

Annual USDA/TEFAP Training

OCTOBER 2025

FOOD BANK
OF WESTERN MASSACHUSETTS
TOGETHER, WE END HUNGER

What is USDA (TEFAP) Food?



Federal Gov.

USDA

- The Emergency Food Assistance Program is part of the USDA Food and Nutrition Service (FNS)
- Funded by the Farm Bill (every 5 years) – USDA uses these funds to purchase nutritious food



State Gov.

MA Dept. of Elementary & Secondary Education (DESE)

- Administers TEFAP in Massachusetts
- Sets Income Guidelines
- Audits FBWM annually



OF WESTERN
MASSACHUSETTS

TOGETHER,
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Food Banks

FBWM

- Purchase from USDA, provide to member agencies
- Move variety than MEFAP! Schedule posted in NewsBites + Bonus Items
- Share USDA policy with member agencies + audit every other year



Member
Agencies

Your Program!

- Distribute USDA food to eligible households in your community

How does your program get USDA Foods?

Eligibility

- Only Public (and some Semi-Public) programs are eligible to receive USDA food
- Pre-requisite: USDA Training by Main Contact
- Request from Admin Contact
- Membership Agreement with TEFAP Single Audit selection (signed by Admin)
- TEFAP Agreement (signed by Main Contact)
- FBWM adds USDA items to your program's Shopping List!
- Must complete annual USDA training + sign TEFAP agreement annually

Accessing USDA Items

- Order online via PWW shopping list
- Case limits – determined by program size (accurate, up-to-date monthly statistics are critical!)

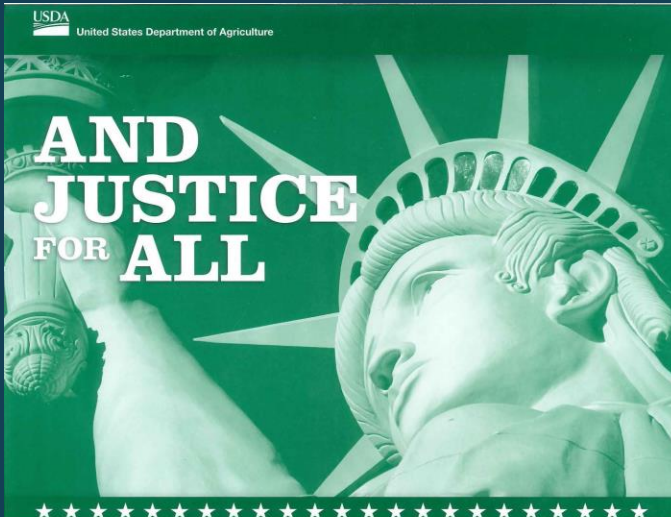


USDA/TEFAP Regulations



Faith-Based Requirements

- Prayer & other religious activities must occur at separate time/location
- Religious materials may not be distributed to people receiving food
- People who participate in religious activities may not receive preferential treatment
 - No keeping place in line if someone steps out for prayer...
 - or allowing prayer group to go first in line...
 - no special distribution times for congregation members...
 - etc.
- Quick, voluntary prayer before meals is OK



USDA
United States Department of Agriculture

AND JUSTICE FOR ALL

★★

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:
(202) 690-7442; or

email:
program.intake@usda.gov.

This institution is an equal opportunity provider.

Conforme a las leyes federales y a los derechos civiles, reglamentos y políticas del Departamento de Agricultura, de los Estados Unidos (U.S. Department of Agriculture, USDA), se prohíbe a esta institución discriminar por motivo de raza, color, nacionalidad, sexo, edad, discapacidad y represión o tomar represalias por actividades realizadas en el pasado relacionadas con los derechos civiles. (No todos los principios de prohibición se aplican a todos los programas).

Las personas discapacitadas que requieran medios alternos para que se les comunique la información de un programa (por ejemplo, braille, letra agrandada, grabación de audio, lenguaje de señas estadounidense, etc.) deberán comunicarse con la agencia estatal o local responsable de administrar el programa o el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339. La información del programa también está disponible en otros idiomas además del inglés.

Para presentar una queja por alegada discriminación, complete el formulario de quejas por discriminación del programa del USDA, AD-3027, que podrá encontrar en línea en http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_8.8.12_0.pdf o en cualquier oficina del USDA o escriba una carta dirigida al USDA que incluya toda la información solicitada en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al (866) 632-9992. Envíe su formulario o carta completos al USDA por:

correo:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:
(202) 690-7442; o

correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Form AD-475-A--Assisted Poster Revised December 2015. Midele complementaria de Formulario AD-475-A / Revisado diciembre 2015.

Signage

- All Programs
 - And Justice for All poster
 - "USDA Products shall not be sold or exchanged"
- Food Pantries Only
 - Current Income Eligibility Guidelines

Notice of Beneficiary Rights

- States that your program participates in TEFAP and will not...
 - Discriminate
 - Require participation in religious activities, or host such activities at the same time/in the same space as food distribution
- Tells people how to file a complaint
- Includes USDA Hunger Hotline phone number
- Can be posted in a visible location for people receiving food to see, or added to intake form
- Must be provided to people before they enroll in TEFAP

Record-Keeping

Maintain the following documents for 3 years, plus the current fiscal year

- Invoices from the Food Bank
- Inventory Forms (more on that in a minute...)
- Sign-in Sheets OR Eligibility Declaration Forms (pantries only)
- Single Audits, if applicable



USDA/TEFAP Options:

One or more of your programs is currently participating in the USDA/TEFAP program. PLEASE SELECT ONE OF THE FOLLOWING IN REFERENCE TO YOUR AGENCY (THE PROGRAM'S) FISCAL SPONSOR:

- ☐ The sponsoring agency's authorized representative is aware of the USDA Single Audit requirement. The agency (including all sponsored programs) DID NOT EXPEND more than \$750,000 in federal funds, goods and/or services and is therefore NOT subject to the Single Audit requirement for FY2023.
- ☐ The sponsoring agency's authorized representative is aware of the USDA Single Audit requirement. The agency (including all sponsored programs) DID EXPEND more than \$750,000 in federal funds, goods and/or services and is therefore subject to the Single Audit requirement for FY2023. Upon completion of the audit, a copy must be sent to The Food Bank of Western Massachusetts.

Determining Eligibility

Photo IDs and Social Security Numbers should NEVER EVER be required

Food Pantries ONLY:

- MUST allow self-declaration. Verifications NOT needed.
- May not deny service for failure to provide proof of residence, income, ID, etc.
- People receiving TEFAP food must recertify eligibility annually
- Must reside in MA*
- Sign-in Sheets OR Eligibility Declaration Forms (more on that shortly...)
- People must meet EITHER Income Guidelines OR Categorical Eligibility
 - BUT, can receive USDA ONE TIME by declaring financial need

Meal programs and shelters do not need to ask about eligibility for TEFAP

*some exceptions apply for programs on VT border to serve VT residents

Sign-In Sheets and Eligibility Declaration Forms

- People do NOT need to complete the Sign-In Sheet EVERY TIME they receive USDA foods
- People must complete EITHER Sign-In Sheet OR Eligibility Declaration the FIRST TIME they receive USDA foods
- Programs still need to track EVERY time someone receives USDA food (but don't necessarily need to use the Sign-In Sheet to do so)
- DO NOT MAKE YOUR OWN FORMS.
 - Use the ones on p. 51-54 of the Essentials Guide.
 - If you want to make your own, MUST be approved by Agency Relations Manager FIRST
- **NEW Eligibility Declaration Updates:**
 - People should now use zip code instead of town of residence
 - People can designate someone to pick up for them
 - Signatures no longer required
 - Space on form to note when it should be renewed + space for last name for filing purposes



Distribution Guidelines

People can receive USDA food every time you distribute it. There is no limit to how often people can receive USDA food from your program.

- Meal Programs + Shelters – Use USDA food as needed to prepare your meals
- Food Pantries – Use 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

Storage + Inventory

Storage

- Must be stored separate from other food and labeled USDA – even perishable items!
- If you have multiple programs at your site (ex. a pantry and a meal in the same location), USDA product must be stored separately for each program
 - Pantry food/Pantry USDA
 - Meal Program food/Meal Program USDA
- Do not use USDA boxes for other food!

Inventory

- Count cases, not individual items (round to nearest full case)
- Complete monthly (annually, if you order 2 USDA items/month or less)
 - Reconciliation Forms found on p. 55-58 of the Essentials Guide

**NEXT:
INVENTORY PRACTICE**



To fill out reconciliation sheets, you'll need...

1.

Your starting inventory for the month

Should be the same as your closing inventory for the previous month

2.

How much of each USDA product you received

You'll gather this information from your invoices.

3.

How much USDA you distributed.

4.

Any other relevant details

For example, if you had to discard spoiled product without distributing it.



Sample Invoice + Reconciliation Form

USDA

UF100261 Frozen 7 CASE
Fruit, Frozen Apricot Cups,
USDA

Packaging: 96/4.5 oz.

UD100218 Dry 5 CASE
Fruits Canned, Peaches,
Sliced, USDA

Packaging: 24/300 can

UF100241 Frozen 11 CASE
Fruits Frozen, Peaches,
USDA

Packaging: 96/4.4 oz.

UD110020 Dry 12 CASE
Non-Meat Protein, Beans,
Black, USDA

Packaging: 24/300 can

UD100388 Dry 12 CASE
Non-Meat Protein, Lentils,
Dry, USDA

Packaging: 12/2 lb.

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory (last day of month)	Adjustment	Adjustment Explanation
Frozen Apricots	1					
Canned peaches	2					
Frozen peaches	1					
Black beans	3					
Lentils	2					

Enter Amount Received

USDA			
UF100261	Frozen	7	CASE
Fruit, Frozen Apricot Cups, USDA			
Packaging: 96/4.5 oz.			
UD100218	Dry	5	CASE
Fruits Canned, Peaches, Sliced, USDA			
Packaging: 24/300 can			
UF100241	Frozen	11	CASE
Fruits Frozen, Peaches, USDA			
Packaging: 96/4.4 oz.			
UD110020	Dry	12	CASE
Non-Meat Protein, Beans, Black, USDA			
Packaging: 24/300 can			
UD100388	Dry	12	CASE
Non-Meat Protein, Lentils, Dry, USDA			
Packaging: 12/2 lb.			

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory (last day of month)	Adjustment	Adjustment Explanation
Frozen Apricots	1	7				
Canned peaches	2	5				
Frozen peaches	1	11				
Black beans	3	12				
Lentils	2	12				

Enter Amount Distributed

Distributed:

- 3 cases frozen apricots
- 4 cases canned peaches
- 10 cases frozen peaches
- 10 cases black beans
- 7 cases lentils

Note: You had to throw out a package of frozen peaches because the package was torn

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory (last day of month)	Adjustment	Adjustment Explanation
Frozen Apricots	1	7	3			
Canned peaches	2	5	4			
Frozen peaches	1	11	10			
Black beans	3	12	10			
Lentils	2	12	7			

Enter Closing Inventory

Note: You had to throw out a package of frozen peaches because the package was torn

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory (last day of month)	Adjustment	Adjustment Explanation
Frozen Apricots	1	7	3	$1+7=8$ $8-3=5$		
Canned peaches	2	5	4	$2+5 = 7$ $7-4 = 3$		
Frozen peaches	1	11	10			
Black beans	3	12	10	$3+12 = 15$ $15-10=5$		
Lentils	2	12	7	$2+12 = 14$ $14-7 = 7$		

Account for Any Adjustments

Note: You had to throw out a package of frozen peaches because the package was torn

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory (last day of month)	Adjustment	Adjustment Explanation
Frozen Apricots	1	7	3	5		
Canned peaches	2	5	4	3		
Frozen peaches	1	11	10	$1+11 = 12$ $12-10 = 2$ $2-1 = 1$	-1	Threw away – torn package
Black beans	3	12	10	5		
Lentils	2	12	7	7		

Final Reconciliation

USDA Product Name	Opening Inventory (first day of month)	Amount Received During Month	Amount Distributed	Closing Inventory (last day of month)	Adjustment	Adjustment Explanation
Frozen Apricots	1	7	3	5		
Canned peaches	2	5	4	3		
Frozen peaches	1	11	10	1	-1	Threw away – torn package
Black beans	3	12	10	5		
Lentils	2	12	7	7		

USDA Civil Rights: A Guide to Protected Classes, Types of Discrimination, and Your Responsibilities



USDA Non-Discrimination Regulations

These regulations are governed by several different laws...

- Title 6 of Civil Rights Act of 1964
 - Protects race, color, national origin from discrimination in programs that receive federal funding or assistance (including TEFAP food)
 - Applies to ALL activities of that organization, not just those that are federally funded
- Title 9 of Education Amendments of 1972
 - Protects against discrimination on the basis of sex
- Americans with Disabilities Act (ADA) of 1990 and Amendment of 2000, AND Section 504 of Rehabilitation Act of 1973
 - Protects against discrimination on the basis of disability
 - Title 3 of ADA includes public accommodations (which arguably includes food pantries and meal programs that are open to the public)
- USDA regulation 4300-002
 - Civil Rights Compliance enforcement
- USDA regulation 4300-003
 - Public Notification policu



Protected Classes

USDA non-discrimination regulations prohibit discrimination on the basis of several **protected classes**...

- Race
- Color
- National Origin
- Age
- Disability
- Sex

No individual may be segregated, excluded from, denied benefits of, or receive unequal treatment in priority, quality, or quantity of services based on membership in one of these protected classes

Clients have the Right of Complaint in cases where they feel discrimination has taken place

Your Responsibilities

- Provide **written assurance** that your agency will comply with non-discrimination requirements
 - This is included in your membership agreement
- Understand types of discrimination & who is protected
- Public notification
- Reasonable accommodations
 - Eliminate barriers that prevent or deter people who are disabled from receiving benefits
- **Training**



Types of Discrimination

- **Disparate Treatment** – Treating someone differently because they belong to a protected class; usually intentional, overt
- **Disparate Impact** – Practices which result in unfair impact to persons belonging to a protected class
 - Usually unintentional, due to neglect
 - Examine civil right IMPACT when designing policies and procedures at your program
- **Reprisal/Retaliation** – Negative treatment of an individual due to prior civil rights activity or for cooperating with an investigation

Public Notification

Notification of potentially eligible persons of program availability, non-discrimination, and complaint procedure

- Convey equal opportunity in photos, graphics, literature, and other program information (ex. website, social media)
- Be proactive! Let your community know your program is available to all who need it!
 - Include hours, location, contact information
- “And Justice for All” poster, Written Notice of Beneficiary Rights + Nondiscrimination Statement on program materials

USDA Non-Discrimination Statement for TEFAP Programs

Statement must appear on ALL program materials

“In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

Email: program.intake@usda.gov.

This institution is an equal opportunity provider and employer.

Complaints

Your program is responsible for making participants aware of their right to file a complaint

- Complaint must be filed within 180 days
- Complaint form may be found online in English [here](#) and in Spanish [here](#). We recommend keeping some printed copies on hand.
- Complaints may be submitted to:
 - U.S. Department of Agriculture
Director, Center for Civil Rights Enforcement
1400 Independence Avenue, SW
Washington, DC 20250-9410
 - **Fax:** (202) 690-7442
 - **email:** program.intake@usda.gov

Participants do NOT need
to use the complaint
form...

... but their written
complaint must contain
all the same information

How to Handle Complaints:

Confidentiality – only discuss with those involved in the complaint

Maintain USDA complaint logs separate from other complaints

Inform FBWM of complaint immediately – FBWM will forward to USDA Food & Nutrition Services within 5 calendar days

Training

Required for...

- Staff and volunteers who interact with program participants (“frontline” staff/volunteers)
- Those who supervise these staff and volunteers,
- New frontline staff/volunteers before interacting with program participants

Must receive USDA Civil Rights Training on an ANNUAL BASIS

- Use the FBWM USDA Civil Right Training for Member Agency Frontline Staff and Volunteers Sign-off Sheet to certify training for appropriate staff/volunteers at your program.
- Keep these on file with your other USDA documents for the last 3 fiscal years + the current fiscal year



Thank you!

This concludes the annual USDA Training.

Agency Relations
Michelle Geoffroy
Agency Relations Manager
413-247-9738
agencyrelations@foodbankwma.org

