
PARTNER AGENCY NAME

ACCOUNT NUMBER

PROGRAM TYPE

COUNTY

By initialing next to each government commodity program for which it is eligible, the Agency agrees to comply with the requirements specified.

INITIAL BELOW TO PARTICIPATE	Commodity Program	Agency Eligibility	Overview of Administrative Requirements (details on p. 2 – 4)
_____	TEFAP	Pantries Soup Kitchens Shelters	<ul style="list-style-type: none"> • Client self-declaration of need forms • Distribution logs • Civil Rights • Quarterly reporting
_____	CT-NAP	Pantries Soup Kitchens Shelters	<ul style="list-style-type: none"> • Client self-declaration of need form, unless using TEFAP eligibility forms • Collection of household demographics • Quarterly reporting
_____	FEMA	Hartford County Pantries Soup Kitchens	<ul style="list-style-type: none"> • Quarterly reporting
<p>If declining any program for which the Agency is eligible, please indicate why:</p> 			

SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE

DATE

PRINT NAME

PHONE W C H

FAX

TITLE

EMAIL ADDRESS

RETURN THIS COMPLETED AGREEMENT TO VINH VUONG VUONG@FOODSHARE.ORG OR FAX TO (860) 286 – 7860

The Emergency Food Assistance Program (TEFAP)

The Emergency Food Assistance Program (TEFAP) is a Federal program that helps supplement the diets of low-income individuals by providing emergency food assistance at no cost.

Eligible Agencies completing this annual agreement have access to such staples as rice, cereal, canned fruits and vegetables, juice, and frozen meats.

The rules and regulations established by the United States Department of Agriculture (USDA) for the use and distribution of TEFAP product can be found in [7 CFR Part 251](#).

HOW TO ACCESS	TEFAP product is available year-round through Foodshare’s online ordering system. The product is in case quantity and has no handling fees or purchase cost.	
ADMINISTRATIVE REQUIREMENTS		
RECIPIENT ELIGIBILITY	<p>Each household receiving TEFAP product must complete a TEFAP Eligibility Form (English Spanish) once a year.</p> <p>The most current version of this eligibility form must be used.</p> <p>At each distribution, use a distribution log that identifies each household receiving TEFAP product as being income-eligible.</p>	Pantries only
REPORTING	Provide Foodshare with quarterly statistics on the number of meals (or meal equivalents) distributed.	All programs
	Provide quarterly reporting on the number of new households served, based on TEFAP Eligibility Forms signed during the quarter.	Pantries only
CIVIL RIGHTS	<p>Provide the Civil Rights Training to all front-line staff or volunteers who regularly interact with TEFAP participants or who are responsible for determining participant eligibility.</p> <p>Maintain a record of those who have received the Civil Rights training.</p> <p>Display the “And Justice for All” non-discrimination poster in a location visible to TEFAP recipients.</p>	All programs
RECORDKEEPING	Keep all documentation (annual agreements, civil rights training signatures, and, as applicable, eligibility forms and distribution logs) on file at the Agency for three years current.	All programs

Connecticut Nutrition Assistance Program (CT-NAP)

The Connecticut Nutrition Assistance Program (CT-NAP) is a State program where high protein and other nutritionally beneficial supplemental foods are distributed by eligible food pantries, soup kitchens, and shelters to low-income households.

Eligible Agencies completing this annual agreement have access to such staples as tuna, rice, peanut butter, shelf-stable milk, and frozen meats.

HOW TO ACCESS	CT-NAP product is available from March - October through Foodshare’s online ordering system. The product is in case quantity and has a 5¢ per pound handling fee. The available quantity of each item reflects a maximum ordering limit and is based on Agency size.	
ADMINISTRATIVE REQUIREMENTS		
RECIPIENT ELIGIBILITY	<p>If the Agency chooses to participate in TEFAP, the TEFAP Eligibility Form is sufficient to demonstrate household need.</p> <p>The Agency will need to collect information on the age, sex, and race/ethnicity of individuals within each household. The CT-NAP Demographics Form (English Spanish) can be attached to the TEFAP Eligibility Form.</p>	Pantries also participating in TEFAP
	<p>Should the Agency decline TEFAP participation, households must complete a CT-NAP Eligibility Form (English Spanish) once a year.</p>	Pantries not participating in TEFAP
	<p>While soup kitchens do not need to ensure that attendees are income eligible for meals made with CT-NAP product, they must report on the age, sex, and race/ethnicity of individuals served.</p>	Soup Kitchens
REPORTING	<p>Provide Foodshare with quarterly statistics on the number of meals (or meal equivalents) distributed.</p> <p>Provide quarterly counts of the number of new households and individuals served who are: adults, children & seniors males & females Blacks, Whites, Hispanics, Asians/Pacific Islanders & Others.</p> <p>CT-NAP statistics fulfill all reporting requirements for TEFAP and FEMA.</p>	All programs
RECORDKEEPING	<p>Keep all documentation (annual agreements, client eligibility forms and/or sign-in sheets, etc.) on file at the Agency for three years current.</p>	All programs

FEMA

FEMA is a Federal program where high protein and other nutritionally beneficial supplemental foods are distributed by eligible food pantries and soup kitchens in Hartford County to low-income households.

Eligible Agencies completing this annual agreement have access to such staples as tuna, rice, peanut butter, shelf-stable milk, and frozen meats. Kitchen operations have additional access to paper goods such as plates, cups, napkins and utensils.

HOW TO ACCESS	FEMA product is available from March - October through Foodshare's online ordering system. The product is in case quantity and has a 10¢ per pound handling fee. The available quantity of each item reflects a maximum ordering limit and is based on Agency size.
----------------------	---

ADMINISTRATIVE REQUIREMENTS		
------------------------------------	--	--

RECIPIENT ELIGIBILITY	Should be eligible for pantry or meal service provided by Agency.	
REPORTING	Provide Foodshare with quarterly statistics on the number of meals (or meal equivalents) distributed.	All programs
RECORDKEEPING	Keep all FEMA-related documentation on file at the Agency for three years current.	All programs