



### **TEFAP (The Emergency Food Assistance Program) Training**

The Emergency Food Assistance Program (TEFAP) helps supplement the diets of low-income Americans by providing them with emergency food and nutrition assistance at no cost. This program originated in the early 80's as a short-term program to disburse huge quantities of butter, cheese and other surplus items that had been held in storage by the USDA. These items were distributed to needy people through a network of volunteer organizations. After the stocks of the surplus items were depleted, the program was changed to one that primarily assisted those with the greatest need. The commodities are now distributed to shelters, soup kitchens, pantries and other emergency feeding organizations. These foods are packaged in household sizes and depend on agricultural conditions, but usually include a variety of canned fruits, vegetables, peanut butter, pasta, cereals and meat and poultry items.

For agencies interested in being able to distribute TEFAP product, they must complete the following steps:

- Fill out a USDA Pre-Award Questionnaire form (Appendix 1)
- Fill out a USDA Sub-Distribution Agency form, including Memorandum of Agreement (Appendix 2)
- Person(s) distributing food reviews Civil Rights Training PowerPoint
- Person(s) signs off on the Civil Rights Training confirmation form (Appendix 4) and returns to the Food Bank of Delaware – please return to Naty Moreta-Wright at [nmoreta@fdb.org](mailto:nmoreta@fdb.org)
- Site orders boxes as needed for distribution from Customer Service Representative at the Food Bank of Delaware (New Castle County - [cservice@fdb.org](mailto:cservice@fdb.org) and Kent and Sussex Counties – [csmilford@fdb.org](mailto:csmilford@fdb.org))
- Site is provided a USDA Civil Rights poster (sent with first delivery)
- As individuals are given boxes the Eligibility To Take Home Food Form (Appendix 5) is complete

**Delivery fee waived with orders of two pallets or more!**