Eggs	1	
Mixed Veg	0	4

USDA

Fruit, Pears, USDA 2

Vegetable, Mixed Vegetables, USDA 4

Non-Meat Protein, Vegetarian Beans, USDA 2

Pasta, Egg Noodle, USDA 4

Step 1: Account for items received

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month
Vegetable Soup	1	
Lentils	1	
Egg Noodles	3	
Grape Juice	1	
Pears	1	2
Blueberries	1	
Eggs	1	
Mixed Veg	0	4
Beans	0	2

USDA

Fruit, Pears, USDA	2
Vegetable, Mixed Vegetables, USDA	4
Non-Meat Protein, Vegetarian Beans, USDA	2
Pasta, Egg Noodle, USDA	4

Step 1: Account for items received

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month
Vegetable Soup	1	
Lentils	1	
Egg Noodles	3	4
Grape Juice	1	
Pears	1	2
Blueberries	1	
Eggs	1	
Mixed Veg	0	4
Beans	0	2

USDA

Fruit, Pears, USDA	2
Vegetable, Mixed Vegetables, USDA	4
Non-Meat Protein, Vegetarian Beans, USDA	2
Pasta, Egg Noodle, USDA	4

Step 1: Account for items received

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month
Vegetable Soup	1	0
Lentils	1	0
Egg Noodles	3	4
Grape Juice	1	0
Pears	1	2
Blueberries	1	0
Eggs	1	0
Mixed Veg.	0	4
Beans	0	2

USDA

Fruit, Pears, USDA	2
Vegetable, Mixed Vegetables, USDA	4
Non-Meat Protein, Vegetarian Beans, USDA	2
Pasta, Egg Noodle, USDA	4

Step 2: Account for items distributed

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed
Vegetable Soup	1	0	
Lentils	1	0	
Egg Noodles	3	4	
Grape Juice	1	0	
Pears	1	2	
Blueberries	1	0	
Eggs	1	0	
Mixed Veg.	0	4	
Beans	0	2	

Distributed:

- 1 case veg. soup
- 1 case lentils
- 6 cases of egg noodles
- 1 case of grape juice
- 2 cases of pears
- 1 case of eggs
- 2 cases of mixed veg.
- 1 case of beans

Note: You had to throw out a package of blueberries because the wrapping was torn and berries were damaged.

Step 2: Account for items distributed

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed
Vegetable Soup	1	0	1
Lentils	1	0	
Egg Noodles	3	4	
Grape Juice	1	0	
Pears	1	2	
Blueberries	1	0	
Eggs	1	0	
Mixed Veg.	0	4	
Beans	0	2	

Distributed:

- 1 case veg. soup
- 1 case lentils
- 6 cases of egg noodles
- 1 case of grape juice
- 2 cases of pears
- 1 case of eggs
- 2 cases of mixed veg.
- 1 case of beans

Note: You had to throw out a package of blueberries because the wrapping was torn and berries were damaged.

Step 2: Account for items distributed

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed
Vegetable Soup	1	0	1
Lentils	1	0	1
Egg Noodles	3	4	
Grape Juice	1	0	
Pears	1	2	
Blueberries	1	0	
Eggs	1	0	
Mixed Veg.	0	4	
Beans	0	2	

Distributed:

- 1 case veg. soup
- 1 case lentils
- 6 cases of egg noodles
- 1 case of grape juice
- 2 cases of pears
- 1 case of eggs
- 2 cases of mixed veg.
- 1 case of beans

Note: You had to throw out a package of blueberries because the wrapping was torn and berries were damaged.

Step 2: Account for items distributed

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed
Vegetable Soup	1	0	1
Lentils	1	0	1
Egg Noodles	3	4	6
Grape Juice	1	0	
Pears	1	2	
Blueberries	1	0	
Eggs	1	0	
Mixed Veg.	0	4	
Beans	0	2	

Distributed:

- 1 case veg. soup
- 1 case lentils
- 6 cases of egg noodles
- 1 case of grape juice
- 2 cases of pears
- 1 case of eggs
- 2 cases of mixed veg.
- 1 case of beans

Note: You had to throw out a package of blueberries because the wrapping was torn and berries were damaged.

Step 2: Account for items distributed

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed
Vegetable Soup	1	0	1
Lentils	1	0	1
Egg Noodles	3	4	6
Grape Juice	1	0	1
Pears	1	2	
Blueberries	1	0	
Eggs	1	0	
Mixed Veg.	0	4	
Beans	0	2	

Distributed:

- 1 case veg. soup
- 1 case lentils
- 6 cases of egg noodles
- **1 case of grape juice**
- 2 cases of pears
- 1 case of eggs
- 2 cases of mixed veg.
- 1 case of beans

Note: You had to throw out a package of blueberries because the wrapping was torn and berries were damaged.

Step 2: Account for items distributed

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed
Vegetable Soup	1	0	1
Lentils	1	0	1
Egg Noodles	3	4	6
Grape Juice	1	0	1
Pears	1	2	2
Blueberries	1	0	
Eggs	1	0	
Mixed Veg.	0	4	
Beans	0	2	

Distributed:

- 1 case veg. soup
- 1 case lentils
- 6 cases of egg noodles
- 1 case of grape juice
- 2 cases of pears
- 1 case of eggs
- 2 cases of mixed veg.
- 1 case of beans

Note: You had to throw out a package of blueberries because the wrapping was torn and berries were damaged.

Step 2: Account for items distributed

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed
Vegetable Soup	1	0	1
Lentils	1	0	1
Egg Noodles	3	4	6
Grape Juice	1	0	1
Pears	1	2	2
Blueberries	1	0	
Eggs	1	0	1
Mixed Veg.	0	4	
Beans	0	2	

Distributed:

- 1 case veg. soup
- 1 case lentils
- 6 cases of egg noodles
- 1 case of grape juice
- 2 cases of pears
- 1 case of eggs
- 2 cases of mixed veg.
- 1 case of beans

Note: You had to throw out a package of blueberries because the wrapping was torn and berries were damaged.

Step 2: Account for items distributed

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed
Vegetable Soup	1	0	1
Lentils	1	0	1
Egg Noodles	3	4	6
Grape Juice	1	0	1
Pears	1	2	2
Blueberries	1	0	
Eggs	1	0	1
Mixed Veg.	0	4	2
Beans	0	2	

Distributed:

- 1 case veg. soup
- 1 case lentils
- 6 cases of egg noodles
- 1 case of grape juice
- 2 cases of pears
- 1 case of eggs
- 2 cases of mixed veg.
- 1 case of beans

Note: You had to throw out a package of blueberries because the wrapping was torn and berries were damaged.

Step 2: Account for items distributed

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed
Vegetable Soup	1	0	1
Lentils	1	0	1
Egg Noodles	3	4	6
Grape Juice	1	0	1
Pears	1	2	2
Blueberries	1	0	
Eggs	1	0	1
Mixed Veg.	0	4	2
Beans	0	2	1

Distributed:

- 1 case veg. soup
- 1 case lentils
- 6 cases of egg noodles
- 1 case of grape juice
- 2 cases of pears
- 1 case of eggs
- 2 cases of mixed veg.
- **1 case of beans**

Note: You had to throw out a package of blueberries because the wrapping was torn and berries were damaged.

Step 2: Account for items distributed

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed
Vegetable Soup	1	0	1
Lentils	1	0	1
Egg Noodles	3	4	6
Grape Juice	1	0	1
Pears	1	2	2
Blueberries	1	0	0
Eggs	1	0	1
Mixed Veg.	0	4	2
Beans	0	2	1

Distributed:

- 1 case veg. soup
- 1 case lentils
- 6 cases of egg noodles
- 1 case of grape juice
- 2 cases of pears
- 1 case of eggs
- 2 cases of mixed veg.
- 1 case of beans

Note: You had to throw out a package of blueberries because the wrapping was torn and berries were damaged.

Step 4: Calculate Closing Inventory

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory
Vegetable Soup	1	0	1	$1 - 1 = 0$
Lentils	1	0	1	
Egg Noodles	3	4	6	
Grape Juice	1	0	1	
Pears	1	2	2	
Blueberries	1	0	0	
Eggs	1	0	1	
Mixed Veg.	0	4	2	
Beans	0	2	1	

Step 4: Calculate Closing Inventory

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory
Vegetable Soup	1	0	1	0
Lentils	1	0	1	$1 - 1 = 0$
Egg Noodles	3	4	6	
Grape Juice	1	0	1	
Pears	1	2	2	
Blueberries	1	0	0	
Eggs	1	0	1	
Mixed Veg.	0	4	2	
Beans	0	2	1	

Step 4: Calculate Closing Inventory

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory
Vegetable Soup	1	0	1	0
Lentils	1	0	1	0
Egg Noodles	3	4	6	$(3 + 4) - 6 = 1$
Grape Juice	1	0	1	
Pears	1	2	2	
Blueberries	1	0	0	
Eggs	1	0	1	
Mixed Veg.	0	4	2	
Beans	0	2	1	

Step 4: Calculate Closing Inventory

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory
Vegetable Soup	1	0	1	0
Lentils	1	0	1	0
Egg Noodles	3	4	6	1
Grape Juice	1	0	1	$1 - 1 = 0$
Pears	1	2	2	
Blueberries	1	0	0	
Eggs	1	0	1	
Mixed Veg.	0	4	2	
Beans	0	2	1	

Step 4: Calculate Closing Inventory

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory
Vegetable Soup	1	0	1	0
Lentils	1	0	1	0
Egg Noodles	3	4	6	1
Grape Juice	1	0	1	0
Pears	1	2	2	$(1 + 2) - 2 = 1$
Blueberries	1	0	0	
Eggs	1	0	1	
Mixed Veg.	0	4	2	
Beans	0	2	1	

Step 4: Calculate Closing Inventory

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory
Vegetable Soup	1	0	1	0
Lentils	1	0	1	0
Egg Noodles	3	4	6	1
Grape Juice	1	0	1	0
Pears	1	2	2	1
Blueberries	1	0	0	0*
Eggs	1	0	1	
Mixed Veg.	0	4	2	
Beans	0	2	1	

*Remember that you had to get rid of the berries, so you don't have them.

Step 4: Calculate Closing Inventory

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory
Vegetable Soup	1	0	1	0
Lentils	1	0	1	0
Egg Noodles	3	4	6	1
Grape Juice	1	0	1	0
Pears	1	2	2	1
Blueberries	1	0	0	0
Eggs	1	0	1	$1 - 1 = 0$
Mixed Veg.	0	4	2	
Beans	0	2	1	

Step 4: Calculate Closing Inventory

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory
Vegetable Soup	1	0	1	0
Lentils	1	0	1	0
Egg Noodles	3	4	6	1
Grape Juice	1	0	1	0
Pears	1	2	2	1
Blueberries	1	0	0	0
Eggs	1	0	1	0
Mixed Veg.	0	4	2	$(0 + 4) - 2 = 2$
Beans	0	2	1	

Step 4: Calculate Closing Inventory

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory
Vegetable Soup	1	0	1	0
Lentils	1	0	1	0
Egg Noodles	3	4	6	1
Grape Juice	1	0	1	0
Pears	1	2	2	1
Blueberries	1	0	0	0
Eggs	1	0	1	0
Mixed Veg.	0	4	2	2
Beans	0	2	1	$0 + 2 - 1 = 1$

Step 5: Account for Adjustments

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory (last day of month)	Adjustment	Adjustment Explanation
Vegetable Soup	1	0	1	0		
Lentils	1	0	1	0		
Egg Noodles	3	4	6	1		
Grape Juice	1	0	1	0		
Pears	1	2	2	1		
Blueberries	1	0	0	0	1	Packaging ripped – had to throw out
Eggs	1	0	1	0		
Mixed Veg.	0	4	2	2		
Beans	0	2	1	1		

Distribution

- Meal programs/shelters: Use as needed
- Pantries: Distribution **GUIDELINES**

Number in Household	Maximum number of <i>each item</i> <u>SUGGESTED</u> per household Example: ___ cans of corn, ___ bags of rice, etc.
1-4 members	1 of each item
5-10 members	2 of each item
Over 10 members	3 of each item

- **Guests can receive USDA every time you distribute it. There is no limit to how often clients can receive USDA**

Determining Eligibility

ALL Programs:

- Photo IDs or Social Security Numbers may **NEVER EVER** be required

Meal programs and shelters do not need to ask about eligibility

Pantries:

- Must allow self-declaration - **Verifications NOT needed, may not deny service for failure to provide proof of residence, income, ID, etc.**
- Must reside in Massachusetts
- Sign-in Sheets OR Eligibility Declaration Forms (*more on that in a moment...*)
- Guests must meet either Income Guidelines OR Categorical Eligibility
 - *BUT can receive USDA ONE TIME by declaring financial need*

Pantry Sign-In Sheet (BIG CHANGE)

- **Guests no longer need to complete sign in sheet every time they receive USDA food!**
- Must complete Sign-In Sheet OR Eligibility Declaration Form (p. 44 & 45) the FIRST time they receive USDA food
- Programs still need to track EVERY time a guest receives USDA food (but don't necessarily have to use Sign-in Sheet to do so)
- Due to COVID-19, guests do not currently have to sign the sign in sheet. BUT, it does need to be filled out FOR them with all other info.
 - Have a volunteer or staff fill out the info other than the signature and write COVID-19 on sheet.

Faith-Based Requirements

- Prayer & other religious activities must occur at separate time or location
- Religious materials may not be distributed to clients
- People who participate in religious activities may not receive special consideration (e.g. keep place in line if step out to participate in prayer)
- Quick, voluntary prayer before meals is OK

Civil Rights: USDA's non-discrimination regulations

- Prohibits discrimination on the grounds of race, color, or national origin
- Cannot be segregated, excluded from, denied benefits of, or receive unequal treatment in priority, quality, or quantity of services
- A client has the Right of Complaint in cases where they feel discrimination has taken place

Your Responsibilities

- Understand types of discrimination & who is protected
- Public notification (“And Justice for All” sign)
- Reasonable accommodations - eliminate barriers that prevent or deter the disabled or people with limited English proficiency from receiving benefits
- Training

Types of Discrimination

- **Disparate Treatment** – Treating someone differently because they belong to a protected class
- **Disparate Impact** – Practices which result in unfair impact to persons belonging to a protected class
- **Reprisal/Retaliation** – Negative treatment of an individual due to prior civil rights activity or for cooperating with an investigation

Non-Discrimination Statement

- Statement must appear on ALL program materials:

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

- Amended version may appear on smaller items, like newsletters, flyers, etc.:

This institution is an equal opportunity provider and employer.

Questions, Comments?

Contact Information

Agency Relations

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