

# TEFAP Program Guide

## Site Responsibilities

### Client Identification

- **Requirements:** Clients are required to show ID each visit and upon first visit, provide their first and last name, date of birth, gender identity, ethnicity and proof of AZ residence.
- **Client Intake:** Client's information will be collected through an Application of Benefits and/or directly inputted into Link2Feed, an online database system to track visits and food provided.
- **Restrictions:** Clients must be 18+ years, self declare to federal income guidelines, and reside in AZ.

### Reporting & Compliance

- Must be open to the public and promoted throughout the community.
- Adhere to USDA, DES, SMFB and FA requirements for posted signage, record-keeping, reporting, product storage, and client services.
- Submit a Monthly Inventory Participation Report (MIPR) by the 1st of the following month.
- Subject to annual USDA monitoring & required to issue an annual TEFAP nutrition survey to clients.

### Staffing & Volunteers

- Site must provide appropriate number of volunteers to support the volume of product being distributed.
- Staff and/or volunteers will assist with unloading product, pallet set up or stocking items, food distribution, client intake, cleaning, traffic control and reporting.
- Staff and volunteers must stay in compliance with annual civil rights trainings, volunteer confidentiality & food safety.

### Distribution Process

- Minimum is one monthly distribution.
- Frequency, time frames, and dates to conduct food distributions is dependent on the site's and SMFB's truck route availability.
- Distribution area must be pre-determined and cannot move locations unless approved by SMFB.



### ABOUT THIS PROGRAM

**The Emergency Food Assistance Program (TEFAP)** provides fresh and non-perishable food to supplement the diets of low income households. TEFAP is regulated, funded by the USDA, and may include:

- **Emergency Food Boxes (EFB)**, a pre-packaged 2-3 day supply for a household of 4. Includes shelf stabled items such as canned goods, rice and beans
- **TEFAP Bonus** product such as meat, dairy, fresh & frozen fruits and vegetables
- **Large Family Bags (LFB)**, a pre-packaged grocery bag for larger sized households

For client safety, agencies participating in this program are subject to the requirements noted in the SMFB Agency Toolkit.

Have a question you still need answered?  
Contact Agency Services:

**Agency Services General:** (602) 322-7861  
**Agency Services Northern AZ:** (602) 344-4100  
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