



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

Household Size Tamaño del Hogar	Combined Household Annual Income Ingresos Anuales Combinados del Hogar	Combined Household Monthly Income Ingresos Mensuales Combinados del Hogar	Combined Household Weekly Income Ingresos Semanales Combinados del Hogar
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

1

Provide applicants with privacy during intake.

2

Train volunteers in civil rights and confidentiality.

3

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

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
F-40059 (03/2024)

STATE OF WISCONSIN

The Emergency Food Assistance Program (TEFAP) Eligibility Application

Distribution site name and location									Date
Participant name									Number in household
Participant address									<input type="checkbox"/> No permanent address

I certify, by self-attesting, that I am eligible to receive USDA foods being that I reside in Wisconsin, and my total household income is 200% or less of the Federal Poverty Guidelines listed below. I will use this food only for home consumption. This form is being completed in connection with the receipt of federal assistance. Application is valid for up to one year, changes in household information must be reported immediately. I release USDA, the State of Wisconsin and its agents from any liability resulting from my receipt of this food. I understand false information may subject me to prosecution and require me to repay the value of the benefits.

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	\$110,760
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 following person to pick up USDA foods on my behalf as a proxy:

Date of distribution	Number of people served

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or marital or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2800 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-CASCR%20P-Complaint-Form-0508-0002-0508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-6962, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. fax: (833) 256-1965 or (202) 690-7442; or 3. email: Program.Intake@usda.gov.



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.

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**

Do Not
Request

information other than what is on
Form F40059.

Do Not
Request

Birth dates or Social Security number.

Do Not
Request

participant waivers to release personal
information not required by TEFAP.



Distribution Sites May **Not**

Do Not
Require

proof of income or address.

Do Not
Share

information about distribution site
participants with other food pantries
or anyone else outside of location.

Serving Participants by Proxy



- Distribution sites must provide participants the option to obtain TEFAP by designating a proxy to pick-up 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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