**INDIANA TEFAP CHECKLIST**

**IN TEFAP Manual**: https://bit.ly/intefapmanual

**Paperwork Needed on File:**

1. Current signed Memorandum of Agreement (MOA)
2. Copy of the most recent monitoring form
3. Documentation of 501c3 status or equivalent
4. Proof of liability insurance
5. List of other TEFAP outlets in the area

**General Compliance:**

1. Statistics submitted no later than the 7th of the month.
2. Outlet publicizes operational hours via website, printed materials, etc, (cannot only be word of mouth).
3. Food must be distributed at least once every 30 days.
4. Outlet distributes food for at least two hours each month.
5. Outlet serves the general public.

**Eligibility Procedures:**

1. Current Income Eligibility guidelines must be used for intake.
2. Intake tracked on individual or aggregate eligibility forms.
3. Eligibility forms must be kept on file for three years plus the current year.
4. TEFAP food can be delivered to homebound neighbors.
5. Proxy forms should be kept on file for three years plus the current year.
6. Outlets cannot ask to see a photo ID to receive TEFAP.
7. Residency can be verified by piece of non-junk mail or utility bill.

**Operational / Civil Rights Compliance:**

1. Fees, donations or memberships cannot be required for neighbors receiving services.
2. Facility should meet ADA requirements or accommodations should be made to serve persons who cannot or do not wish to access the building.
3. Eligibility certificates and the “And Justice for All” should be available in Spanish.
4. Pantry / kitchen hours should be posted on the building’s exterior.
5. The “And Justice for All” poster should hang where it is visible to all neighbors.
	1. “TEFAP Written Notice of Beneficiary Rights” should be visible to all neighbors accessing food at religious organizations.
6. **Outlet must provide civil rights training on a yearly basis to all volunteers & staff working directly with neighbors. This training should be documented and filed.**
7. Staff and volunteers should be familiar with the process filing discrimination complaints.

**Food Distribution:**

1. A choice model is necessary for all products at the pantry.
2. Household breaks must be posted where it is visible to neighbors and the amount of food should be adjusted for family size.
3. Neighbors should be given a mix of TEFAP and donated/purchased product.
4. Outlet should serve all households on their first visit regardless of county of residence, then refer them to their correct pantry.

**Food Storage:**

1. Food should be stores 6” from the floor and 4” from the wall.
2. FIFO (first in, first out) must be practiced.
3. Non-food and toxic items cannot be stored with food.
4. Thermometers should be located in all dry storage, freezers and refrigerators.
5. Temperatures should be taken weekly for pantries and daily for kitchens, and temperature logs must be maintained for all storage areas.
6. Outlet should have a pest control system in place, either professional or in-house.
7. Outlet cannot keep TEFAP product beyond 6 months. If a product is in storage for 5 months, please contact the Partner Development Team at Dare to Care to transfer abundant product to another outlet within the same county. The Partner Development Team will assist in completing the necessary paperwork.
	1. Your organization cannot transfer product WITHOUT contacting Dare to Care first.
8. All TEFAP food loss must be reported to Dare to Care immediately, and the Partner Development Team will assist in completing the necessary paperwork.
	1. Do not dispose of the product without Dare to Care approval.

**Prohibited Activities:**

1. TEFAP product cannot be repackaged (except for bulk produce).
2. Outlets cannot require referrals.
3. Outlets cannot ask neighbors to provide driver’s license numbers or social security numbers.

**Soup Kitchen Requirements:**

1. Outlet must be inspected by the local county’s Health Department.
2. At least one kitchen worker should be Food Manager Certified.