



GENERAL DISTRIBUTION GUIDELINES OF USDA COMMODITIES (TEFAP)

All Programs

- TEFAP products in stock should be used or distributed in one month. No more than one month supply is ordered at a time. If client count is not as expected and USDA foods are not distributed within one month then product should be distributed within six months of ordering products on a FIFO basis.
- USDA Commodities must be distributed separately from any religious activity.
- USDA Commodities may NOT cross state lines. Oklahoma USDA Commodities must be distributed to only Oklahoma residents.
- USDA Commodities are stored only at Food Bank monitored facilities and must be separated from other foods to be easily identified as USDA. A separate file should be kept for USDA invoices.
- Any losses of commodities (theft, infestation, fire, etc.) are promptly reported to the Food Bank. Contact the Food Bank for instructions on destroying any spoiled product.
- The USDA “And Justice For All” poster should be displayed and visible to clients as well as income guidelines and for Faith Based Organizations, the Written Notice of Beneficiary Rights.
- The Non-Discriminatory Statement must be on Intake Forms as well as any materials that mention USDA programs: including websites, photos & other graphics that are used in publications.
- All Programs receiving/distributing USDA product must participate in Civil Rights training annually and submit to an on-site USDA review once every 3 years.
- Turn in the Annual Self-Review by the deadline on the form. Form is sent each April.
- For a complete list of the State of Oklahoma Department of Human Services TEFAP Review Form, for both pantries and on-sites, please visit the USDA Information area of the online Agency Resource Center.
- **ANY** misuse of **USDA TEFAP** foods is considered a **FEDERAL FELONY** offense **PER** item.

Pantry Programs

- Must have after hours contact information posted and ability to respond to those needs The days and hours of the program should be posted outside the facility unless special circumstances apply as well as phone number to call for emergency needs (must have voicemail capabilities).
- TEFAP products may only be distributed to income-eligible clients who qualify under the Federal Poverty Guidelines. Clients are not required to provide proof of income.
- Income-eligible households may receive TEFAP products no more than once per month.
- Clients must complete an intake form at the initial visit and must complete a new form on an annual basis. The intake form must include the client’s name, address and household size; an area for the client to state their income; a signature line for them to verify that the information provided is correct; and the non-discrimination statement. At each distribution until a new intake form is required, the client may sign and date the initial intake form for that year each time of service (if the information has not changed).
- Client intake forms must be kept on file for at least four years.
- Clients must provide a photo ID and proof of residence (e.g., utility bill, rent/mortgage payment, etc.) at time of visit. Clients are not required to show proof of income.