

The Emergency Food Assistance Program (TEFAP)

TEFAP Application and Eligibility



Determining TEFAP Eligibility

Determine participant eligibility upon application.



Renew participant eligibility application annually.



Collect service statistics on participants.

Allow proxy representation for the participant.

Wisconsin Household Income Eligibility Guidelines

	Combined Household Annual Income	Combined Household Monthly Income	Combined Household Weekly Income
Household Size	Ingresos Anuales	Ingresos Mensuales	Ingresos Semanales
Tamaño del Hogar	Combinados del Hogar	Combinados del Hogar	Combinados del Hoga
1 person/1 persona	\$29,160	\$2,430	\$561
2 people/2 personas	\$39,440	\$3,287	\$758
3 people/3 personas	\$49,720	\$4,143	\$956
4 people/4 personas	\$60,000	\$5,000	\$1,154
5 people/5 personas	\$70,280	\$5,857	\$1,352
6 people/6 personas	\$80,560	\$6,713	\$1,549
7 people/7 personas	\$90,840	\$7,570	\$1,747
8 people/8 personas	\$101,120	\$8,427	\$1,945
9 people/9 personas	\$111,400	\$9,283	\$2,143
10 people/10 personas	\$121,680	\$10,140	\$2,340
11 people/11 personas	\$131,960	\$10,997	\$2,538
12 people/12 personas	\$142,240	\$11,853	\$2,735

To determine eligibility for households of more than 12 members, add \$10,280 per additional person per year; this value equals an additional \$857 per additional person per month.

Para determinar la elegibilidad de los hogares de más de 12 miembros, añada \$10,280 dólares por persona adicional por año; este valor equivale a \$857 dólares adicionales por persona adicional por mes.



Household Definition

A household is a single person or group of people, related or not.

A household lives as one economic group, purchasing and preparing food together.

Multiple households may reside at one address.

Privacy Considerations

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Provide applicants with privacy during intake. Train volunteers in civil rights and confidentiality.

Inform staff, and volunteers not to discuss information about TEFAP recipients of distribution site.

More Privacy Considerations

Do not share TEFAP records, even with other sites. Do not share information about applicants or participants.



Accommodations

TEFAP is a Federal food program and open to all qualifying participants. Civil rights laws apply.

Remember to have needed accommodations in place.

Have language translation plans for limited English proficiency applicants and participants.

> Provide wheelchair ramps or other assistance plans for applicants and participants with limited mobility.

Example Application

	e Emerge	ncy Foo	d Assist	ance Pro	ogram (T	EFAP) E	ligibility	Applicati	on
Distribution site r	name and k	ocation					Date		
Participant name	1						Numb	er in househ	old
Participant addre	155						No	permanent	address
I certify, by self-att 200% or less of the completed in conn information must b receipt of this food benefits.	e Federal Po ection with the reported in	werty Guide he receipt o mmediately.	lines listed f federal ass release U	below. I will istance. App SDA, the St	use this foo plication is v ate of Wisco	d only for he alid for up to onsin and its	ome consum o one year, agents from	ption. This for changes in ho n any liability r	m is being usehold esulting from n
Household size	1	2	3	4	5	6	7	8	Additional person add
Gross Income									
Yearly	\$30,120	\$40,880	\$51,640	\$62,400	\$73,160	\$83,920	\$94,680	\$105,440	\$10,760
Monthly	\$2,510	\$3,407	\$4,303	\$5,200	\$6,097	\$6,993	\$7,890	\$8,787	
Weekly	\$579	\$786	\$993	\$1,200	\$1,407	\$1,614	\$1,821	\$2,028	
I authorize the fo	llowing per	son to pick	up USDA	foods on n	ny behalf a	s a proxy:			
		son to pick	up USDA		ny behalf a ber of peo		1		
		son to pick	up USDA		<u> </u>		1		
I authorize the fo		son to pick	up USDA		<u> </u>		1		
		son to pick	up USDA		<u> </u>		I		
		son to pick	up USDA		·		I 		
		son to pick	up USDA		·		I		
		son to pick	up USDA		·		I		
		son to pick	a up USDA		·				
		son to pick	up USDA		·				
		son to pick	: up USDA		·		1		
	tion			Numi	ber of peo	ple served			

Application-Eligibility Form

The TEFAP application-eligibility form is completed and connected with receipt of federal assistance.

Certification is valid for one year.



Any changes in household circumstances must be reported immediately.



Making false statements may subject person to criminal prosecution under state and federal law.

Meal Sites and Shelters

No eligibility form needed for shelters and meal sites using USDA food.

Participants assumed eligible and in need. Demonstrate population served is predominately income eligible. Service statistics show total number of participants served.



Application Process

Distribution sites should provide a location that allows for privacy, if possible.

Applicant or volunteer completes the application.

Applicant or volunteer completes name, address, and number in household.

Self-declare income guidelines are met.

Distribution site staff or volunteers should record date and number of individuals served at each food site.

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Eligibility Re-Verification

At each distribution, or annually, intake staff should:

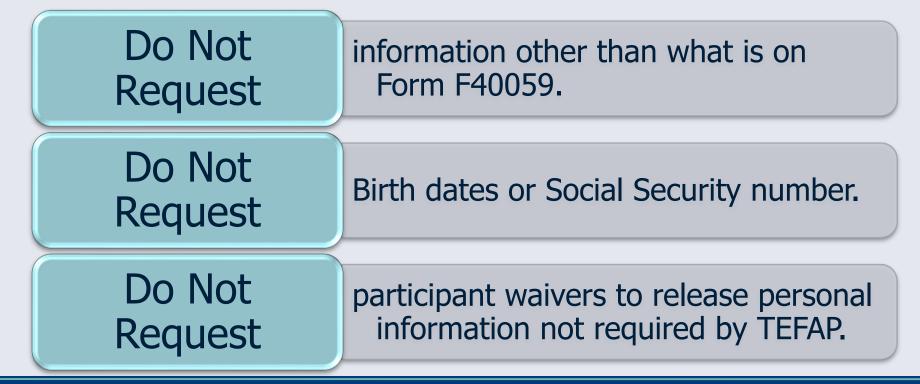
*Ask participants to verbally re-verify eligibility.

OR

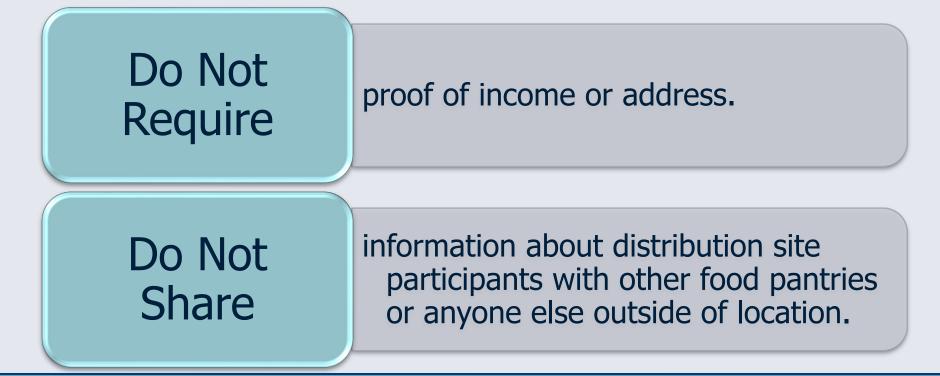
*Have participants complete a new eligibility form.



Distribution Sites May Not



Distribution Sites May Not



Serving Participants by Proxy



- Distribution sites must provide participants the option to obtain TEFAP by designating a proxy to pickup their food.
- A proxy may be required to show identification to pick up the food.
- Distribution sites may deliver to homebound participants.



Volunteers Receiving USDA Foods

- Distribution site staff and volunteers may receive USDA foods if they meet TEFAP eligibility requirements.
- They must complete application like any other applicant.
- They cannot receive preferential treatment or larger food packages.



TEFAP Considerations

The intent of TEFAP is to alleviate hunger.

TEFAP provides participants with food, and it promises fair, and consistent treatment. There may be reasons for using a TEFAP provider outside of a designated neighborhood site.

If An Applicant's Income is Too High

They are ineligible for TEFAP.

You may still provide non–USDA foods.

They may reapply if income changes.



Confidentiality of Participant Information

- Client records must be protected.
- Distribution sites must protect the confidentiality of their data.





Records



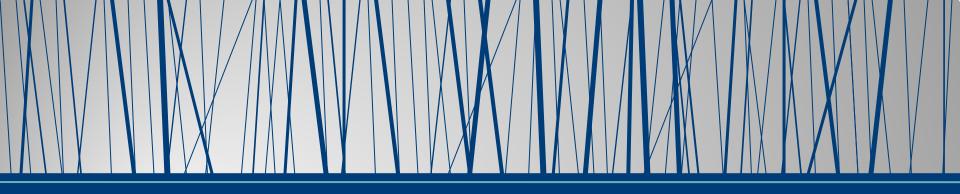
Use the eligibility application form properly to create a record and meet program requirements.



Keep eligibility application forms (records) for the current fiscal year, and three years after.



Store records in an onsite, accessible, and secure location.



Optional knowledge check



Thank you for your commitment and service to your community!

This information has been provided by the Wisconsin Department of Health Services.

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