

Intake Options for TEFAP Food Shelves

PURPOSE

In an effort to support TEFAP Food Shelves while you continue to safely serve your communities, the following TEFAP intake process option has been permanently adopted.

**MN TEFAP has instituted a permanent change-participant signatures are not required to receive TEFAP*

USDA TEFAP regulations, regardless of intake process type are:

Agency staff and volunteers must:

- Provide and/or post Federal Poverty Guidelines
- Provide and/or post Data Privacy Policy
- Provide and/or post Non-discrimination statement
- Provide and/or post a complaint policy
- Track household information at each food distribution
- Complete annual Civil Rights training
- Adhere to TEFAP record retention requirements

Additionally, agencies must post the following:

- SNAP resources
- Voter registration materials
- Interpretative services
- All other required TEFAP postings

TEFAP Intake Process

Annual TEFAP Eligibility and Data Privacy forms are not required for this option. Food shelf intake staff should either:

1. Ask participants to verbally verify that they are still eligible for TEFAP based on the income and their physical presence in Minnesota *each* time food is received **or**
2. At the time of annual intake, notify the household that they are required to report income changes that may affect their eligibility

A. At each distribution, food shelves must:

- Post/provide Federal Poverty Guidelines
- Post/provide Data Privacy Policy
- Post/provide Non-discrimination statement
- Collect name of head of household, address, the number of children, adults, seniors in household, and pounds of food distributed
 - Food shelf staff/volunteers may write down participants' names themselves, eliminating the need for sharing of pens, clipboards, etc.
 - **Participant signatures are not required.**

B. At each distribution, food shelf participants must:

- Self-declare that their annual household income is at or below 300% 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 on paper or electronically. Refer to the tracking sheet below as an *example*. To ensure confidentiality, make sure that identifiable info is not shared.

Name <i>or</i> Signature	Address	# of children in household	# of adults in household	# of seniors in household	Pounds of food distributed	I'VE VIEWED TEFAP FORMS AND SELF-DECLARE MY ELIGIBILITY
Julie Jones	1022 Sunny Street St. Paul, MN 55010	3	2	2	175 pounds	