

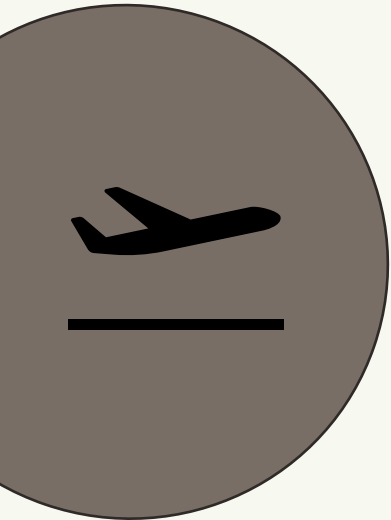
The Emergency Food Assistance Program

Annual Training

FY2025



FOOD BANK
of **ALASKA**



WELCOME

The Emergency Food Assistance Program (TEFAP)

- Anchorage
- Angoon
- Bethel
- Big Lake
- Chefornak
- Chignik Lake
- Chuathalik
- Copper Center
- Cordova
- Dillingham
- Eagle River
- Gambell
- Girdwood
- Goodnews Bay
- Haines
- Hooper Bay
- Juneau
- Kake
- Kaltag
- Kenai
- Ketchikan
- Klawock
- Kokhanok
- Kotzebue
- Koyuk
- Marshall
- Naknek
- Naukati Bay
- Nome
- Nondalton
- Nulato
- Palmer
- Pedro Bay
- Petersberg
- Point Lay
- Port Heiden
- Ruby
- Shishmaref
- Sitka
- St. Paul
- Stebbins
- Talkeetna
- Tok
- Unalakleet
- Valdez
- Wasilla
- White Mountain
- Willow
- Wrangell
- Yakutat



FOOD BANK
of ALASKA

Agenda

Welcome

FY23 Overview

What is TEFAP?

FBA's Role

Partner Agency Roles

Client Eligibility Requirements

Distribution Requirements

Inventory Management

Reporting & Recordkeeping

Additional Requirements

SAM.gov

Key Players



Danielle Caldwell
Program Coordinator - TEFAP



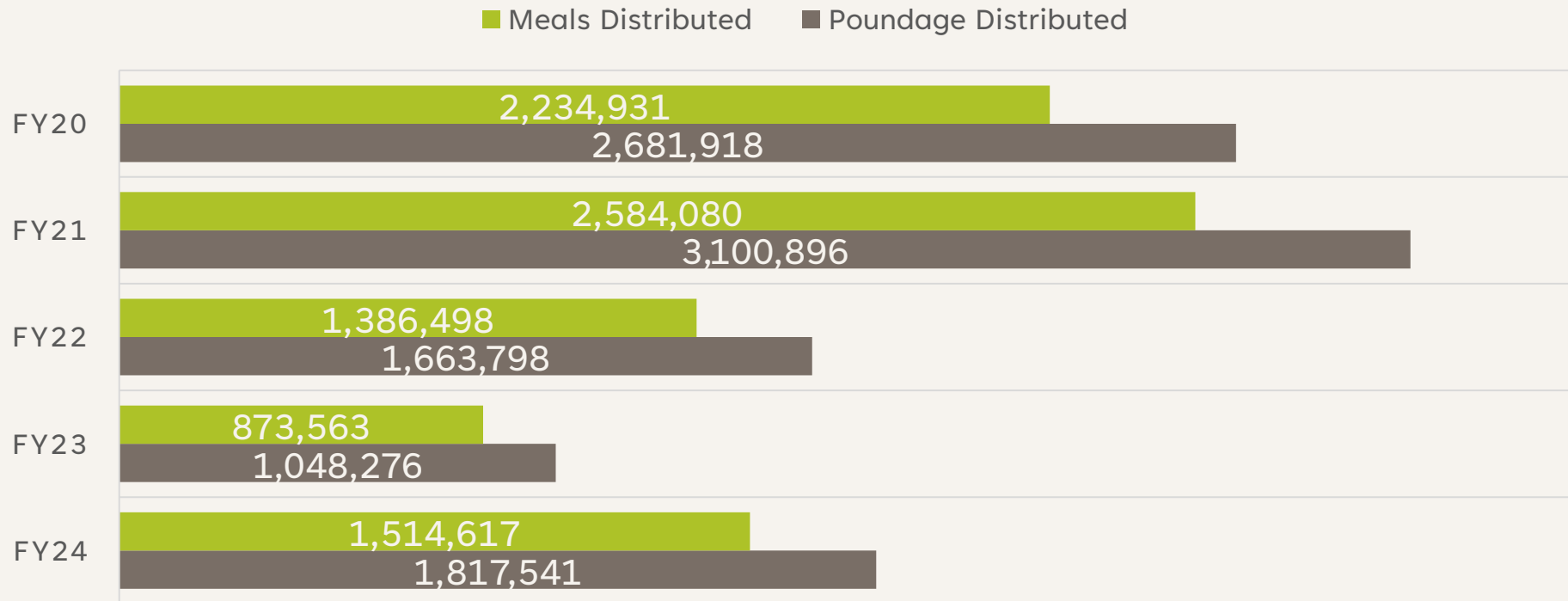
Rebecca Guyer
Director of Programs



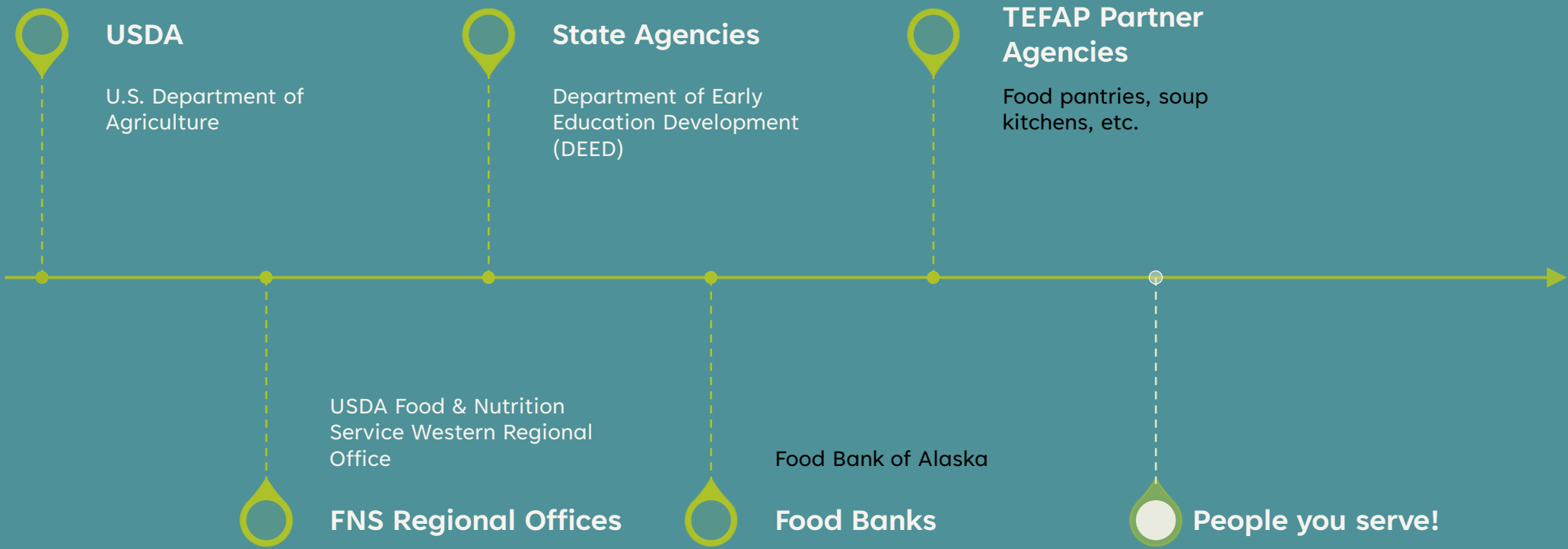
Dave Cornwall
Logistics Manager



Statistics



How does TEFAP work?



Food Bank of Alaska's Responsibilities

Confirming TEFAP foods from DEED

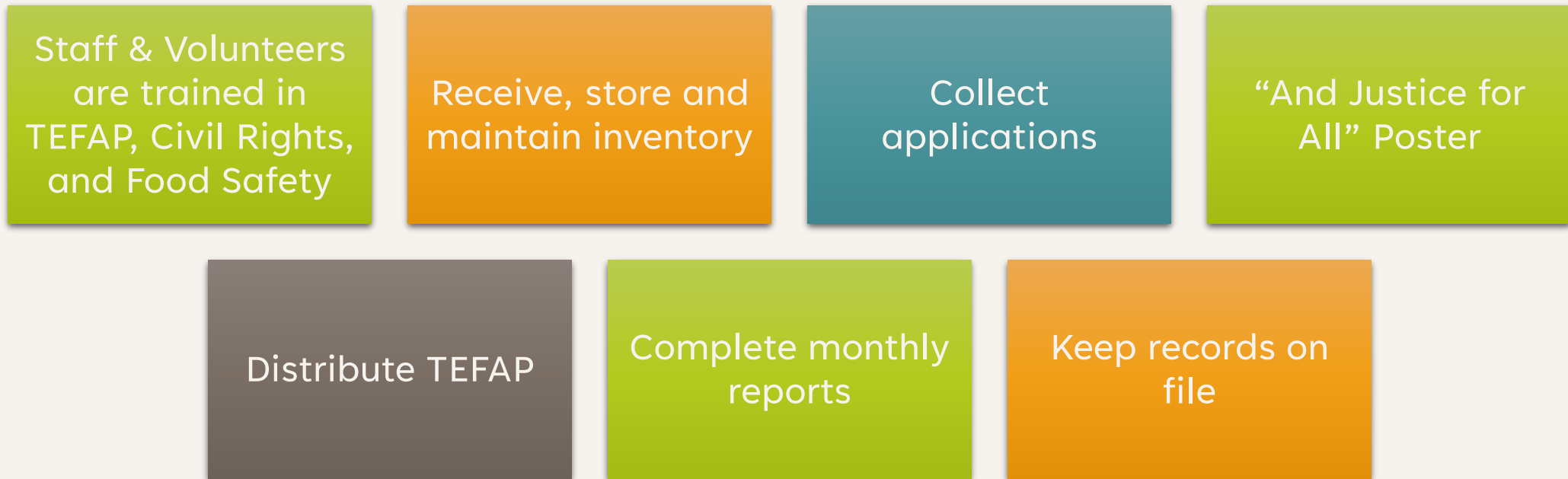
Receiving and storing TEFAP Food

Coordinate orders and deliveries with agencies

Ensure that all TEFAP Foods are handled properly by agencies

Collect and maintain records

Agency's Responsibilities



Eligibility

How do clients qualify?



Enrolling Clients

Applications

Completed annually for the new year of October 1, 2024 – September 30, 2025.

Households can be of any size.

Proof of income is NOT required.

Requirements

Reside in Alaska

Have an annual income at or below the income guidelines

One application per household

Applicant picking up should be listed as the head of household

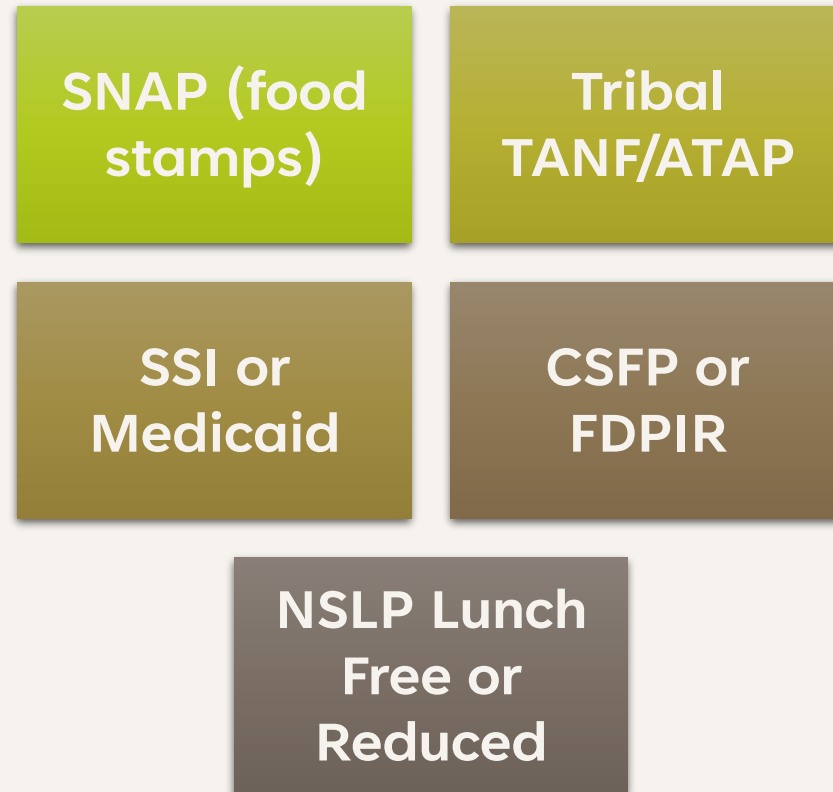
A proxy can be listed on the application



Income Guidelines & Program Benefits

Household Size	Annual Income
1	\$56,430
2	\$76,620
3	\$96,810
4	\$117,000
5	\$137,190
6	\$157,380
7	\$177,570
8*	\$197,760

*For each additional household member, add \$20,190



Example Application

Signature is required on the application

Intake works should sign the bottom and mark eligible or ineligible

TEFAP Application and Registration

Effective October 1, 2024, through September 30, 2025

Household Information

HOUSEHOLD MEMBERS: Please CIRCLE the total number of household and **HEAD OF HOUSEHOLD** information only

TOTAL PEOPLE IN HOUSEHOLD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
NAME OF HEAD OF HOUSEHOLD	John Smith														
PHONE NUMBER	907-222-3100														
PROXY NAME (IF NEEDED)	Jane Doe														

PROGRAMS BENEFITS: if you currently participate in a program listed below, you are automatically eligible to receive TEFAP and do not need to look at the income scale.

SNAP (FOOD STAMPS)	Tribal TANF/ATAP	SSI or MEDICAID	CSFP or FDIPIR	NSLP LUNCH FREE/REDUCED					
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

INCOME INFORMATION

Permanent Fund Dividend: did anyone in your household receive the current year's PFD? If YES, include the PFD amount received in your Annual Household Income at the time of applying.

The table below shows a yearly gross income for each family size. If your household income is at or below the income listed for the number of people in your household, you are eligible to receive TEFAP donated food. Proof of income is not required to apply for TEFAP.

Household Size	1	2	3	4	5	6	7	8*
Annual Income	\$56,430	\$76,620	\$96,810	\$117,000	\$137,190	\$157,380	\$177,570	\$197,760

*For each additional household member, add \$20,190

I certify, under penalty of perjury, that the above information is true and correct to the best of my knowledge and that I am eligible to receive USDA Foods according to current income guidelines.

Signature 

In accordance with federal civil rights 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 (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), 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. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or fax: (833) 256-1665 or (202) 690-7442; or email: Program.Intake@usda.gov. This institution is an equal opportunity provider.

For intake workers use only: Please print

Intake Worker Signature (required) Danielle Caldwell Date: 1/15/2025

Eligible Ineligible-Reason

Inventory

Receiving & Distributing



Inventory Management

Ordering TEFAP Food

Direct Ship Sites

- Email from FBA confirming what's coming

Non-Direct Ship Sites

- Email from FBA with list of what's available to order

Receiving TEFAP Food

- Count and verify – sign Agency Order Receipt (AOR)
- Cases must be marked “TEFAP” & the date received

Storing & Distributing TEFAP Food

- Inventory should last 3 months
- TEFAP must be stored separately from other food
- FIFO – First-in, first-out
- Commodity Loss Report Form
- Client choice is great
- Potentially go back to once a month



Example Agency Order Receipt (AOR)

Signature is required upon arrival

Notify FBA of any discrepancies



AGENCY ORDER

Page: 1

Agency Order No: AOR-29070
Agency Order Date: 7/13/2022

Sold To: Helping Hands Food Bank
Alicia Putman
PO Box 822
Tok, AK 99780

Ship To: Helping Hands Food Bank
Alicia Putman
Mile 025 Center Street
1313 Alaska Hwy
Tok, AK 99780

Delivery Info:

Ship Via
Ship Date 7/14/2022
Terms

Agency ID 9320A
P.O. Number
P.O. Date 7/13/2022
SalesPerson

Item No.	Description	Unit	Quantity	Cubic Feet	Unit Price	Total Price	Gross Weight
T100207	TEFAP Applesauce	Case	15				405
T100367	TEFAP Blackeyed Peas, canned	Case	15				352.5
T111335	TEFAP Cereal, Oat Circles	Case	24				264
T110843	TEFAP Cheese, Shredded Mild Cheddar	Case	18				234
T110940	TEFAP Chicken, Boned, canned	Case	8				200
T100880	TEFAP Chicken, frozen, whole	Case	10				430
T111403	TEFAP Grapefruit Juice NFC	Case	12				396
T110960	TEFAP Mac & Cheese	Case	10				120
T111006	TEFAP Milk, instant NDM 24/12.8	Case	18				360
T100218	TEFAP Peaches Cling	Case	15				405
T111081	TEFAP Peanut Butter smooth	Case	16				208
T100223	TEFAP Pears Extra Light Syrup	Case	10				270
T111293	TEFAP Perch Fillets	Case	10				410
T111090	TEFAP Pistachios	Case	15				360
T111061	TEFAP Pork Loin, Frozen 6/5lb	Case	10				310
T100139	TEFAP Pork, canned	Case	10				360
T100293	TEFAP Raisins 144/1.33oz	Case	8				112
T100487	TEFAP Rice, Medium, White	Case	4				196
T110345	TEFAP Pollock, Frozen 20/2 Lb	Case	3				120

Amount Subject to Sales Tax 0
Amount Exempt from Sales Tax 0.00

Subtotal: 0.00 5,512.5
Invoice Discount: 0.00
Tax: 0.00

Total: 0.00

Cherese L Thompson
Signature

Vanessa L Thompson
Printed Name

07/14/22
Date

Food Shipment Schedule



Quarter 1

Item	Scheduled to Ship	Type
Applesauce Can-24/300	October	Entitlement
Peaches Freestone Slices Frz Ctn-12/2 Lb	October	Bonus
Corn Whole Kernel Can-24/300	October	Entitlement
Beans Great Northern Dry Pkg-12/2 Lb	October	Bonus
Rice Us#2 Medium Grain Pkg-24/2 Lb	October	Bonus
Blueberry Highbush Frz Ctn-12/2.5 Lb	October	Bonus
Salmon Fillets Wild Frz Pkg-40/1 Lb	October	Bonus
V-cut Green Beans 12/14.5 Oz	October	Bonus
Peach Freestone Diced Frz Cup-96/4.4 Oz	November	Bonus
Raisins Pkg-24/15 Oz	November	Bonus

Quarter 1 - continued

Item	Scheduled to Ship	Type
Tomato Diced Can-24/300	November	Bonus
Apple Juice Plastic Btl-8/64 Fl. Oz	November	Bonus
Beans Dry Split Pea Green Pkg-12/2lb	November	Bonus
Pork Loin Roast Frz Ctn-6/5 Lb.	November	Bonus
Strawberry Whole Unsweet Iqf Ctn-12/2.5 Lb	November	Bonus
Walnut Eng Pcs Ctn-24/1 Lb	December	Bonus
Fish Ak Plck Fillets Frz Pkg-20/2 Lb	December	Bonus
Salmon Red Can-24/7.5 Oz	December	Bonus
Beans Garbanzo Can-24/300	December	Bonus
Chicken Leg Qtrs Frozen Pkg-8/5 Lb	December	Bonus
Applesauce Can-24/300	December	Bonus
Almonds Roasted Whole Shell Pkg-12/2 Lb	December	Bonus
Pistachio Roasted In Shell Pkg-25/1 Lb	December	Bonus

Quarter 2

Item	Scheduled to Ship	Type
Beef Can-24/24 Oz	January	Bonus
Peaches Cling Slices Can-24/300	January	Entitlement
Pears Can-24/300	January	Entitlement
Blueberry Highbush Frz Ctn-12/2.5 Lb	January	Bonus
Pork Taco Filling Ckd Pkg-20/2 Lb	January	Bonus
Beans Dry Split Pea Yellow Pkg-12/2 Lb	January	Bonus
Atlantic Pollock Fillet Frz Pkg-20/2 Lb	January	Bonus
Pacific Salad Shrimp 350-500 Pkg-20/2 Lb	January	Bonus
Milk 1% Milkfat Uht 1500 Box-12/32 Fl Oz	January	Entitlement
Cheese Ched Yel Chunks-pkg 12/1 Lb	January	Bonus

Quarter 2 - continued

Item	Scheduled to Ship	Type
Mixed Fruit Can-24/300	Entitlement	February
Veg Mix Can-24/300	Entitlement	February
Lentils Dry Pkg 12/2 Lb	Bonus	February
Rice Us#2 Medium Grain Pkg-24/2 Lb	Bonus	February
Cheese Ched Yel Shred-pkg 6/2 Lb	Bonus	February
Pork Pulled Ckd Pkg-20/2 Lb	Bonus	February
Beef Chili W/Beans Pkg-12/15 Oz	Bonus	February
Raisins Pkg-24/15 Oz	Bonus	March
Chicken Boned Can-24/12.5 Oz	Entitlement	March
Fish Ak Pollock Sticks Frz Pkg-20/2 Lb	Bonus	March

Quarter 3

Item	Type	Scheduled to Ship
Cherries Dried Pkg-8/2 Lb	Bonus	April
Corn Whole Kernel Can-24/300	Entitlement	April
Beans Green Can-24/300	Entitlement	May
Pork Chops Bnls Frz Pkg-40/1 Lb	Bonus	May
Cheese Blend Amer Skm Lvs-12/2 Lb	Bonus	June
Rice Us#2 Medium Grain Pkg-24/2 Lb	Bonus	June
K Salmon Pink Can-24/14.75 Oz (33630)	Bonus	June

Quarter 4

Item	Type	Scheduled to Ship
PEACHES FRESH BAG PKG-12/2 LB	Bonus	July
CHICKEN BONED POUCH-36/10 OZ	Bonus	July
BEANS NAVY DRY PKG-12/2 LB	Bonus	July
BEANS PINTO DRY PKG-24/1 LB	Bonus	July
FISH AK POLLOCK NUGGETS FRZ PKG-20/2 LB	Bonus	July
MILK 1% MILKFAT UHT 1500 BOX-12/32 FL OZ	Entitlement	August
BEEF CHILI W/O BEANS CAN-24/24 OZ	Bonus	August
CHICKEN LEG QTRS FROZEN PKG-8/5 LB	Bonus	August
ALMONDS ROASTED WHOLE SHELL PKG-12/2 LB	Bonus	August
WALNUT ENG PCS CTN-24/1 LB	Bonus	August
SPAGHETTI SAUCE MEATLESS CAN-24/300	Entitlement	September
APPLE JUICE PLST BTL-8/64 FL OZ	Entitlement	September
PORK CHOPS BNLS FRZ PKG-40/1 LB	Bonus	September
PASTA SPAGHETTI BOX-20/1 LB	Entitlement	September
BEANS DARK RED KIDNEY CAN-24/300	Bonus	September

Reporting



Monthly Reports

Due to FBA by the 5th of each month

Monthly Inventory Report

- Printed or typed signature is required at the bottom
- Any losses over 10 should have a commodity loss report form
- Item number is optional

Certification of TEFAP Food

- Signatures are not required
- Printed name and household size is required
- Tracking inventory per client is now optional



Example Monthly Inventory Report

Signature is required upon arrival

Notify FBA of any discrepancies

MONTHLY TEFAP REPORT

October 2022 through September 2023

TEFAP Agency: Food Bank of Alaska Date: 10/1/2022

Agency Number: 1234A Phone: 907-222-3100 For Month ending: September

Commodity Item Number	Commodity Name	Beginning Inventory	+ Qty In	= Total	- Qty Dist.	= Balance	Loss or Gain (+/-)	Inventory
T100207	Applesauce	5	10	15	10	5		5
T100367	Blackeyed Peas		50	50	3	47		47
T111335	Cereal, Oat Circles	10		10	2	8	-2	6
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0
				0		0		0

Number of households served this month: 3 People: 15

Comments/Explanations:

2 pears were damaged when arrived.

Signed: Rebecca Guyer Title: Program & Agency Relations Lead

Email: rguyer@foodbankofalaska.org or fax: 907-277-7368 or 888-797-0095
****RETURN TO FBA BY 5TH OF EVERY MONTH FOLLOWING MONTH REPORTED**

Example Certification of TEFAP Food

Option 1 – no inventory

AGENCY NAME: Food Bank of Alaska

AGENCY NUMBER: 1234A

MOHTH OF: September

PAGE: 1 of 1

I certify, under penalty of prejury, that my household income for the past 30 days does not exceed TEFAP guidelines and that my household. I affirm that commodities are for my personal home use and will not be sold, trades or given away.

Income Guidelines

Household Size	1	2	3	4	5	6	7	8*
Annual Income	\$50,970	\$68,670	\$86,370	\$104,070	\$121,770	\$139,470	\$157,170	\$174,870

	Printed Name	# in Household
1	John Smith	2
2	Fred Banks	6
3	Mickey Mouse	7
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

	Printed Name	# in Household
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		

Number of Households 3

Number of Individuals 15

Additional Requirements



Recordkeeping

Must be kept on file for 3 years plus the current year.

TEFAP
Agreement

Civil Rights
Training Form

Monthly
Inventory
Reports (2)

Client
Applications

Commodity
Loss
Report(s)

This institution is an equal
opportunity provider.

USDA Nondiscrimination Statement must be used on any advertising materials.

Food Safety Certification

Food Bank of Alaska's Class

Cost: Free

For any community

Municipality of Anchorage

Cost: \$10.00

Department of Environmental Conservation

Cost: \$10.00

For Communities outside of Anchorage



Basic Food Safety

Dry Storage:
50°F-70°F

Cool Storage:
36°F-41°F

Freeze
Storage:
-10°F-0°F

Temperature
Logs

Secured and
Protected

Clean & Dry

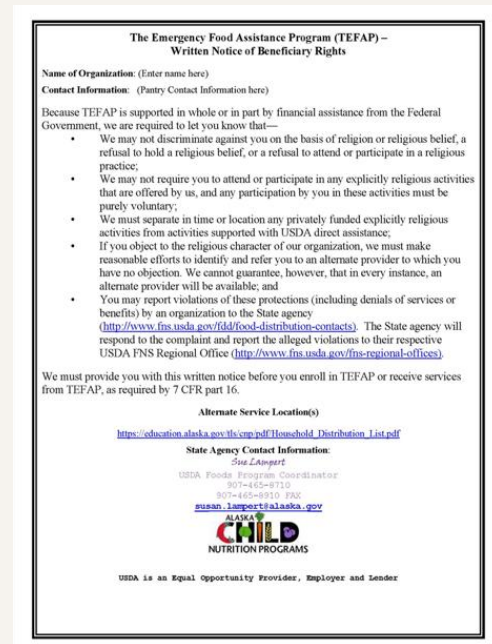
6 inches off
the floor

Civil Rights

All Partners

Staff and volunteers must complete Civil Rights training.

Written Notice of Beneficiary Rights flyer is required for ALL Organizations/Partners



Food Establishment Permit

Anchorage Area

Apply through Municipality of Anchorage's Health Department

Outside of Anchorage

Apply through State of Alaska's Division of Environmental Health



UEI NUMBER



Unique Entity Identifier
Number is required!



THERE IS NO COST!



Only needs to be
completed one time!



Questions?

Danielle Caldwell

Program Coordinator - TEFAP

907-222-3126

dcaldwell@foodbankofalaska.org

Rebecca Guyer

Director of Programs

907-222-3100

rguyer@foodbankofalaska.org

