

DATE

March 15, 2020

OF INTEREST TO

Food Bank and Food Shelf Staff

Intake Options for TEFAP Food Shelves

PURPOSE

In an effort to streamline and simplify intake at TEFAP Food Shelves and to continue to safely serve your communities, MN DHS OEO is reminding food shelves of the additional TEFAP intake process option that was introduced in 6/2019.

The alternative TEFAP intake process may be used at all food distributions. This includes, but is not limited to; traditional bricks and mortar, mass, produce, food rescue, and mobile distributions.

This option is intended to offer a simplified process that allows agencies to serve participants in a short amount of time while limiting physical interactions.

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| USDA TEFAP regulations, regardless of intake process type are: | |
| Agency staff and volunteers must: | Additionally, agencies must post the following: |
| <ul style="list-style-type: none">• Provide and/or post Federal Poverty Guidelines• Provide and/or post Data Privacy Policy• Provide and/or post Non-discrimination statement• Track household information at each food distribution• Complete annual Civil Rights training• Adhere to TEFAP record retention requirements | <ul style="list-style-type: none">• SNAP resources• Voter registration materials• Interpretative services |

Intake Process-*the annual TEFAP Eligibility and Data Privacy forms are not required for this option, instead, confirmation of eligibility will be done each time a household is served.*

A. At each distribution, food shelves must:

- Post/provide Federal Poverty Guidelines
- Post/provide Data Privacy Policy
- Post/provide Non-discrimination statement
- **Collect name or signature, # of children, adults, seniors, and zip code for each household.**
 - Food shelf staff/volunteers may write down participants' names themselves, eliminating the need for sharing of pens, clipboards, etc.

B. At each distribution, food shelf participants must:

- Self-declare that their household income is at or below 200% of the Federal Poverty Guidelines (FPG). This is done by viewing the FPG posted and self-declaring eligibility.
- View the Data Privacy and non-discrimination statement.
- Provide required household information. This may be done paper or electronically. Refer to the tracking sheet below as an *example*. To ensure confidentiality, make sure that identifiable info is not shared.

| Name or Signature | # of children in household | # of adults in household | # of seniors in household | Zip Code (optional) |
|-----------------------------|-------------------------------|-----------------------------|------------------------------|------------------------|
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