

THE EMERGENCY FOOD ASSISTANCE PROGRAM
TEFAP
State Of Delaware
Sub-distribution Agency Application
FOR U.S. DEPARTMENT OF AGRICULTURE COMMODITIES

Sub-Agency Name _____
Address _____
City/State/Zip _____
Mailing Address (if different) _____
Sub Agency Director _____ Phone _____
TEFAP Contact Person _____ Phone _____

Date sub-agency began operation _____
Days of operation (Circle) S M T W TH F S
Number of days a month you are open? _____
Hours of operation _____

Does your sub-agency accept requests for food without referrals? _____
Main sources of referrals _____
Average number of meals served per month _____
Do the numbers of meals served fluctuate during the year? _____ If so,
how? _____

Number of paid staff _____ Number of volunteer staff _____
Describe the geographic area you serve _____

Are there any restrictions on whom your sub-agency will serve? _____

What are your other food resources besides TEFAP? _____

What are your sources of funding for sub-agency food? _____

Does your sub-agency have?

Commercial freezer	_____	yes	_____	no
Commercial refrigeration	_____	yes	_____	no
Shelving to store food off floor	_____	yes	_____	no
Equipment to unload trucks	_____	yes	_____	no
Bookkeeping/accounting system	_____	yes	_____	no
Records of people served	_____	yes	_____	no
Adequate security against theft	_____	yes	_____	no

Does your sub-agency post a non-discrimination statement where recipients can see it? _____

Do you post the federal non-discrimination poster, "And Justice for All"? _____

If your site participated in TEFAP in the past — do you capture the following information on the recipients (check off) Name _____ Address _____ Signature _____ How income eligible _____

Amount of food given _____ Items of food given _____

Is your sub-agency under a non-profit tax-exempt institution? If so, give # _____

Signature of Sub-Agency Director

Date

State of Delaware
Approved
MEMORANDUM OF AGREEMENT
Between

Sponsoring Agency _____ **and**

Emergency Food Sub-Agency _____

The Emergency Feeding Organization (EFO) and the Emergency Food Sub-Agency have a common interest and goal of providing nutritious food to feed the hungry in their jurisdiction. In order to distribute USDA commodities, the EFO and the Emergency Food Sub-Agency must adhere to federal regulations and state guidelines.

1. The Sponsoring Agency agrees to:
 - a. Allocate food to the sub-agency based on the numbers of meals served.
 - b. Provide materials needed to keep track of the people served i.e. Approved Delaware application.
 - c. Provide the non-discrimination poster, "And Justice for All".
 - d. Provide current eligibility guidelines and a suggested food guide rate.
 - e. Provide a system in which the sub-agency can access the food in a timely manner.

2. The Emergency Food Sub-agency agrees to:
 - a. Store the commodities off the floor in a clean facility free of infestation.
 - b. Store the commodities in a secure manner where unauthorized persons do not have access to it.
 - c. Report any food loss to the Sponsoring Agency.
 - d. Maintain records of food received and inventory on hand.
 - e. Accept responsibility for any loss of commodities due to negligence. If negligence is determined the sub-agency is responsible for replacing the food or reimbursing the Sponsoring Agency for the value of the food loss.
 - f. Receive and distribute the food in accordance with current government regulations.
 - g. Distribute to only income eligible persons for household consumption, based on current State of Delaware approved eligibility guidance given by the Sponsoring Agency.
 - h. Complete the Delaware application on each household and submit to the Sponsoring Agency the numbers of households served monthly.
 - i. Note the food items given and the quantity of each item given on a distribution form that the recipient signs. (USDA food may be combined with other pantry food but the USDA food must be accounted for).
 - j. Inspect all deliveries immediately for accuracy and quality.
 - k. Request food based on historical information of households served.
 - l. Post the non-discrimination poster "And Justice for All" where the sub-agency recipients can see it.
 - m. Guarantee that no USDA foods will be traded, sold, transferred or otherwise disposed of without prior approval of the Sponsoring Agency.
 - n. Notify the Sponsoring Agency of any leftover foods in excess of what can be safely stored or utilized within the distribution period.
 - o. Have regular business hours that recipients can be served, or otherwise operate by appointment.
 - p. Allow inspection by federal and state monitors of facility and records and process of people served.
 - q. Serve recipients in a courteous manner.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave, Washington DC 20250-9410 or call (202) 720-5964. USDA is an equal opportunity provider and employer.

Sponsoring Agency Representative

Date

Emergency Food Sub-Agency Representative

Date