

The Emergency Food Assistance Program
TEFAP
State of Delaware
Sub-distribution Agency Application
FOR U.S. DEPARTMENT OF AGRICULTURE COMMODITIES

Sub-Agency Name _____

Address _____

City/State/Zip _____

Mailing Address (if different) _____

Sub Agency Director _____ **Phone** _____

TEFAP Contact Person _____ **Phone** _____

Date sub-agency began operation _____

Days of operation (Circle) S M T W TH F S

Number of days a month you are open? _____

Hours of operation _____

Does your sub-agency accept requests for food without referrals? _____

Main sources of referrals _____

Average number of meals served per month _____

Do the numbers of meals served fluctuate during the year? _____ If so, how?

Number of paid staff _____ Number of volunteer staff _____

Describe the geographic area you serve _____

Are there any restrictions on whom your sub-agency will serve?

What are your other food resources besides TEFAP?

What are your sources of funding for sub-agency food? _____

Does your sub-agency have?

Commercial freezer _____ yes _____ no

Commercial refrigeration _____ yes _____ no

Shelving to store food off floor _____ yes _____ no

Equipment to unload trucks _____ yes _____ no

Bookkeeping/accounting system _____ yes _____ no

Records of people served _____ yes _____ no

Adequate security against theft _____ yes _____ no

Does your sub-agency post a non-discrimination statement where recipients can see it? _____

Do you post the federal non-discrimination poster, "And Justice for All"? _____

If your site participated in TEFAP in the past, do you capture the following information on the recipients (check off)

Name _____ Address _____ Signature _____ How Income Eligible _____ Amount of Food Given _____ Type of Food Given _____

Is your sub-agency under a non-profit tax-exempt institution? If so, please provide your IRS Determination number.

Signature of Sub-Agency Director

Date

State of Delaware
Approved
MEMORANDUM OF AGREEMENT
Between

Food Bank of Delaware
and

Emergency Food Sub-Agency

The Emergency Feeding Organization (EFO) and the Emergency Food Sub-Agency have a common interest and goal of providing nutritious food to feed the hungry in their jurisdiction. In order to distribute USDA commodities, the EFO and the Emergency Food Sub-Agency must adhere to federal regulations and state guidelines.

The Sponsoring Agency agrees to:

- a. Allocate food to the sub-agency based on the numbers of meals served.
- b. Provide materials needed to keep track of the people served i.e. Approved Delaware application.
- c. Provide the non-discrimination poster, "And Justice for All".
- d. Provide current eligibility guidelines.
- e. Provide a system in which the sub-agency can access the food in a timely manner.

2. The Emergency Food Sub-agency agrees to:

- a. Store the commodities six inches off the floor and six inches off the wall in a clean facility free of infestation and separate from other donations, purchased products and other Food Bank of Delaware products.
- b. Store food at proper temperatures (see Appendix 3)
- c. Store the commodities in a secure manner where unauthorized persons do not have access to it.
- d. Report any food loss to the Sponsoring Agency, including loss by fire, theft, equipment failure or infestation/spoilage/contamination.
- e. Maintain records of food received and inventory on hand (delivery receipts).
- f. Accept responsibility for any loss of commodities due to negligence. If negligence is determined the sub-agency is responsible for food or reimbursing the Sponsoring Agency for the value of the food loss.
- g. Receive and distribute the food in accordance with current government regulations.
- h. Distribute to only Delaware residents who are income eligible persons, or those who participate in one or more local, State or Federal means-tested

programs, for household consumption, based on current State of Delaware approved eligibility guidance given by the Sponsoring Agency. There is no minimum time limit for a person to have been a resident of Delaware.

- i. Complete the Eligibility To Take Home Food Form (Appendix 4) on each household and submit to the Sponsoring Agency the numbers of households served. All forms must be kept on file for four years.
- j. Inspect all deliveries immediately for accuracy and quality.
- k. Request food based on historical information of households served.
- l. Post the non-discrimination poster "And Justice for All" where the sub-agency recipients can see it. Complaint form and procedure must also be posted.
- m. All printed materials must include this benefit/services statement: "USDA prohibits discrimination in all programs & activities on the basis of race, color, national origin, age disability and sex.
- n. Identify and accommodate language needs
- o. Accommodate persons with disabilities.
- p. Guarantee that no USDA foods will be traded, sold, transferred or otherwise disposed of without prior approval of the Sponsoring Agency.
- q. Notify the Sponsoring Agency of any leftover foods in excess of what can be safely stored or utilized within the distribution period.
- r. Have regular business hours that recipients can be served, or otherwise operate by appointment.
- s. Allow inspection by federal and/or state monitors of facility, records and process of people served.
- t. Serve recipients in a respectful and courteous manner.

TEFAP State Monitors and FBD Monitors may visit any site participating in this program to prove compliance with record keeping and food storage.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave, Washington DC 20250-9410 or call (202) 720-5964. USDA is an equal opportunity provider and employer.

"The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be

subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement."

Sponsoring Agency Representative

Date

Emergency Food Sub-Agency Representative

Date