

# Illinois Department of Human Services

## Emergency Food Program

Civil Rights & Non-Discrimination

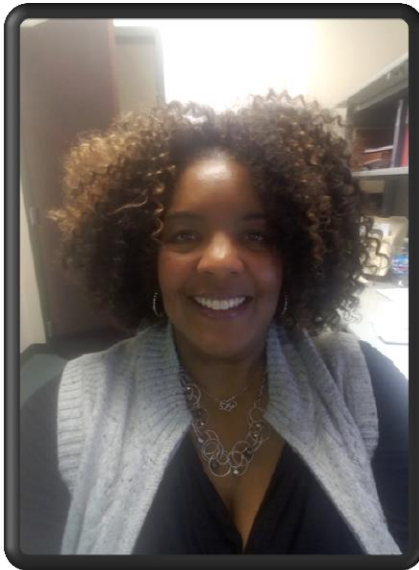
TEFAP & TANF Regulations



State of Illinois

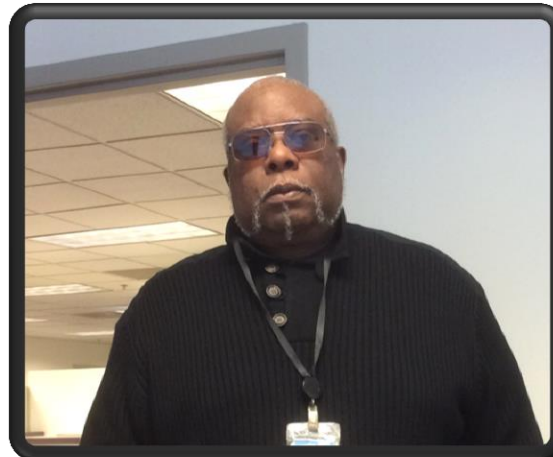
# Introduction

**Dauida Fanniel**  
Program Manager



who  
are we?

**Emmett Lee**  
Program Monitor



**Jessica Davis**  
Program Coordinator



**IDHS**

# DHS

- IDHS created in 1997
- More than 13,000 employees
  - Alcoholism & Substance Abuse
  - Developmental Disabilities
  - **Family & Community Services**
  - Mental Health
  - Rehabilitation Services



**IDHS**

# Office of Adult Services and Bureau of Basic Supports

- Supportive Housing
- Homeless Prevention
- **The Emergency Food Assistance Program**
- Emergency Solutions Grant Program
- Title XX



## **Director**

Diane Grigsby-Jackson

## **Associate Director**

Michael Steward

## **Bureau Chief**

Eva Sanchez-Jones



**IDHS**

# USDA Civil Rights & Non-Discrimination Training

**USDA**




**IDHS**

# USDA Civil Rights & Non-Discrimination Training

Federal and USDA civil rights regulations and policies ensure no person in the United States is subject to prohibited discrimination in programs and activities conducted in whole or in part by USDA based on:

**RACE • COLOR • NATIONAL ORIGIN •  
DISABILITY • SEX • AGE**

## discrimination

/dɪˌskrɪmɪˈneɪʃ(ə)n/ 

*noun*

1. the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, or sex.  
"victims of racial discrimination"  
*synonyms:* **prejudice, bias, bigotry, intolerance, narrow-mindedness, unfairness, inequity, favouritism, one-sidedness, partisanship; [More](#)**



# USDA Civil Rights & Non-Discrimination Training

Furthermore, no person is subject to reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.



# USDA Civil Rights & Non-Discrimination Training

Civil Rights and Non-Discrimination are the cornerstones of USDA policy and must be adhered to at all levels of food distribution.

**NO EXCEPTIONS!**



**IDHS**



# USDA Civil Rights & Non-Discrimination Training

## Steps taken to prevent discrimination at our Food Banks and Distribution Sites:

- Conduct annual training for staff and volunteers
- Conduct outreach to under-represented communities
- Display “And Justice for All” poster
- Accommodate people with disabilities
- Reduce language barriers for people with limited English proficiency



# USDA Civil Rights & Non-Discrimination Training

If a Distribution Site suspects, for whatever reason, that a customer is unsatisfied with the services provided...

Customers can call 866-632-9992 for a USDA Program Discrimination Complaint Form.

Customers can submit complaints to:  
 USDA, Office of the Assistant for Civil Rights  
 1400 Independence Ave., SW  
 Washington, D.C. 20250-9410

Customers can also submit complaints via email to: [program.intake@usda.gov](mailto:program.intake@usda.gov)



State of Illinois  
 Department of Human Services

## THE EMERGENCY FOOD ASSISTANCE PROGRAM - CIVIL RIGHTS AND DISCRIMINATION COMPLAINT FORM

This form must be completed to alert the IDHS EFP Manager of any potential Civil Rights and Discrimination complaints that may or may not be "officially" filed by the customer. It is a precautionary step and a record of the event(s) that took place during a TEFAP distribution time frame. Email the completed form to [DHS.JEFP@illinois.gov](mailto:DHS.JEFP@illinois.gov). In order for the customer to file an "official" complaint, the customer must complete the USDA Program Discrimination Complaint (AD-3027) Form found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or call (866) 632-9992. The USDA Program Discrimination Complaint (AD-3027) Form can be mailed, faxed, or e-mailed per instructions.

Person filing complaint:		Date:
Mailing Address (include City, Zip Code):		
E-mail Address:	Telephone (include Area Code):	
Name of Site:		
Site Address (include City):		
Distribution Date:	Distribution Time:	
Details of Complaint:		
Complaint taken by:	Date complaint taken:	Time complaint taken:
Name of Foodbank Staff or DHS Emergency Food Program Manager Contacted:		Date:
Details of resolution of complaint:		

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulation and policies, the USDA, its Agencies, office, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity in and program or activity conducted or funded by USDA.

# TEFAP & TANF Food Distribution

**WHAT IS  
TEFAP?**



**IDHS**

# TEFAP & TANF Food Distribution

## What is TEFAP?

- The Emergency Food Assistance Program
- Congress passed the TEFAP Act in May 1983
- TEFAP is a Federal program that helps supplement the diets of low-income individuals
- TEFAP provides free food to agencies who voluntarily participate in this Federal program
- Thanks to workers and volunteers across Illinois, TEFAP provides an emergency response to hunger throughout the State



# TEFAP & TANF Food Distribution

**WHAT IS  
TANF?**



**IDHS**

# TEFAP & TANF Food Distribution

## What is TANF?

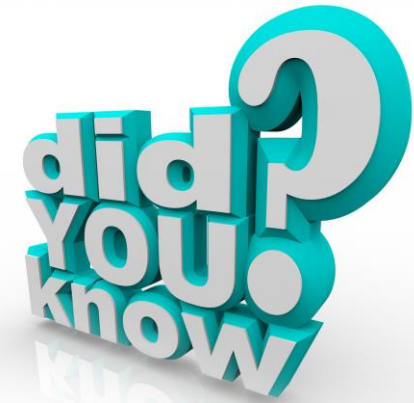
- Temporary Assistance for Needy Families
- TANF program created by the Personal Responsibility and Work Opportunity Act in 1996
- Special funds for the purchase of additional food for families with children 18 or younger, which includes items like cereal, peanut butter and milk
- Distribution is usually from February or March through June
- Prior to distribution of TANF food, the number of children must be entered on the Signature Sheet or Proxy Form



# TEFAP & TANF Food Distribution

## FY17 Accomplishment:

- ❖ Households Served = 2,494,395
- ❖ Pounds of Food Distributed = 32,258,400 lbs
- ❖ Individuals Served = 7,863,681



FUN



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# TEFAP & TANF Food Distribution

**WHAT IS  
SNAP?**



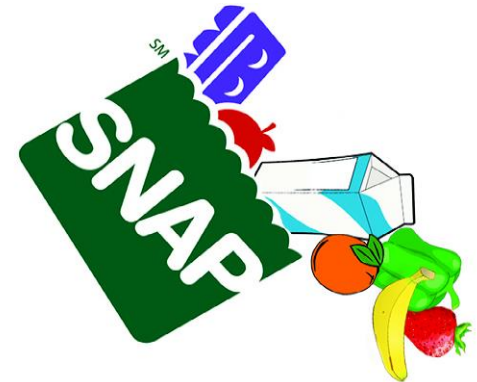
**IDHS**



# TEFAP & TANF Food Distribution

## What is SNAP?

- Supplemental Nutrition Assistance Program
- IDHS administers SNAP in the State of Illinois
  - IDHS Customer Help Line: 800-843-6154
- Eligible applicants receive food assistance benefits, which are automatically transferred to an electronic card: Illinois Link Card
- Documented on the last column of the Signature Sheet
  - Do you receive SNAP? (Check yes or no)

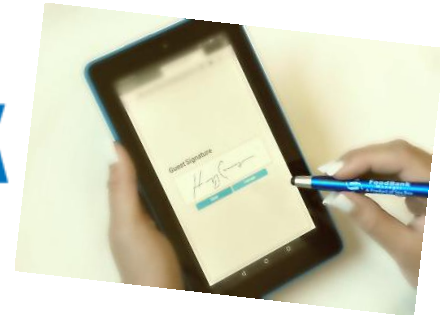


# TEFAP & TANF Food Distribution

## Distribution Documentation

- Signature Sheets
- E-Signature
- Proxy Forms
- Proofread all Signature Sheets and Proxy Forms for accuracy and completeness
- Submit all original Signature Sheets and Proxy Forms each month to the Food Bank

**FoodBank**  
M A N A G E R



**IDHS**

# TEFAP & TANF Food Distribution

## Signature Sheets

- Must be signed prior to distribution
- Household size
  - How many living in household
  - How many are going to get fed
- Address, City
  - Can state “none” if recipient is homeless
- # Children in household 18 years or younger
- Do you receive SNAP? (Check yes or no)

**EXAMPLE**

State of Illinois  
Department of Human Services  
THE EMERGENCY FOOD ASSISTANCE PROGRAM - SIGNATURE SHEET  
STATE FISCAL YEAR 2018 INCOME ELIGIBILITY BASED ON 185% OF THE FEDERAL POVERTY GUIDELINE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

DHS MAXIMUM MONTHLY GROSS INCOME FOR RECEIPT OF USDA COMMODITIES FOR FISCAL YEAR 2018 (JULY 1, 2017 THROUGH JUNE 30, 2018)								
Household Size	1	2	3	4	5	6	7	8
Monthly Income	\$1,859	\$2,504	\$3,148	\$3,793	\$4,437	\$5,081	\$5,726	\$6,370

For households with more than 8 persons, add \$644 for each additional person

For receipt of commodities within this Federal grant program, I certify with my signature that:  
My household monthly gross income does not exceed DHS established limits;  
I will use food received for household consumption only; the information I have provided below is accurate and true; and  
I release USDA, the State of Illinois, and any agency or person distributing food from all liability resulting from receipt of food.

Food Bank: ABC Food Bank Date: (MM/DD/YY)

Household Size	Recipient Signature	Street Address (include apt. number)	City	Number of Children 18 years or younger TANF Food	Do you receive SNAP? Check One
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Pantry: XYZ Pantry Address: 123 TEFAP/TANF Drive

Willful diversion of USDA commodities for personal gain is a state and federal offense subject to a fine of up to \$25,000 and/or imprisonment up to 5 years.

This Institution is an Equal Opportunity Provider

IL444-ES11 (R-05-17) The Emergency Food Assistance Program - Signature Sheet  
Printed by Authority of the State of Illinois Q Copies Page 1 of 1



# TEFAP & TANF Food Distribution

## Proxy Forms

- “Proxy” is the person picking up and delivering food for another individual
- Customer completes, signs & dates the Proxy Form
- Proxy takes the form to the pantry
- Proxy signs & dates the form while at the pantry
- Pantry staff sign & date the form
- ALL SIGNATURES (3 total) & ALL DATES ARE REQUIRED

**EXAMPLE**

State of Illinois - Department of Human Services  
**THE EMERGENCY FOOD ASSISTANCE PROGRAM - PROXY STATEMENT**  
Receipt of Pantry Commodities State Fiscal Year 2018 INCOME ELIGIBILITY BASED ON 185% OF THE FEDERAL POVERTY GUIDELINE

This proxy is for the individual who has disabling conditions which make pick-up of pantry commodities by the recipient impossible. It may also be used to serve those whose work hours conflict with those of scheduled distribution of USDA commodities.

Please Print

Name of Recipient: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Household Size:  Number of children in household 18 years or younger?  SNAP Recipient? (Supplemental Nutrition Assistance Program)  Yes  No  
Please check only one box.

Proxy: \_\_\_\_\_ Designated Delivery Person

Name of Pantry: ABC Pantry  
Address of Pantry: 123 TEFAP / TANF Drive  
City: EFP State: IL Zip Code: 123456

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**Willful diversion of USDA commodities for personal gain is a state and federal offense subject to a fine of up to \$25,000 and/or imprisonment of up to 5 years.**

**I CERTIFY WITH MY SIGNATURE THAT:**  
My household monthly gross income does not exceed DHS established limits, the information I have provided above is accurate and true; I will use food received for household consumption only, and I release USDA, the State of Illinois and any agency or person distributing food from all liabilities resulting from receipt of food.

Household Size	Monthly Income	Household Size	Monthly Income
1	\$1,850	5	\$4,437
2	\$2,504	6	\$5,081
3	\$3,148	7	\$5,726
4	\$3,793	8	\$6,370

**Fiscal Year & Income Levels Update Annually**

Signature of Recipient \_\_\_\_\_ Distribution Date \_\_\_\_\_  
Signature of Proxy \_\_\_\_\_ Signature of Pantry Personnel \_\_\_\_\_

This Institution is an Equal Opportunity Provider  
IL444-4610 (R-08-17) The Emergency Food Assistance Program - Proxy Statement  
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# TEFAP & TANF Food Distribution

## ELIGIBILITY REQUIREMENTS



**IDHS**

# TEFAP & TANF Food Distribution

## Eligibility Requirements

- Customers must not be asked to prove eligibility
- Anyone eating at a soup kitchen or shelter is assumed to be eligible for service



**IDHS**

# TEFAP & TANF Food Distribution

## Proof of Income

- Self-attestation/Self-declaration is the accepted means of documenting income eligibility
- Distribution Sites are prohibited from verifying income
- Distribution Sites are **NOT ALLOWED** to ask for social security cards, pay stubs or income data



**IDHS**

# TEFAP & TANF Food Distribution

## Proof of Identity & Residency

- Documentation that *can* be verified are:
  - Driver's License
  - State ID Card
  - Mail such as utility bill or letter from landlord

If you request an ID from one person then you must request from **EVERYONE!**





# TEFAP & TANF Food Distribution

## Serving Homeless Recipients

- Self-attestation by homeless recipients must be accepted
- Homeless persons or persons with disabilities may lack documentation to verify their identity or residence
- Distribution Site may indicate “NONE” in the address section of the Signature Sheet/Proxy Form



# Time to STRECH!



**IDHS**

# TEFAP & TANF Food Distribution

# FOOD PANTRIES



**IDHS**

# TEFAP & TANF Food Distribution

## Food Pantries

- Open at least 2 hours per week
- Must display operating days and times
  - Must be open during established times
  - May not require appointments
- Eligible customers entitled to service *at least* once every 30 days
- May not charge fees or require memberships
- Documentation to include signature sheets / proxy forms
- Must distribute EFP in combination with other foods distributed
  - May not be distributed separately



# TEFAP & TANF Food Distribution

## **HOMELESS SHELTERS AND SOUP KITCHENS**



**IDHS**

# TEFAP & TANF Food Distribution

## Homeless Shelters & Soup Kitchens

- Serve meals at least 2 hours per week
- Must post meal-service schedule
- Must count every meal served
- Count additional helpings as individual meals and add to total #
- Not reporting all meals served could result in reduction of commodities
- Document how total meals were computed each month
  - i.e., sign-in, plate counting, etc.
- Submit monthly reports to Food Bank for total meals served



# TEFAP & TANF Food Distribution

## Required Posters

- Days/Hours of Operation
- Income Eligibility Guidelines
- “And Justice For All”
- Notice to Program Participants
- Written Notice of Beneficiary Rights
- Prohibited Activities



**IDHS**

# TEFAP & TANF Food Distribution

## Income Eligibility Guidelines

- Lists maximum allowable monthly gross income for household sizes
- Updated annually
- Provided by TEFAP

State of Illinois  
Department of Human Services

Income Eligibility Based on 185% of the Federal Poverty Guideline

### The Emergency Food Program Income Eligibility Guidelines

Effective July 1, 2017 to June 30, 2018

To receive federal food commodities, a household's gross income must be within the following guidelines which are based on family size. Household income includes, but is not limited to, all wages, pensions, Social Security, Supplemental Security Income, Railroad Retirement, income from rented or leased property, interest or dividends from savings, certificates of deposit, stocks, bonds and income from all other sources.

Elegibilidad de Ingresos Basado en el 185% del Nivel de Pobreza Federal

### Programa De Alimentos De Emergencia Normas de Ingreso Para Elegibilidad

Efectivo 1 de julio de 2017 hasta 30 de junio de 2018

Para ser elegible para comestibles federales el ingreso bruto del hogar debe seguir las siguientes normas, las cuales están basadas en el tamaño de la familia. El ingreso bruto del hogar incluye, pero no se limita a, todos los salarios, pensiones, seguro social, ingreso del seguro social suplementario, retiro del ferrocarril, ingresos de propiedades alquiladas o con contrato de alquiler, intereses o dividendos de cuentas de ahorros, certificados de depósitos, acciones, bonos e ingresos de cualquier otro origen.

Household Size Tamaño del Hogar	Maximum Monthly Gross Income Ingreso Bruto Máximo Mensual
1 .....	\$ 1,859
2 .....	\$ 2,504
3 .....	\$ 3,148
4 .....	\$ 3,793
5 .....	\$ 4,437
6 .....	\$ 5,081
7 .....	\$ 5,726
8 .....	\$ 6,370

For each additional family member, add: \$644  
Por cada miembro adicional en la familia, añada: \$644

**DHS**  
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and contractors participating in the administration of any program are prohibited from discriminating based on race, color, national origin, sex, disability, age, or marital or family status (as those terms are defined in the relevant Federal laws and regulations) in any program or activity conducted or funded by USDA.

En cumplimiento de la ley federal de derechos civiles, el Departamento de Agricultura de los Estados Unidos (USDA), sus agencias, oficinas, empleados y contratistas que participan en la administración de los programas del USDA, tienen prohibido discriminar basados en la raza, color, origen nacional, sexo, discapacidad, edad, o estado matrimonial o familiar (de acuerdo con los términos de las leyes y regulaciones federales correspondientes) en cualquier programa o actividad llevada a cabo o financiada por el USDA.

DHS 4008 (R-04-17) Emergency Food Program - Income Eligibility Guidelines Flyer #16  
Printed by the Authority of the State of Illinois 1,000 copies P.O. #17-1500

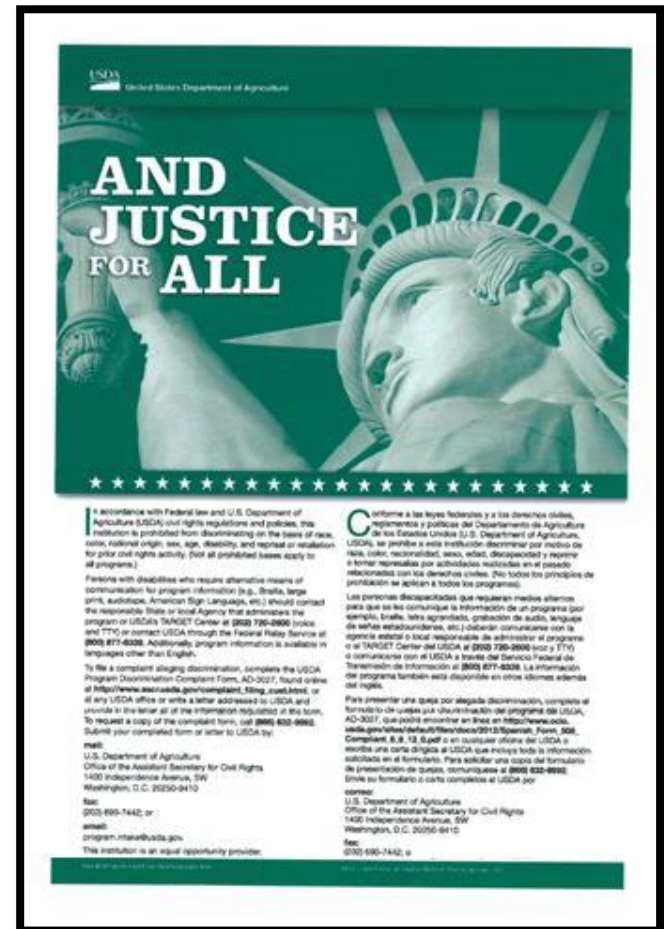




# TEFAP & TANF Food Distribution

## “And Justice For All”


- Instructs the customer on what action to take in case of discrimination or Civil Rights violation
- Provided by TEFAP/USDA



# TEFAP & TANF Food Distribution

## Notice to Program Participants

- Conditions customer agrees to by signing the Signature Sheet:
  - Household gross income
  - Household consumption
  - Release from liabilities
- Provided by TEFAP

 State of Illinois  
Department of Human Services

### The Emergency Food Program NOTICE TO PROGRAM PARTICIPANTS

UPON ACCEPTANCE OF FEDERAL FOOD COMMODITIES YOU ARE REQUIRED TO CERTIFY WITH YOUR SIGNATURE THAT:

- Your household gross income does not exceed Illinois Department of Human Services established income limits. Household income includes, but is not limited to, all wages, pensions, Social Security, Supplemental Security Income, Railroad Retirement, income from rented or leased property, interest or dividends from savings, certificates of deposit, stocks, bonds and income from all other sources;
- You are receiving commodities for household consumption only; and
- You release USDA, the State of Illinois and any agency or person distributing commodities from all liabilities resulting from receipt of commodities.


Willful diversion of commodities for personal gain is a federal offense, subject to a fine of \$25,000 and/or imprisonment up to 5 years.

### El Programa De Alimentos De Emergencia AVISO PARA PARTICIPANTES DEL PROGRAMA

CUANDO USTED ACEPTA ARTÍCULOS COMESTIBLES FEDERALES SE REQUIERE QUE CERTIFIQUE CON SU FIRMA QUE:

- El ingreso bruto de su hogar no excede los límites de ingreso establecidos por el Departamento de Servicios Humanos de Illinois. El ingreso bruto del hogar incluye, pero no se limita a, todos los salarios, pensiones, seguro social, ingreso del seguro suplementario, retiro del ferrocarril, ingresos de propiedades arrendadas o con contrato de arriendo, intereses o dividendos de cuentas de ahorros, certificados de depósitos, acciones, bonos e ingresos de cualquier otro origen;
- Usted recibe los artículos comestibles para consumo de su hogar solamente; y
- Usted exonera a USDA, el Estado de Illinois o cualquier agencia o persona que distribuya los comestibles, de toda responsabilidad que resulte cuando reciba los comestibles.

Mal uso intencional de los comestibles para ganancia personal es una ofensa o delito federal, sujeto a multa de \$25,000 y/o encarcelamiento hasta por 5 años.

 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, religion, marital status, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-4610 or call (800) 795-3272 (voice) or (800) 729-6382 (TTY). USDA is an equal opportunity provider and employer.  
Conforme con la Ley Federal a la política del Departamento de Agricultura de Estados Unidos, esta institución se prohíbe discriminar basándose en raza, color, origen nacional, sexo, edad, religión, estatus matrimonial o discapacidad. Para presentar una queja por discriminación, escribir a USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-4610 o llame al (800) 795-3272 (voz) o (800) 729-6382 (TTY). USDA es un proveedor de igualdad de oportunidades y el empleador.

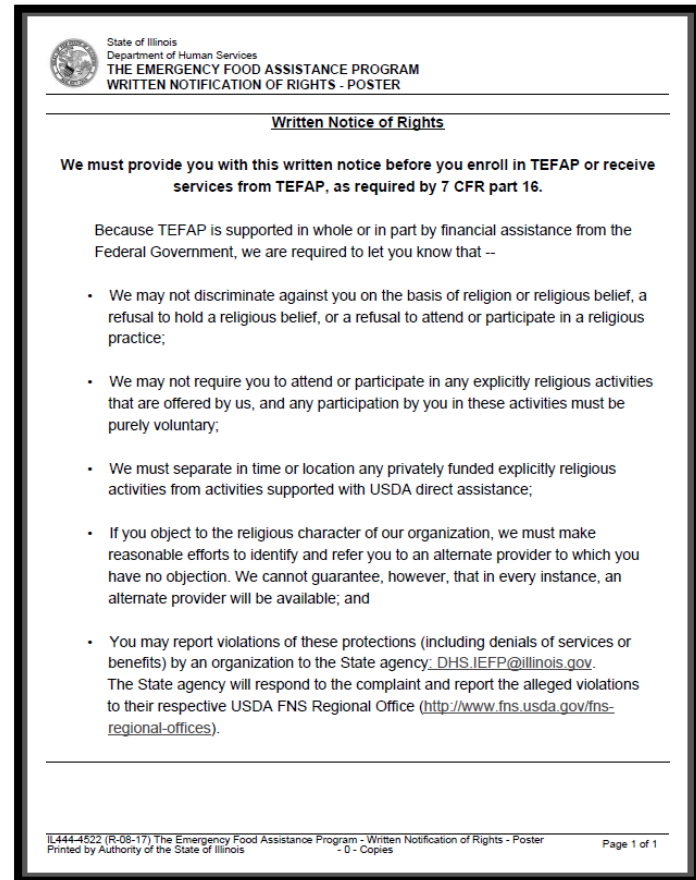
DHS 4507 (R-16-17) Emergency Food Program - Notice to Program Participants  
Printed by the Authority of the State of Illinois. 120 copies. P.G. #18-0457



# TEFAP & TANF Food Distribution

## Written Notice of Beneficiary Rights

- Notification that customer can receive a referral to another pantry, soup kitchen or shelter if there is a religious character conflict
- Provided by TEFAP



The poster is titled "Written Notice of Rights" and is issued by the State of Illinois, Department of Human Services, under the Emergency Food Assistance Program. It outlines the rights of beneficiaries, including non-discrimination based on religion and the right to report violations. The poster includes contact information for the State agency and the USDA FNS Regional Office.

State of Illinois  
Department of Human Services  
THE EMERGENCY FOOD ASSISTANCE PROGRAM  
WRITTEN NOTIFICATION OF RIGHTS - POSTER

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Written Notice of Rights

We must provide you with this written notice before you enroll in TEFAP or receive services from TEFAP, as required by 7 CFR part 16.

Because TEFAP is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that --

- We may not discriminate against you on the basis of religion or religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
- We may not require you to attend or participate in any explicitly religious activities that are offered by us, and any participation by you in these activities must be purely voluntary;
- We must separate in time or location any privately funded explicitly religious activities from activities supported with USDA direct assistance;
- If you object to the religious character of our organization, we must make reasonable efforts to identify and refer you to an alternate provider to which you have no objection. We cannot guarantee, however, that in every instance, an alternate provider will be available; and
- You may report violations of these protections (including denials of services or benefits) by an organization to the State agency: [DHS.IEFP@illinois.gov](mailto:DHS.IEFP@illinois.gov). The State agency will respond to the complaint and report the alleged violations to their respective USDA FNS Regional Office (<http://www.fns.usda.gov/fns-regional-offices>).

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L1444-4522 (R-08-17) The Emergency Food Assistance Program - Written Notification of Rights - Poster  
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# TEFAP & TANF Food Distribution

## Prohibited Activities

- Lists activities that violate TEFAP regulations
  - Donations
  - Payment for services
  - Purchase for a good cause
  - Politics
  - No fees
  - Food cannot be sold
- Instructs the customer on what action to take
- Provided by TEFAP



State of Illinois  
Department of Human Services

### The Emergency Food Program Prohibited Activities For Issuance Or Receipt Of Federal Food Commodities

- Fees may not be charged and donations/contributions may not be solicited;
- Membership in any organization may not be required as a condition for receipt of commodities;
- Commodities may not be sold, exchanged or used for personal gain, or in any other fraudulent manner;
- Commodities may not be distributed in connection with any political activity;
- Commodities are to be distributed for household consumption only; and
- Commodities must be distributed in original packaging.

### El Programa De Alimentos De Emergencia Actividades Prohibidas En La Distribución y Recibo De Productos Comestibles Federales

- No se puede cobrar ni solicitar donaciones / contribuciones;
- No se puede requerir ser miembro de alguna organización como una condición para recibir comestibles;
- Los comestibles no se pueden vender, cambiar o usarlos para ganancia personal, o en cualquier otra manera fraudulenta;
- Los comestibles no pueden ser distribuidos en conexión con cualquier actividad política;
- Los comestibles son distribuidos para uso y consumo del hogar solamente; y
- Los comestibles tienen que ser distribuidos en el envase original.

**Any prohibited activity may be reported by calling:**  
Cualquier actividad prohibida puede ser reportada llamando al:  
**1-800-843-6154**  
(866) 324-5553 TTY/Nextalk, 711 TTY Relay

**IDHS**  
Illinois Department of Human Services

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Conforme con la Ley Federal y la política del Departamento de Agricultura de Estados Unidos, esta información no permite discriminación basándose en raza, color, origen nacional, sexo, edad, religión, estatus marital o discapacidad. Si desea presentar una queja por discriminación, escriba a USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 o llame al (800) 795-3272 (voz) o (202) 720-6382 (TTY). USDA es un proveedor de servicios de oportunidades y un empleador.

OHIS 4215 (R-10-17) Emergency Food Program - Prohibited Activities  
Printed by the Authority of the State of Illinois. 1/20 copies. P.O. #18-0488

# TEFAP & TANF Food Distribution

## Additional Activities

- Activities not part of TEFAP
- Use a separate table or room
- Post a sign
  - Not part of TEFAP
  - Entirely voluntary
  - Not endorsed by USDA



# TEFAP & TANF Food Distribution

## **Explicitly Religious Activities**

- No religious activity allowed, including activities such as worship or religious instruction
- Customers are not required to participate in religious activities
- Religious activity must take place in a separate location at a different time
- It must be made clear that religious activities are not endorsed by USDA



# TEFAP & TANF Food Distribution

## FOOD STORAGE & SAFETY



**IDHS**

# TEFAP & TANF Food Distribution

## **Food Storage & Safety**

- Sites must comply with State and local laws, policies, procedures and warehousing standards
- Food must be stored in a manner to protect from spoilage, infestation, damage or other conditions that may jeopardize the safety of foods
- The receipt of damaged, spoiled, infested USDA commodities must be reported to the Food Bank





# TEFAP & TANF Food Distribution

## Food Storage & Safety

- Thermometer
  - Refrigerate between 35° F and 40° F
  - Freeze below 0° F
- FIFO
  - Dry and refrigerated commodities must be rotated to ensure the quality and freshness
- Packaging
  - Dented cans can be used unless you notice any of the following:
    - Bulged can, leakage, damaged seals, rust



# TEFAP & TANF Food Distribution

## Food Storage & Safety

- Expiration & Use-By date
  - Do not use or distribute food when not fit for human consumption, regardless of product dates or when food received
- Quality Control – Conditions to report to Food Bank:
  - Quality issues (odors, appearance)
  - Foreign material in product (bones, metal)
  - Poor packaging (split bags, leaking, rusty or bulging cans)



**IDHS**

# TEFAP & TANF Food Distribution

## MONITORING & SITE INSPECTIONS



**IDHS**

# TEFAP & TANF Food Distribution

## Monitoring & Site Inspections

- All program staff and volunteers must be informed that Food Bank, USDA and IDHS inspectors have the authority to inspect food storage and distribution facilities
- Denying an inspector access or not being in compliance with rules and regulations may result in loss of USDA commodities



**IDHS**

# TEFAP & TANF Food Distribution

## Monitoring & Site Inspections

- A pest control system must be in place
  - Keep a log
- Register days & hours of operation
  - Notify Food Bank of any changes
  - Open to general public
  - No appointments allowed
  - Open at least 2 hours per week
    - Not including:
      - On-call or emergency times
      - Food prep, cleanup, restocking



**IDHS**

# TEFAP & TANF Food Distribution

## Monitoring & Site Inspections

### Storing Refrigerated & Frozen Commodities

- All cold units must:
  - Have a thermometer
  - Be cleaned & inspected
  - Allow for proper air circulation
  - Refrigeration temp 35° to 40° F
  - Freezer temp below 0° F

### Storing Dry Commodities

- Store in a dry, cool place
- Store away from sunlight
- 2 foot ceiling clearance
- At least 6" off floor
- At least 4" from walls
- Keep floor, pallets, storage and shelving clean
- Keep non-food items separate from food



# TEFAP & TANF Food Distribution

## Projected Commodities

Released by USDA in January

### Includes:

Fruits & Vegetables

Juices

Legumes

Protein Foods

Grains

Dairy

Oils

Soups





# USDA Foods Available List for The Emergency Food Assistance Program (TEFAP)

## January 2018



USDA Foods Description	WBCSM ID	PACK SIZE
<b>FRUITS</b>		
Apples, Braeburn, Fresh	100523	40 lb case
Apples, Empire, Fresh	100517	40 lb case
Apples, Fuji, Fresh	100522	40 lb case
Apples, Gala, Fresh	100521	40 lb case
Apples, Granny Smith, Fresh	110543	40 lb case
Apples, Red Delicious, Fresh	100514	40 lb case
Apples, Fresh	110561	12/3 lb bag
Apple Juice, 100%, Unsweetened	100893	8/64 oz bottle
Apple Slices, Unsweetened, Frozen (IQF)	110470	12/2.5 lb bag
Applesauce, Unsweetened, Canned	100207	24/15.5 oz can
Applesauce, Unsweetened, Cups, Shelf-Stable	110361	96/4.5 oz cup
Apricots, Halves, Extra Light Syrup, Canned	100210	24/15.5 oz can
Cherry Apple Juice, 100%, Unsweetened	100894	8/64 oz bottle
Cranberry Apple Juice, 100%, Unsweetened	100899	8/64 oz bottle
Grape Juice, Concord, 100%, Unsweetened	100895	8/64 oz bottle
Grapefruit Juice, 100%, Unsweetened	100896	8/64 oz bottle
Fruit and Nut Mix, Dried	100297	24/1 lb bag
Mixed Fruit, Extra Light Syrup, Canned	100211	24/15.5 oz can
Orange Juice, 100%, Unsweetened	100897	8/64 oz bottle
Peaches, Sliced, Extra Light Syrup, Canned	100218	24/15.5 oz can
Pears, Bartlett, Fresh	100282	45 lb case
Pears, Bosc, Fresh	100280	45 lb case
Pears, D'Anjou, Fresh	100279	45 lb case
Pears, Fresh	110560	12/3 lb bag
Pears, Extra Light Syrup, Canned	100223	24/15.5 oz can
Plums, Pitted, Dried	100290	24/1 lb container
Raisins, Unsweetened, Individual Portion	100293	144/1.33 oz box
Raisins, Unsweetened	100295	24/15 oz box

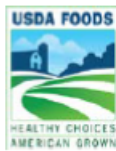
KEY:
DG - Dark Green Vegetable Subgroup
OTH - Other Vegetable Subgroup
RO - Red/Orange Vegetable Subgroup
ST - Starchy Vegetable Subgroup
LG - Legume Vegetable Subgroup
K - Kosher Certification Required
H - Halal Certification Required
IQF - Individually Quick Frozen

USDA Foods Description	WBCSM ID	PACK SIZE	SUBGROUP
<b>VEGETABLES</b>			
Beans, Green, Low-sodium, Canned	100306	24/15.5 oz can	OTH
Carrots, Diced, No Salt Added, Frozen	110481	12/2.5 lb bag	RO
Carrots, Sliced, Low-sodium, Canned	100308	24/15.5 oz can	RO
Corn, Whole Kernel, No Salt Added, Canned	100311	24/15.5 oz can	ST
Corn, Cream Style, Low-sodium, Canned	100310	24/15.5 oz can	ST
Mixed Vegetables, 7-Way Blend, Low-sodium, Canned	100320	24/15.5 oz can	OTH
Peas, Green, Low-sodium, Canned	100314	24/15.5 oz can	ST
Peas, Green, No Salt Added, Frozen	110763	12/2.5 lb bag	ST
Potatoes, Dehydrated Flakes	100337	12/1 lb package	ST
Potatoes, Round, Fresh	101019	10/5 lb bag	ST
Potatoes, Russet, Fresh	101017	10/5 lb bag	ST
Potatoes, Sliced, Low-sodium, Canned	100331	24/15.5 oz can	ST
Pumpkin, No Salt Added, Canned	100319	24/15.5 oz can	RO
Spaghetti Sauce, Low-sodium, Canned	100335	24/15.5 oz can	RO
Spinach, Low-sodium, Canned	100323	24/15.5 oz can	DG
Sweet Potatoes, Light Syrup, No Salt Added, Canned	100316	24/15.5 oz can	RO
Tomato Juice, 100%, Low-sodium	100898	8/64 oz bottle	RO
Tomato Sauce, Low-sodium, Canned	100333	24/15.5 oz can	RO
Tomato Sauce, Low-sodium, Canned (K) (H)	110610	24/15.5 oz can	RO
Tomato Soup, Condensed, Low-sodium, Canned	100322	24/10.5 oz can	RO
Tomatoes, Diced, No Salt Added, Canned	100328	24/15.5 oz can	RO
Vegetable Soup, Condensed, Low-sodium, Canned	100321	24/10.5 oz can	OTH

<b>LEGUMES</b>			
Beans, Black, Low-sodium, Canned	110020	24/15.5 oz can	LG
Beans, Black-eyed Pea, Low-sodium, Canned	100367	24/15.5 oz can	LG
Beans, Black-eyed Pea, Dry	100374	12/2 lb bag	LG
Beans, Garbanzo, Dry	101020	12/2 lb bag	LG
Beans, Great Northern, Dry	100380	12/2 lb bag	LG
Beans, Kidney, Light Red, Low-sodium, Canned	100372	24/15.5 oz can	LG
Beans, Kidney, Light Red, Dry	100385	12/2 lb bag	LG
Beans, Lima, Baby, Dry	100378	12/2 lb bag	LG
Beans, Pinto, Low-sodium, Canned	110021	24/15.5 oz can	LG
Beans, Pinto, Dry	100382	12/2 lb bag	LG
Beans, Refried, Low-sodium, Canned	100361	24/15.5 oz can	LG
Beans, Vegetarian, Low-sodium, Canned	100363	24/15.5 oz can	LG
Lentils, Dry	100388	12/2 lb bag	LG

Foods are arranged based on the food group categories found at [ChooseMyPlate.gov](http://ChooseMyPlate.gov). The subgroup information is provided as a tool to support food banks with planning orders and encourage variety in TEFAP food distributions. The [ChooseMyPlate.gov](http://ChooseMyPlate.gov) site also provides additional information on vegetable subgroups, whole grains and a variety of nutrition education resources that can be used to support TEFAP food distribution.





# USDA Foods Available List for The Emergency Food Assistance Program (TEFAP)

## January 2018



USDA Foods Description	WBCSM ID	PACK SIZE
<b>PROTEIN FOODS</b>		
Beef, Canned/Pouch	100127	24/24 oz package
Beef, Fine Ground, 85% Lean/15% Fat, Frozen	100159	40/1 lb package
Beef, Fine Ground, 85% Lean/15% Fat, LFTB OPT, Frozen	110260	40/1 lb package
Beef Stew, Canned/Pouch	100526	24/24 oz package
Catfish, Fillets, Frozen	110390	20/2 lb bag
Chicken, Canned	110478	24/15 oz cans
Chicken, Split Breast, Frozen	110154	6/5 lb bag
Chicken, Whole, Frozen	100880	10-12 bags/case
Eggs, Fresh	100936	15/1 dozen carton
Egg Mix, Dried	100044	48/6 oz bag/pouch
Peanut Butter, Smooth	100395	12/18 oz jar
Peanut Butter, Smooth (K)	110660	12/18 oz jar
Peanuts, Roasted, Unsalted	100391	12/16 oz package
Pork, Canned/Pouch	100139	24/24 oz package
Pork, Ham, Frozen	100182	12/3 lb package
Salmon, Pink, Canned	110563	24/14.75 oz can
Salmon, Pink, Canned (K)	110580	24/14.75 oz can
Tuna, Chunk Light, Canned (K)	100194	24/12 oz can

<b>DAIRY</b>		
Cheese, American, Reduced Fat, Loaves, Refrigerated	100035	12/2 lb package
Milk, 1%, Shelf-Stable UHT	100050	12/32 oz carton
Milk, 1%, Individual Portion, Shelf-Stable UHT	110690	24/8 oz box

<b>OILS</b>		
Oil, Vegetable	100441	9/48 oz bottle

<b>OTHER</b>		
Soup, Cream of Chicken, Reduced Sodium	110163	12/22 oz carton
Soup, Cream of Mushroom, Reduced Sodium	110164	12/22 oz carton

<b>KEY:</b>
WG - Whole Grain
K- Kosher Certification Required
UHT- Ultra-High Temperature Pasteurization
LFTB OPT - Lean Finely Textured Beef Optional

USDA Foods Description	WBCSM ID	PACK SIZE	SUBGROUP
<b>GRAINS</b>			
Bakery Mix, Lowfat	110902	20/20 oz bag	
Cereal, Corn Flakes	100449	12/18 oz package	
Cereal, Corn/Rice Biscuits	110265	14/12 oz package	
Cereal, Corn Squares	110740	14/12 oz package	
Cereal, Oat Circles	100929	12/14 oz package	WG
Cereal, Rice Crisp	100457	16/12 oz package	
Cereal, Wheat Bran Flakes	100933	14/17.3 oz package	WG
Cereal, Wheat Farina, Enriched	110880	10/18 oz package	
Cereal, Wheat, Shredded	110374	10/16.4 oz package	WG
Crackers, Unsalted	100403	12/16 oz box	
Flour, All Purpose, Enriched, Bleached	100400	8/5 lb bag	
Flour, White Whole Wheat	110857	8/5 lb bag	WG
Grits, Corn, White	100470	8/5 lb bag	
Grits, Corn, Yellow	100469	8/5 lb bag	
Oats, Rolled, Quick Cooking	100465	12/42 oz package	WG
Pasta, Egg Noodles	100433	12/1 lb bag	
Pasta, Macaroni, Enriched	110511	20/1 lb box	
Pasta, Macaroni, Whole Grain	101023	24/1 lb box	WG
Pasta, Macaroni and Cheese	101024	48/7.25 oz package	
Pasta, Rotini, Whole Grain	110777	12/1 lb box	WG
Pasta, Spaghetti, Enriched	110450	20/1 lb box	
Pasta, Spaghetti, Whole Grain	101035	12/2 lb box	WG
Rice, Brown, Long-Grain, Parboiled	100500	24/2 lb bag	WG
Rice, Brown, Long-Grain, Parboiled	100501	30/2 lb bag	WG
Rice, Medium Grain	100487	24/2 lb bag	
Rice, Medium Grain	100488	30/2 lb bag	
Rice, Long Grain	100491	24/2 lb bag	
Rice, Long Grain	100492	30/2 lb bag	
Tortillas, Whole Grain, Frozen	110741	24/1 lb bag	WG

We want your  
FEEDBACK!



How did  
we do?



**IDHS**

Thank you for helping USDA and DHS Feed Illinois.

