The Emergency Food Assistance Program (TEFAP)
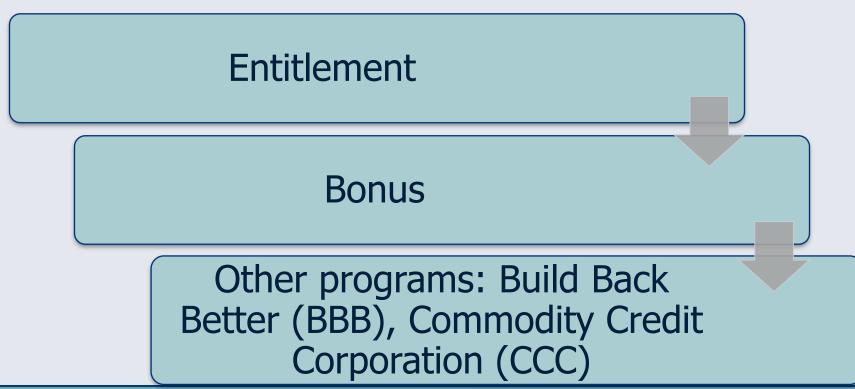
TEFAP Ordering Practices

USDA Food Management

"Wisconsin's capacity to accept, store, and distribute food to each county is a complex, dynamic proposition that requires cooperation from everyone." (TEFAP Manual)

Types of Food Offers From USDA

Entitlement

Bonus

Other programs: Build Back Better (BBB), Commodity Credit Corporation (CCC)

USDA *Entitlement* Food

Process

- Food offers are made to states every quarter.

- Eligible Recipient Agencies (ERA) rank *entitlement* preferences. Watch for Survey Monkey emails.

- Orders are made by full truckload.

USDA *Bonus* Food

Process

- USDA offers state specific *bonus* items at irregular intervals.
- The value of food is not counted against state's *entitlement* funds.
- Variable foods depend on the food market.
- Surveys will be sent as needed on product interest of fresh and perishable products.

Variability of market

WISCAP Places Fresh and Perishable Orders With USDA

Fresh food orders direct delivered to ERA or a warehouse

Requires no further ordering steps

Planned Fresh Food Orders

When offering fresh foods to ERA's receiving direct delivery, WISCAP includes an updated Planned Perishable order spreadsheet before completing the survey.

The fresh produce and milk delivery ship-to file is updated every Friday..

You always have access to the Fresh and Perishable Delivery spreadsheet through SharePoint.

Placing Non-Perishable Food Orders

These foods are delivered to northern and southern warehouses and direct to some ERA's.

Delivery from warehouses to county agencies requires another ordering step by ERA coordinators.

Ordering From DPI Website

The [Ordering System](#) webpage is displayed on the left.

It is recommended that you bookmark the website for future use.

Using the Ordering System

The Ordering System Manual includes:

- Updating contact information.
- Accepting monthly order.
- Declining and adding products.
- Delivery requirements.
- Recording delivery discrepancies.
- Reporting delivery discrepancies.

Shelf Stable and Frozen Foods Order Timeline

- Between third and 13th day of each month, login to the ordering system to review and submit allocations.

- On the 15th day of the month, DPI processes allocations and surplus requests into "Orders" for the next month's deliveries.
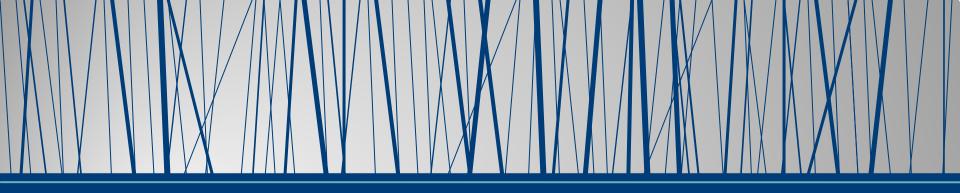
Order Timeline

Be cognizant of the timelines and dates.

If the coordinator does not accept a county's allocation in the ordering system by the 13th day of the month, the county will not receive a delivery next month.

More Training

ERA coordinators can request training and access to the DPI ordering portal.

Please contact your TEFAP coordinator to be put in touch with a contact from DPI.

Participate in an 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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