

How to Participate as a TEFAP Distribution Site

Promote public awareness.

- Open at least once per month at a set, convenient time.
- Advertise services on platforms like websites, newspaper, and social media.

Maintain records.

- Keep records for three years.
- Submit monthly service statistics and inventory information.

Sign a TEFAP agreement.

Sign an agreement with a regional TEFAP coordinator.

Serve all eligible applicants.

- Self-declare TEFAP income limits with no other service restrictions.
- Request only required information for application.

Follow civil rights.

- Follow and train staff on civil rights requirements.
- Provide limited English proficiency and disability accommodations.

Manage food.

- Receive deliveries, manage inventory, and report food losses.
- Store and handle food per USDA requirement.

For more information contact DHSTEFAP@dhs.wisconsin.gov.



WISCONSIN DEPARTMENT
of HEALTH SERVICES

This institution is an equal opportunity provider.