The Emergency Food Assistance Program

(TEFAP)

State Plan

State of Maryland Distribution Plan

Updated FY 2026

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I. Introduction

The Maryland Department of Human Services (DHS) serves as the State Administering Agency for The Emergency Food Assistance Program (TEFAP) for the state of Maryland. In this role, DHS works in close consultation with its federal partner at the United States Department of Agriculture (USDA), Food and Nutrition Administration (FNA), Mid Atlantic Regional Office (MARO). Under TEFAP, DHS allocates USDA Foods and administrative grant funds to sponsoring agencies to effectively feed hungry Maryland's most vulnerable residents.

Since 2013, the Maryland Food Bank (MFB) and the Capital Area Food Bank (CAFB) have served as TEFAP sponsoring agencies. The goal of this collaboration is to alleviate hunger among low-income individuals in the state of Maryland. Collectively, MFB and CAFB have many years of experience ordering, storing and distributing food to low-income residents in Maryland. With oversight by DHS, as required by the Code of Federal Regulations (CFR) Title 7, Part 251, MFB and CAFB are responsible for managing and executing aspects of TEFAP, including warehousing, delivery, and distribution of all food.

MFB and CAFB identify and place orders for USDA Foods from electronic catalogs, and DHS electronically reviews and confirms the selection of ordered USDA Foods in consultation with both food banks and FNA/MARO. DHS retains final authority for the approval, denial, and placement of all TEFAP orders, in consultation with FNA/MARO. DHS monitors all TEFAP related activities to ensure that they are conducted according to USDA requirements and guidelines. Further details about the specific responsibilities of DHS, MFB, and CAFB are provided in this plan.

As the State Administering Agency, DHS is directly accountable to USDA/FNA/MARO and to all applicable TEFAP statutes and regulations.

II. Code of Federal Regulations Updates

Effective December 26, 2014, requirements for the distribution and control of USDA Foods and TEFAP are accessible at

https://www.federalregister.gov/documents/2016/11/01/2016-26329/requirements-for-the-distribution-and-control-of-donated-foods-and-the-emergency-food-assistance. TEFAP is governed by CFR Title 7, Part 250 and Part 251.

III. Definitions/Glossary of Terms

TEFAP – The Emergency Food Assistance Program is a federal program that supplements the diets of low-income Americans by providing them with emergency food and nutrition assistance at no cost. TEFAP provides food and administrative funds to the states to address hunger.

USDA/FNA – The United States Department of Agriculture, Food and Nutrition Administration is the federal agency that manages TEFAP nationally. Maryland is overseen by the USDA/FNA Mid-Atlantic Regional Office (MARO).

State Administering Agency – The Maryland Department of Human Services (DHS) is the state agency that administers TEFAP in Maryland. DHS implements the distribution of food to each jurisdiction in Maryland through its Sponsoring Agencies (SA), the Capital Area Food Bank (CAFB) and Maryland Food Bank (MFB).

TEFAP Sponsoring Agencies (SA) – The Capital Area Food Bank (CAFB) and Maryland Food Bank (MFB) serve as the Sponsoring Agencies in Maryland. CAFB and MFB directly manage the distribution of USDA food in all 24 jurisdictions through local Eligible Recipient Agencies (ERAs) and Emergency Feeding Organizations (EFOs) located in each county and Baltimore City. By federal definition (7 CFR 251.3(e)), MFB is technically an EFO. However, for the purposes of this state plan, the food banks are referred to as a Sponsoring Agency rather than an EFO while their larger feeding partners are referred to as EFOs. Currently, only MFB utilizes an EFO model, though CAFB maintains the option to do so at any point that their organization desires.

Eligible Recipient Agencies (ERAs) – An ERA are public or private non-profit organizations that provide food directly to needy individuals and families. ERAs may include soup kitchens, food pantries, shelters and residential

programs, summer camps for child nutrition programs, a nutrition project operating under the Older Americans Act of 1965, or a disaster relief program that is designated by DHS, in consultation with its Sponsoring Agencies, for participation in the TEFAP Program. An expanded federal definition can be found in the Code of Federal Regulations (CFR) Title 7, Part 251.3(d).

Emergency Feeding Organizations (EFOs) – EFOs are programs that manage food allocation and distribution to the ERAs in designated jurisdictions. EFOs may also provide food directly to individuals and families. The Sponsoring Agencies may choose to distribute food to ERAs through an EFO or directly distribute to ERAs themselves in any given jurisdiction. As with ERAs, to be eligible, EFOs must have current, verified tax-exempt status.

A Sponsoring Agency may use an out of state EFO or ERA in rare circumstances when a Maryland-based provider cannot be identified. Currently, there is only one out of state provider. Under this circumstance, the selected EFO or ERA must provide detailed procedures to ensure that TEFAP benefits are only provided to individuals residing in Maryland.

The following parties will cooperatively ensure the ongoing development and implementation of the strategies outlined in this plan:

State Administering Agency

TEFAP Administrator
Office of Community Grants
Family Investment Administration
Department of Human Services
25 South Charles Street 16th Floor
Baltimore, MD 21201

TEFAP Sponsoring Agency

President and CEO
Maryland Food Bank
2200 Halethorpe Farms Road
Halethorpe, MD 21227

TEFAP Sponsoring Agency

President and CEO
Capital Area Food Bank
4900 Puerto Rico Ave NE
Washington, DC 20017

IV. Overview: Sponsoring Agencies

MFB and CAFB became Sponsoring Agencies for Maryland Department of Human Services TEFAP program on October 1, 2013. The following table identifies key points of contacts for each of the agencies:

Agency	Ordering	Storage, Handling & Inventory	Eligibility & Distribution
MARYLAND FOOD BANK UNTIL HUNGER ENDS.	Food Sourcing Manager	Warehouse Manager	Senior Regional Program Director – Eastern Shore and TEFAP
CAPITAL AREA FOOD BANK	TEFAP Coordinator	Senior Director of Operations	Senior Director of Partner Agencies and Partner Distributions

Warehouse Capacity
MFB operates three warehouses: a 100,000 square foot facility in Baltimore County, a 17,000+ square foot branch facility in Salisbury, and a 10,000 square

foot branch facility in Hagerstown. CAFB operates one 123,000 square foot facility in Northeast Washington, District of Columbia. All of these facilities serve as central hubs for storage and distribution of TEFAP USDA Foods for Maryand..

Transportation
MFB and CAFB utilize a fleet of vehicles to ensure reasonable saturation of available TEFAP USDA Foods across the state of Maryland, including refrigerated foods and fresh produce. The vehicles also enable smaller pantries and soup kitchens with access to foods they previously could not access due to limited transportation options. The state and its partner agencies make periodic adjustments to transportation plans to meet food delivery needs and respond to often-fluctuating storage capacities.

V. Ordering and Distribution of USDA Foods

DHS passes through TEFAP administrative funds to MFB and CAFB to allow them to purchase and distribute USDA Foods. DHS contracts with MFB and CAFB to receive, store, and distribute TEFAP USDA Foods.

Ordering from USDA WBSCM System
The USDA Web Based Supply Chain Management (WBSCM) is a web-based ordering and procurement system and all TEFAP USDA Food offers, deliveries, and payments occur in WBSCM. MFB and CAFB access WBSCM catalogs to identify USDA Food availability, quantities, and delivery options. MFB and CAFB place orders based on the needs of the ERAs that they work with and TEFAP funds available to purchase the USDA Foods. Using WBSCM, MFB and CAFB select USDA Foods that complement their existing warehouse inventories as it pertains to variety and quantity of food.

DHS' TEFAP Coordinator oversees, monitors, and approves or denies all of MFB and CAFB's TEFAP USDA Foods orders through the WBSCM system.

Distribution
DHS receives USDA Food shipping notifications and forwards them to the appropriate Sponsoring Agency so that it can prepare to receive the shipment. Once received, the Sponsoring Agency confirms receipt in WBSCM

and in their inventory database, recording details such as product type, sales order number, quantity, and condition.

Role of ERAs and EFOs
MFB and CAFB utilize their extensive networks of TEFAP partners in their service areas. These networks consist of organizations that have been vetted by DHS and qualify as either an ERA and/or an EFO. The two Sponsoring Agencies combined distribute TEFAP USDA Foods in all of Maryland's 24 jurisdictions. CAFB serves Montgomery and Prince George's counties through ERAs.

MFB distributes food directly to ERAs in 14 counties and Baltimore City and through EFOs in seven additional counties (Anne Arundel, Calvert, Cecil, Charles, Harford, Howard, and St. Mary's), covering 22 jurisdictions in total. The jurisdictions served by MFB are: Allegany, Anne Arundel, Baltimore, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Queen Anne's, Somerset, St. Mary's, Talbot, Washington, Wicomico and Worcester counties as well as Baltimore City. In counties served by EFOs, decisions to either onboard or terminate an ERA are made jointly by MFB and the EFO.

Tracking Software
Both MFB and CAFB employ specialized software to track and monitor distribution of USDA Foods. MFB is currently using an internal software program designed to meet the needs of hunger relief organizations. CAFB adopted Service Insights, a digital client intake form to capture TEFAP related questions. SDI forms are maintained and validated according to DHS standards. In addition, ERAs submit regular reports to their respective Sponsoring Agencies.

Both sponsoring agencies, MFB and CAFB, use the dual software product, "NetSuite and WAERlinx" to track warehouse inventory and shipments to ERAs and/or EFOs for all assigned jurisdictions.

VI. Target Percentages – Pounds of Food Distributed to Each Jurisdiction

Sponsoring Agencies distribute USDA Foods to ERAs/EFOs using a formula developed by DHS. This formula replicates the formula used by the USDA for state-by-state allocations. There are target allocations for each of the 24 jurisdictions in Maryland based on the population, poverty rate, and unemployment rate for each jurisdiction. The Sponsoring Agencies allocate and distribute pounds of food in accordance with these jurisdictional targets.

Table 1. Target Percentage Allocations in FFY26

Jurisdiction	Targets - % Of Food (Lbs.)	Poverty	Unemployment
Allegany	1.82%	16.1%	7.8%
Anne Arundel	7.05%	5.8%	5.9%
Baltimore City	20.84%	20.4%	9.6%
Baltimore County	13.57%	8.9%	6.9%
Calvert	1.00%	5.7%	5.7%
Caroline	0.70%	12.1%	7.5%
Carroll	2.04%	5.1%	5.7%
Cecil	1.82%	10.3%	7.7%
Charles	2.07%	6.4%	6.2%
Dorchester	0.87%	16.4%	9.7%
Frederick	2.91%	5.7%	5.7%
Garrett	0.66%	12.8%	7.3%
Harford	3.80%	6.7%	6.6%
Howard	3.13%	5.0%	4.9%
Kent	0.38%	12.4%	7.1%
Montgomery	12.37%	7.3%	5.1%
Prince George's	14.61%	8.7%	6.8%
Queen Anne’s	0.70%	6.0%	5.9%
Somerset	0.78%	23.6%	9.9%
St. Mary's	1.48%	7.7%	5.8%
Talbot	0.56%	8.7%	6.8%
Washington	3.02%	12.3%	8.0%
Wicomico	2.59%	16.0%	8.1%
Worcester	1.23%	9.9%	11.2%
Statewide	100%	9.1%	6.6%

*Jurisdictional targets are calculated using a formula similar to the USDA formula for state-by-state allocation – population, poverty rate (60% weighting), and unemployment rate (40% weighting).

Date collected from Table 7F: Poverty Rate for Maryland's Jurisdictions 2010-2022. Source: US Census Bureau, Small Area Income and Poverty Estimate, December 2021. Prepared by the Maryland Department of Planning, July 2022

Neither EFOs nor ERAs are required to join the food banks as member organizations. The organizations are provided access to TEFAP food at no cost to them. EFOs and ERAs must meet USDA eligibility requirements and receive DHS approval. Any local feeding program, such as food pantries and soup kitchens, that seek to join either Sponsoring Agency as an EFO or ERA, must have access to food other than those USDA Foods available under TEFAP. DHS, in collaboration with the Sponsoring Agencies, maintains the right to limit the number of new ERAs in a specific jurisdiction when there is a saturation of providers.

Previously, Maryland's model for TEFAP distribution required Emergency Food Organizations (EFOs) in each jurisdiction to receive, store, and distribute food to local pantries and soup kitchens. Restructuring Maryland's distribution model in calendar year 2013 eliminated the need for EFOs in most jurisdictions. Both MFB and CAFB may choose to identify and utilize EFOs as sub-grantees. EFOs serve in the capacity of local distribution partners, as needed, to reach large, geographically and economically diverse jurisdictions. While DHS requires that Sponsoring Agencies issue pass-through administrative funding to EFOs, the Sponsoring Agencies maintain discretion to negotiate the amount their respective providers receive. Because the State Administering Agency passes through funds to the Sponsoring Agencies (who also qualify as an EFO), the State maintains federal compliance by requiring no less than 40 percent of administrative funds are provided to or used to cover administrative costs of emergency feeding organizations. Currently, CAFB employs a direct distribution model to its ERAs and does not utilize EFOs in either of their Maryland jurisdictions.

There is ongoing analysis of the distribution of USDA Foods to ensure that 1) all food allocated to Maryland is distributed and 2) that food is distributed according to the target percentages DHS establishes for each jurisdiction. The target percentages are goals and may result in slight variances in distribution based on changing poverty and unemployment rates within the populations. Diminutive variances to the target percentages are acceptable. In determining allocations, ERAs located in areas/regions considered as "gap areas" should be given priority consideration.

Administrative funds provided to MFB and CAFB are designed to cover all costs of distributing TEFAP food in Maryland, and as such, no costs associated with receiving TEFAP food are incurred by ERAs. This includes delivery of TEFAP food to ERAs in each jurisdiction.

VII. Monthly Inventory and Fiscal Reports from the Sponsoring Agencies

Sponsoring Agencies must submit a Fiscal Activity Report monthly. Each report provides an accounting of all approved expenses related to functions directly connected to ordering, receiving, storing, tracking, and distributing TEFAP USDA Foods. The report also includes expenditures by EFOs receiving administrative funds from the Sponsoring Agency.

Sponsoring Agencies are required to submit two monthly reports to DHS:

A. Fiscal Activity Report: This report details all approved expenses related to the ordering, receiving, storing, tracking, and distribution of TEFAP USDA Foods. It also includes expenditures by EFOs that receive administrative funds from the Sponsoring Agency.
B. Inventory Report: This report documents the following:

    1. Food distributed to MFB and CAFB;
    2. Food distributed to food distribution sites (EFOs/ERAs) within the assigned jurisdiction;
    3. A comparison of actual distribution to jurisdictional targets (refer to the "Target Percentages" chart);
    4. Food remaining in the grantees' and sub-grantees' inventories (reported semi-annually).

Food damaged or spoiled while in the grantee's or sub-grantee's inventory. Sponsoring Agencies are required to submit their monthly Inventory Reports and Fiscal Activity Reports to DHS approximately 40 days after the conclusion of the reporting period. The reports are submitted according to the following schedule:

Monthly Inventory Report (Activity Period)	Submission Deadline (Month, Day)
October	December 10
November	January 10
December	February 10
January	March 10
February	April 10
March	May 10
April	June 10
May	July 10
June	August 10
July	September 10
August	October 10
September	November 10

The reports include data on both Entitlement and Bonus food. Entitlement foods are those foods which are ordered from entitlement catalogs. The monetary equivalent for entitlement foods is “drawn down” from Sponsoring Agencies’ budgets for USDA Foods over the course of the federal fiscal year. There is no standing catalog for Bonus foods. The type of food and amounts are identified when available and there is an ordering deadline for each Bonus food offered by the USDA/FNA. Bonus foods are periodically offered by USDA/FNA throughout the year. Bonus foods are offered to the Sponsoring Agencies free-of-charge in that there is no cost deducted from their annual federal USDA Foods funding allocation.

VIII. Ordering and Distribution Processes

There are variances in how each of the sponsoring agencies receives and processes USDA Foods. Described below, are the processes unique to each sponsoring agency.

Capital Area Food Bank

Ordering and Receipting

1. The Head of Food Donations (HOFD) orders USDA Foods through WBSCM in accordance with USDA/FNA policies and procedures;
2. The HOFD produces a Sales Order Report at the beginning of each month. It is at this point that sales numbers are generated;
3. The authorized trucking company calls to verify that the correct orders are being delivered, orders with matching sales numbers are accepted while those without are rejected. Orders are then confirmed by the HOFD;
4. The HOFD processes corresponding paperwork for received products
5. Once the HOFD receives and verifies inventory, assigns staff tags and properly stores the product;
6. After the product has been received, it is receipted in WBSCM, quantities are uploaded electronically to NetSuite and WAERlinx, the software platforms used to manage food bank inventory;
7. Once NetSuite and WAERlinx reports are uploaded with received USDA Foods, these systems automatically update online inventory, which is accessible by authorized TEFAP agencies.

Distribution

Each Eligible Recipient Agency undergoes an on-boarding process that includes:

1. Application and Contract
2. Site Visit
3. Program Orientation

An orientation is conducted by the CAFB TEFAP Coordinator. Generally, group orientations are held, on-boarding five (5) or more agencies at one time. Orientation may also be conducted on a one-on-one basis by the CAFB

Regional Director or Manager. The amount of TEFAP USDA Foods available to the ERAs is determined by county location and number of households served.

Each ERA views available TEFAP USDA Foods through the online menu. An ERA may withdraw USDA Foods as often as they prefer each month; however, orders cannot exceed allocated amounts.

1. Each ERA receives free delivery of TEFAP USDA Foods available to them each month. ERAs may elect to pick up their allotted USDA Foods gradually, over the course of the month, in instances where their storage capacity is limited. However, again, jurisdictional allotments for that time may not be exceeded;
2. After ordering and receiving/picking up TEFAP USDA Foods, ERAs are required to maintain an inventory of USDA Foods received and report any damaged/spoiled goods;
3. Each ERA is required to have at least one distribution per month and the distribution must be both made known to and available to potential recipients in accordance with USDA/FNA and state of Maryland regulations;
4. ERAs must submit a report to CAFB of the product distributed, households/individuals served, and product remaining on hand. This report is due after each distribution.

Maryland Food Bank

Like CAFB, Maryland Food Bank orders USDA Foods through WBSCM in accordance with USDA/FNA policies and procedures. All food orders and deliveries are managed through an online system. The state TEFAP Coordinator reviews and approves MFB orders online. EFOs and ERAs submit monthly activity reports including amount of food distributed, number of families served, and remaining inventory. The following chart provides additional details on how the Sponsoring Agency receives and manages USDA Foods, from receiving, ordering, and distribution.

Ordering	Food is ordered through WBSCM by the TEFAP Sourcing Manager. An appointment is made for delivery to MFB. Truck is received by MFB. Load is checked and verified by the receiving team. Warehouse Lead enters and posts the receipt for the orders into MFB's ERP System - including count, weight, USDA sales order number, and value. The posted receiving paperwork is sent to the TEFAP Sourcing Manager for verification and final invoicing in NetSuite.
Allocation	The TEFAP Sourcing Managing enters the Shipment Receipt into WBSCM within two buisness days of receipt. Freight-in inventory from receiving period is allocated to counties using jurisdiction targets.

IX. Partner Responsibilities

State Administering Agency: Maryland Department of Human Services

1. Serve as a liaison between the USDA/FNA/MARO and the Maryland Food Bank (MFB) and Capital Area Food Bank (CAFB), to be referred to as Sponsoring Agencies;
2. Ensure that revised and/or updated federal regulatory requirements, language changes and documentation are received, read, understood, and disseminated to Sponsoring agencies;
3. Approve/Deny TEFAP Entitlement and Bonus USDA Foods orders as provided by the USDA/FNA and ordered by the Sponsoring Agencies and ensure a seamless distribution to the Sponsoring Agencies. (In turn, the Sponsoring Agencies will track distribution to EFOs/ERAs in all 24 jurisdictions in Maryland.);
4. Pass through administrative funds received from USDA/FNA to MFB and CAFB to reimburse for expenses directly related to functions connected to ordering, receiving, tracking, storing, and distributing TEFAP USDA Foods;
5. Ensure program compliance through an annual site visit to MFB and CAFB as well as 20% (or a minimum of 20) of local EFOs/ERAs;
6. Conduct an annual Point-in-Time inventory at each of the Sponsoring

Agencies, to be completed no later than September 30th of each federal fiscal year;
7. Ensure program compliance through monthly Allocation and Distribution reports submitted to DHS from MFB and CAFB;
8. Ensure fiscal/budget compliance through monthly fiscal reports submitted to DHS from MFB and CAFB;
9. Provide annual TEFAP USDA Foods fund amounts and quarterly balance updates to Sponsoring Agencies (to be "drawn down" when Entitlement foods are ordered);
10. Review and approve new applicants to serve as EFOs/ERAs;
11. Collect and submit all reports, forms, documents, and any other correspondence as required to USDA/FNA/MARO
12. DHS maintains the right to instruct Sponsoring Agencies to undertake corrective action(s), if necessary, to comply with program guidelines and agency requirements;
13. Maintain a copy of both Sponsoring Agencies 501 C Tax Exemption status and review during the annual site visit.

Sponsoring Agencies: MFB and CAFB

1. Identify/order TEFAP USDA Foods from catalogs provided by the USDA/FNA and submit orders to DHS in a timely manner;(i.e. in advance of USDA/FNA ordering deadlines);
2. Accept deliveries of TEFAP USDA Foods from the USDA/FNA, enter shipment receipts in WBSCM within two business days of receipt of each delivery, track TEFAP inventory, store USDA Foods and distribute said USDA Foods to EFOs/ERAs in all 24 Maryland jurisdictions based on population, poverty, and unemployment indicators of need as previously mentioned in this document;
3. Monitor 100% of all EFOs/ERAs, in good standing, on an every other year basis, complete the required monitoring document and upon completion, submit a copy of any findings to DHS;
4. Obtain and maintain monthly household distribution, damage, and inventory reports from all EFOs/ERAs;
5. Solicit new feeding program partners, as needed, in all jurisdictions to ensure appropriate distribution of food based on population, poverty and unemployment in each jurisdiction;
6. Perform an annual review of the IRS Automatic Revocation of Exemption list to verify that all participating EFOs/ERAs currently

possess a Tax-Exempt status. This verification must be documented on the template included in this State Plan and a copy sent to DHS annually;
7. Submit all new EFO/ERA applications to DHS for review and final approval;
8. Submit all required documents and reports in a timely manner, to include submission of a monthly Allocation and Distribution report due a maximum of 45 days following the report month and a monthly Fiscal Activity Report due within 45 days of the close of the report month;
9. Provide to DHS a copy of the Single Audit Report as performed annually by an external auditing firm;
10. Perform all tasks as required by USDA/FNA through DHS such as maintaining eligibility records; displaying civil rights, religious freedom, and anti-discrimination information; and reporting damage and spoilage of USDA Foods upon delivery;
11. Provide Civil Rights Training to all ERAs and EFOs on an annual basis and once completed, submit copies of signed attendance sheets to DHS for verification;
12. Report Damages and Spoilages occurring after delivery to the Sponsoring Agencies to DHS and submit reimbursements to DHS within 30 days of the occurrence for all losses valued more than $500.00;
13. Sponsoring Agencies must consult with DHS on matters related to issuing of a Corrective Action Plan or Termination of Contract with an EFO or ERA;
14. Survey Sponsoring Agencies to determine USDA food preferences including religious and dietary needs based on partner feedback;
15. Annual update of all internal documentation to include current data, fiscal year, and federal and state guidelines, submit to DHS for approval, and submit to ERA and EFO for usage.

X. Memorandum of Agreement (MOA) Requirement for Emergency Feeding Organizations (EFO) and Eligible Recipient Agencies (ERAs)

Sponsoring Agencies must enter into an MOA TEFAP agreement with all EFOs/ERAs prior to distributing TEFAP USDA Foods. EFOs/ERAs must have

current Tax-Exempt status, be compliant with non-discrimination policies and procedures, and attend an annual Civil Rights training. Each EFO or ERA is subject to annual monitoring visits from the Sponsoring Agency and DHS. Failure to comply with any of these requirements may result in corrective actions up to and including contract termination

Data Collection

1. **Monthly**
   EFOs/ERAs are required to maintain and submit a monthly inventory report and damage report, which are verified against their physical inventory during annual site visits. TEFAP USDA Foods identified as spoiled or unusable must be documented on the Damage/Spoilage form. Individuals Served per visit should be documented and included as part of the grantee record. EFOs must also submit a Fiscal Activity Report to the Sponsoring Agency, detailing expenditures. Sponsoring Agencies are to incorporate these costs into the monthly Fiscal Activity Reports submitted to DHS.

2. **Quarterly**
   TEFAP distribution sites report quarterly on the number of individuals served and the number of meals provided. Each Sponsoring Agency determines a reporting method for their respective EFOs or ERAs. TEFAP sites that do not comply with reporting requirements may be temporarily suspended from ordering/receiving TEFAP USDA Foods.

3. **Annually**
   EFOs/ERAs must maintain an alphabetized file of customer applications (also known as the “Self-Disclosure of Income” form). The files must be made available for review during State or Federal audits.

Recordkeeping

All records must be maintained for a period of 3 years from the end of the federal fiscal year (FFY) or longer if part of an audit or an investigation is in progress, and must be available for review during monitoring visits and/or upon request. Documents may be scanned or stored electronically and available for review. If files are stored electronically, a reliable back-up system must also be employed.

New Sites Approval Process

DHS works very closely with Sponsoring Agencies to plan the distribution of TEFAP USDA Foods. In partnership, DHS and the agencies prioritize gap areas when opening new sites. In some instances, Sponsoring Agencies conduct outreach in areas that lack adequate distribution capacity to identify potential partners. Sponsoring Agencies are responsible for completing a Pre-Award Questionnaire for each approved/new site.

Customer Eligibility to access Emergency Food Pantry

Maryland uses USDA/FNA guidelines to determine an applicant's eligibility for TEFAP USDA Foods for home consumption. At the beginning of every FFY or the first time during said FFY that the customer household attempts to obtain TEFAP, each customer household is required to complete a TEFAP eligibility form/application (the "Self-Disclosure of Income" form) once per FFY. By completing the "Self-Disclosure of Income" form, the customer acknowledges that his or her household meets the income guidelines prescribed on the form. Maryland residents applying for TEFAP must be within 185% of the Federal Poverty Guidelines to be eligible. The requirement to confirm customer eligibility only applies to organizations that distribute unprepared TEFAP USDA Foods.

When necessary, the "Self-Disclosure of Income" form can be completed collaboratively by the customer household and the sponsoring agency, Emergency Food Organization (EFO), or Eligible Recipient Agencies (ERA). This can be facilitated through the use of proxies, telephone, fax, email, text messaging, smartphone photography, or other communication devices.

While it is the *preference* of DHS that eligible customer households' access TEFAP in their jurisdiction of residence, eligible customer households may, nonetheless, access TEFAP in any Maryland jurisdiction.

There is no limit as to how often an eligible customer household may access TEFAP, *subject to availability*. Sponsoring agencies, EFO or ERA personnel maintain the full right to limit or curtail individual customer access, as needed, at any TEFAP partnering location in order to maintain TEFAP access or supply to the general public. Put simply, a TEFAP partner reserves the full right to ensure that all households have fair and equal opportunity to obtain

at least one offering of TEFAP prior to any eligible household obtaining multiple distributions.

Meal Programs
Individuals who receive prepared meals as part of TEFAP – for example, at soup kitchens, shelters, and schools – are not subject to a means test.

XI. Monitoring Schedule: Administering and Sponsoring Agencies

As Sponsoring Agencies, per DHS requirement, MFB and CAFB are charged with monitoring all EFOs/ERAs in good standing, every other year. Per USDA regulations, DHS monitors up to 20% of EFOs/ERAs (or a minimum of 20 sites). In addition, DHS conducts annual administrative and storage facility (inventory) reviews at both Sponsoring Agencies.

CAFB Monitoring Plan

1. The CAFB TEFAP Coordinator or MD Regional Staff inspect all new EFOs/ERAs before being approved as a distribution site.
2. CAFB monitors all EFOs/ERAs once annually between October 1 and September 30. The CAFB TEFAP Coordinator or other designated Regional Staff conduct monitoring visits.
3. Each monitoring visit consists of the following:
    a. A review of customer files to determine if the EFO or ERA uses approved TEFAP forms
    b. A physical inspection of the facility
    c. An inventory of all products available
    d. An audit of required TEFAP records
4. The monitors share the outcome of the monitoring visit with the EFO/ERA at the end of each monitoring visit. The monitors also provide onsite recommendations as well as timelines to complete any related corrective actions.
5. All monitoring visit records are filed and kept at the CAFB.

MFB Monitoring Plan

1. On a monthly basis, the MFB TEFAP Director runs the NetSuite and WAERlinx report “Program List” with a filter by “Monitoring Date” set for the following month.
2. EFOs/ERAs that show that are due for that month but are under the purview of the MFB branch location (i.e., the Salisbury or Hagerstown branches) are notified via email along with a copy of the NetSuite and WAERlinx reports if they have a monitoring visit due. EFOs/ERAs that are under the purview of the MFB main office are, in like fashion, notified via email and by a follow-up telephone call.
3. The MFB TEFAP monitor at each respective branch is responsible for setting the monitoring appointment and performing the monitoring site visit per the USDA/FNA monitoring guidelines.
4. At the completion of the monitoring month, the results of all the monitoring site visits (including at the branch locations) and the updated “Program List” report with the corresponding programs that received a monitoring site visit will be sent to the Partner Services and TEFAP Director at MFB’s Baltimore County headquarters office
5. The MFB TEFAP Director will sign the updated “Program List” report and enter the next monitoring dates into NetSuite and WAERlinx.
6. All completed monitoring documents will be kept on file and available for review by DHS and/or USDA.
7. Monitoring results that require a corrective action plan will have a date by which the corrective action plan must be completed.
8. Compilations of all corrective action plans will be added to the agency file and copies sent to DHS.

   Since both the State Administering Agency and Sponsoring Agencies conduct monitoring visits, for scheduling purposes, DHS works collaboratively with the Sponsoring Agencies to randomly select sites under its portion of the monitoring requirement. Additional site visits may occur in the event of inexplicable patterns of ordering, client and/or community complaints, and/or at the request of the Sponsoring Agency.

Monitoring Visits:

Monitoring visits conducted by the MFB and CAFB include an inspection/review of the procedures/guidelines used to ensure compliance with TEFAP agreement and must include (but is not limited to) :

9. Food Distribution Compliance;
10. Storage facilities-Inspection to ensure that USDA Foods are stored at proper temperatures, under sanitary conditions which are free from rodent, bird, insect and other animal infestation, in well-ventilated areas, safeguarded against theft, spoilage and other losses, stored on pallets, shelves, or racks and organized to provide access to foods, rotated using the oldest first, temperature checks of freezers and coolers occur daily and that the records of such checks are maintained;
11. Reconciliation of inventory (comparison of physical inventory and monthly inventory reports);
12. Civil rights compliance and complaint procedures;
13. Ensure the "And Justice for All" poster and all/other USDA compliant form(s) are displayed prominently in the food distribution area and are accessible to TEFAP participants;
14. Amount of food received from the food bank is in proportion to distribution;
15. The variety of food that pantry/soup kitchen/shelter is ordering;
16. Use of approved forms (client eligibility, monthly inventory, etc.);
17. Both SAs are required to notify DHS of any monitoring visits which result in findings that necessitate corrective action.

XII. Food Holds, Recalls, Safety and Defense

DHS maintains strict requirements regarding how to handle food holds, recalls, safety and defense. All TEFAP grantees and associated sub-grantees must adhere to any food holds or recalls issued by the USDA. The food being subjected to a hold or recall should be immediately isolated and clearly labeled as being subject to a USDA hold or recall.

DHS will immediately notify the TEFAP coordinators at each of its primary grantees, the Maryland Food Bank and the Capital Area Food Bank, upon receiving notification of a food hold or recall from the USDA. Grantees will be notified via telephone followed by a confirmation email. The notification will come from the DHS TEFAP Coordinator or team members from the Office of Community Grants.

Grantees are expected to immediately notify their respective warehouse personnel and all TEFAP sub-grantees upon receipt of the recall or food hold notice. Each grantee's TEFAP Coordinator shall play this role; however, each

grantee may designate a replacement should the coordinator be unavailable at the time of the incident. The notification to sub-grantees may be submitted via email, facsimile or other written communication.

Regarding food safety and defense, TEFAP USDA Foods should be handled in accordance with the following instructions:

1. Refrigerated foods should be stored at 40-41 degrees Fahrenheit or lower;
2. Frozen foods should be stored at 0 degrees Fahrenheit or lower;
3. Store foods only in designated food storage areas;
4. Store foods at least 6" off the floor;
5. Store foods at least 4" away from walls (generally accepted practices call for anywhere between 4" to 18");
6. Food should never be stored near chemicals or pesticides;
7. Food should be stored in areas that are always well ventilated; and
8. FIFO (first in, first out) guidelines should always be followed.

XIII. List of Appendices

LIST OF EMBEDDED APPENDICES				
Appendix #		**MD DHS**	**CAFB**	**MFB**
Appendix I	**FNA -155 Inventory Management Register**		o	o
Appendix II	**Food Bank Partnering Agency Lists- Capital Area Food Bank**		o	o
Appendix III	**Food Bank Partnering Agency Lists- Maryland Food Bank**		o	o
Appendix IV	**Sponsoring Agency & ERA Memorandums of Agreement- Maryland Food Bank**			o
Appendix V	**Sponsoring Agency & ERA Memorandums of Agreement - Capital Area Food Bank**		o	
Appendix VI	**Sponsoring Agency & EFO Memorandum of Agreement**			o
Appendix VII	**Application/Self Disclosure of Income**		o	o
Appendix VIII	**ERA- Provider Site Pantry Monitoring Forms**	o	o	o

Appendix IX	**ERA- Provider Site Soup Kitchen/Shelter Monitoring Forms**	o	o	o
Appendix X	**EFO-Provider Site Monitoring Form**	o		o
Appendix XI	**Civil Rights Training Log**		o	o
Appendix XII	**Pre-Award Civil Rights Questionnaire**		o	o
Appendix XIII	**Sponsoring Agency Monthly Inventory Reports- Maryland Food Bank**		o	o
Appendix XIV	**Sponsoring Agency Monthly Inventory Reports- Capital Area Food Bank**			o
Appendix XV	**Monthly Administrative Funds/ Financial Report**		o	o

APPENDIX I - INVENTORY MANAGEMENT REGISTER

U.S. DEPARTMENT OF AGRICULTURE – FOOD AND NUTRITION ADMINISTRATION

INVENTORY MANAGEMENT REGISTER

According to the Paperwork Reduction Act of 1995, no people are required to respond to a collection of information unless it displays a valid

OMB control number. The valid OMB control number for this information collection is 0584-0293. The time required to complete this information

Collection is estimated to average .25 hours per response, including the time for reviewing instructions, searching existing date sources, gathering

And maintaining the data needed and completing and reviewing the collection of information.

LIST STATE INVENTORY(IES) GREATER THAN 6 MONTHS

STATE AGENCY	**DA CODE**

MONTH/YEAR

COMMODITY & CODE **(1)**	**QUANTITY (CASES)** **(2)**	**DISPOSITION/COMMENTS** **(3)**
(4) EXCESS INVENTORIES TO REPORT **_YES _NO**	**(5) SIGNATURE/** **TITLE**	**(6) DATE**

APPENDIX II – CAPITAL AREA FOOD BANK TEFAP AGENCIES

AGENCY NAME	AGENCY TYPE	CITY	DISTRIBUTION CATEGORY	COUNTY
Alexander Memorial Baptist Church	ERA	Upper Marlboro	Food Pantry	Prince George's
Adventist Community Services of Greater Washington	ERA	Silver Spring	Food Pantry	Montgomery
Allen Chapel AME Church Outreach Ministry	ERA	Silver Spring	Food Pantry	Montgomery
Bethesda Cares	ERA	Bethesda	Food Pantry	Montgomery
Builders, Inc: Builders, Inc	ERA	Capitol Heights	Food Pantry	Prince George's
Chrisma Charities	ERA	Silver Spring	Food Pantry	Montgomery
City of Praise Family Ministries	ERA	Landover	Food Pantry	Prince George's
Clifton Park Baptist Church	ERA	Silver Spring	Food Pantry	Montgomery
Corinth Baptist Church Outreach Program	ERA	Lanham	Food Pantry	Prince George's
Community Outreach and Development Center CDC	ERA	Capitol Heights	Food Pantry	Prince George's
Community Support Systems Inc BADEN	ERA	Brandywine	Food Pantry	Prince George's
Crossover Church: Crossover Church	ERA	Capitol Heights	Food Pantry	Prince George's
Ebenezer Church of God	ERA	Hyattsville	Food Pantry	Prince George's
Educare Support Services	ERA	Takoma Park	Food Pantry	Montgomery
Everlasting Joy Foundation	ERA	Landover	Food Pantry	Prince George's
Faith Village of Greater Laurel, Inc.	ERA	Laurel	Food Pantry	Prince George's

AGENCY NAME	AGENCY TYPE	CITY	DISTRIBUTION CATEGORY	COUNTY
First Baptist Church of Capitol Heights	ERA	Capitol Heights	Food Pantry	Prince George's
First Baptist Church of Highland Park	ERA	Capitol Heights	Food Pantry	Prince George's
FISH of Laurel, Inc.: FISH of Laurel, Inc.	ERA	Landover	Food Pantry	Prince George's
Fort Foote Baptist Church	ERA	Laurel	Food Pantry	Prince George's
Fountain Community Enrichment Inc.	ERA	Upper Marlboro	Food Pantry	Prince George's
Gaithersburg Soup Kitchen: Gaithersburg Soup Kitchen	ERA	Capitol Heights	Soup Kitchen	Prince George's
Galilee Community Development	ERA	Suitland	Food Pantry	Prince George's
Gethsemane United Methodist Church	ERA	Capitol Heights	Food Pantry	Prince George's
Holy Mountain International Ministries	ERA	Beltsville	Food Pantry	Prince George's
Iglesia De Dios Pentecostal Nuevo Renacer	ERA	Brentwood	Food Pantry	Prince George's
Interfaith Community Action Council: Oxon Hill Food Pantry	ERA	Temple Hills	Food Pantry	Prince George's
Jamil-UL Jalil	ERA	Glenn Dale	Food Pantry	Prince George's
LindaBen Foundation	ERA	Laurel	Food Pantry	Prince George's
Manna Food Center	ERA	Forestville	Food Pantry	Prince George's
Marlboro Churches Food Bank	ERA	New Carrollton	Food Pantry	Prince George's
Metropolitan SDA Church: Metropolitan SDA Church	ERA	Upper Marlboro	Food Pantry	Prince George's
Montgomery County Family Center	ERA	Hyattsville	Food Pantry	Prince George's

AGENCY NAME	AGENCY TYPE	CITY	DISTRIBUTION CATEGORY	COUNTY
Montgomery County Muslim Foundation	ERA	Silver Spring	Food Pantry	Montgomery
Mount Ennon Baptist Church	ERA	Gaithersburg	Food Pantry	Montgomery
Mt. Calvary Catholic Church Ladies of Charity Food Pantry	ERA	Forestville	Food Pantry	Prince George's
Mt. Rainier Seventh Day Adventist Spanish Church	ERA	Hyattsville	Food Pantry	Prince George's
New Hope and Life Church of God, Inc.	ERA	Capitol Heights	Food Pantry	Prince George's
No Limits Outreach Ministries	ERA	Upper Marlboro	Food Pantry	Prince George's
Nourish Now	ERA	Rockville	Food Pantry	Montgomery
Prince George's County DSS	ERA	Landover	Food Pantry	Prince George's
Rainbow Community Development Center	ERA	Silver Spring	Food Pantry	Montgomery
Restoration Center: Restoration Center	ERA	Greenbelt	Food Pantry	Prince George's
Shabach Emergency Resource & Empowerment Center	ERA	Landover	Food Pantry	Prince George's
Sowing Empowerment & Economic Development, Inc. (SEED Distribution Center)	ERA	Riverdale	Food Pantry	Prince George's
St. Camillus Catholic Church	ERA	Silver Spring	Food Pantry	Montgomery
St. Joseph Catholic Church	ERA	Largo	Food Pantry	Prince George's
St. Margaret of Scotland Catholic Church	ERA	Capitol Heights	Food Pantry	Prince George's
St. Michael and All Angels	ERA	Adelphi	Food Pantry	Prince George's

AGENCY NAME	AGENCY TYPE	CITY	DISTRIBUTION CATEGORY	COUNTY
St. Paul UMC	ERA	Oxon Hill	Food Pantry	Prince George's
St. Stephen's Baptist Church	ERA	Temple Hills	Food Pantry	Prince George's
Walker Mill Community Development Center	ERA	Capitol Heights	Food Pantry	Prince George's
City of Greenbelt	ERA	Greenbelt	Senior Brown Bag (SBB)	Prince George's
Community Ministry of Prince George's	ERA	Capitol Heights	SBB	Prince George's
Cornerstone Peaceful Bible Baptist Church	ERA	Upper Marlboro	SBB	Prince George's
Emerson House	ERA	Bladensburg	SBB	Prince George's
Faith Temple #2/Faith Temple HD	ERA	Capitol Heights	SBB	Prince George's
Friendship Arms	ERA	Hyattsville	SBB	Prince George's
Galilee Community Development Corp	ERA	Temple Hills	SBB	Prince George's
Gateway Village	ERA	Capitol Heights	SBB	Prince George's
Heritage House	ERA	Rockville	SBB	Montgomery
Inwood House Apartments	ERA	Silver Spring	SBB	Montgomery
Lakeview Apartment Homes	ERA	Bethesda	SBB	Montgomery
Laurel Lakes Apartments	ERA	Laurel	SBB	Prince George's
Marwood Senior Apartments	ERA	Upper Marlboro	SBB	Prince George's
Mrs. Philippines Home for Senior Citizens	ERA	Oxon Hill	SBB	Prince George's

AGENCY NAME	AGENCY TYPE	CITY	DISTRIBUTION CATEGORY	COUNTY
Newton Green	ERA	Bladensburg	SBB	Prince George's
Pin Oak Village	ERA	Bowie	SBB	Prince George's
Pleasant Homes/ Millwood/Central Gardens	ERA	Seat Pleasant	SBB	Prince George's
Millwood	ERA	Capitol Heights	SBB	Prince George's
Central Gardens	ERA	Capitol Heights	SBB	Prince George's
Queenstown Community Center	ERA	Mt. Rainer	SBB	Prince George's
Rockcreek Terrace	ERA	Rockville	SBB	Montgomery
Rollingcrest Commons	ERA	Hyattsville	SBB	Prince George's
Saint Paul Senior Living	ERA	Capitol Heights	SBB	Montgomery
Second Baptist Church of Southwest	ERA	District Heights	SBB	Montgomery
Shady Grove Apartments	ERA	Derwood	SBB	Montgomery
Spellman House Apartments	ERA	Seat Pleasant	SBB	Prince George's
The Charter House	ERA	Silver Spring	SBB	Montgomery
The Vistas at Lake Largo	ERA	Upper Marlboro	SBB	Prince George's
The Willows	ERA	Gaithersburg	SBB	Montgomery
Town Center Rockville: Residences On The Lane	ERA	Rockville	SBB	Montgomery
Trinity Terrace	ERA	Temple Hills	SBB	Prince George's
Cheval Court	ERA	Forestville	SBB	Prince George's
Victory Crest Apartments	ERA	Hyattsville	SBB	Prince George's
Victory Forest	ERA	Silver Spring	SBB	Montgomery

AGENCY NAME	AGENCY TYPE	CITY	DISTRIBUTION CATEGORY	COUNTY
Victory Oaks	ERA	Silver Spring	SBB	Montgomery
Victory Tower	ERA	Takoma Park	SBB	Montgomery
City of Greenbelt	ERA	Greenbelt	SBB	Prince George's
Community Ministry of Prince George's	ERA	Capitol Heights	SBB	Prince George's
Cornerstone Peaceful Bible Baptist Church	ERA	Upper Marlboro	SBB	Prince George's
Emerson House	ERA	Bladensburg	SBB	Prince George's
Faith Temple #2/Faith Temple HD	ERA	Capitol Heights	SBB	Prince George's
Friendship Arms	ERA	Hyattsville	SBB	Prince George's
Galilee Community Development Corp	ERA	Temple Hills	SBB	Prince George's
Gateway Village	ERA	Capitol Heights	SBB	Prince George's
Heritage House	ERA	Rockville	SBB	Montgomery
Inwood House Apartments	ERA	Silver Spring	SBB	Montgomery
Total Number of Partner Agencies:	92			

APPENDIX III - Maryland Food Bank TEFAP Agencies

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Church of The Nazarene	ERA	Maryland Food Bank	Cumberland	Pantry	Allegany
Frostburg Area Inter-Faith	ERA	Maryland Food Bank	Frostburg	Pantry	Allegany
Lavale United Methodist Church	ERA	Maryland Food Bank	Lavale	Pantry	Allegany
Salvation Army - Cumberland	ERA	Maryland Food Bank	Cumberland	Soup Kitchen	Allegany
Second Baptist Church	ERA	Maryland Food Bank	Cumberland	Pantry	Allegany
Tri-Town Food Pantry	ERA	Maryland Food Bank	Westernport	Pantry	Allegany (Total- 7)
Anne Arundel County Food Bank	EFO	Maryland Food Bank	Crownsville	EFO	Anne Arundel
All Hallows Parish	ERA	Anne Arundel Co. Food Bank	Edgewater	Pantry	Anne Arundel
Asbury Broadneck	ERA	Anne Arundel Co. Food Bank	Annapolis	Pantry	Anne Arundel
Asbury UMC West	ERA	Anne Arundel Co. Food Bank	Annapolis	Pantry & Soup Kitchen	Anne Arundel
Brooklyn Community UMC	ERA	Anne Arundel Co. Food Bank	Baltimore	Pantry & Soup Kitchen	Anne Arundel
CCCC - Crofton Christian Caring	ERA	Anne Arundel Co. Food Bank	Crofton	Pantry	Anne Arundel
Christian Assistance Program (CAP)	ERA	Anne Arundel Co. Food Bank	Severn	Pantry	Anne Arundel

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Community Gospel	ERA	Anne Arundel Co. Food Bank	Curtis Bay	Pantry	Anne Arundel
Community UMC (Pasadena)	ERA	Anne Arundel Co. Food Bank	Pasadena	Pantry	Anne Arundel
Damascus House	ERA	Anne Arundel Co. Food Bank	Baltimore	Soup Kitchen/Shelter	Anne Arundel
Eastport UMC	ERA	Anne Arundel Co. Food Bank	Annapolis	Pantry	Anne Arundel
Fellowship of Pentecostal Churches	ERA	Anne Arundel Co. Food Bank	Severn	Pantry	Anne Arundel
First Baptist Church of Annapolis	ERA	Anne Arundel Co. Food Bank	Annapolis	Pantry & Soup Kitchen	Anne Arundel
Fouse Center	ERA	Anne Arundel Co. Food Bank	Glen Burnie	Soup Kitchen/Shelter	Anne Arundel
Gateway Church (Hands of Grace Pantry)	ERA	Anne Arundel Co. Food Bank	Glen Burnie	Pantry	Anne Arundel
Guadenzia	ERA	Anne Arundel Co. Food Bank	Crownsville	Soup Kitchen/Shelter	Anne Arundel
Hands and Feet for Jesus, First Baptist Church	ERA	Anne Arundel Co. Food Bank	Glen Burnie	Soup Kitchen	Anne Arundel
Harbour House - Crisis Beds	ERA	Anne Arundel Co. Food Bank	Glen Burnie	Soup Kitchen/Shelter	Anne Arundel
Harundale Presbyterian	ERA	Anne Arundel Co. Food Bank	Glen Burnie	Pantry & Soup Kitchen	Anne Arundel
Harvest Resources FKA Arundel Christian	ERA	Anne Arundel Co. Food Bank	Glen Burnie	Pantry	Anne Arundel

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Heritage Baptist	ERA	Anne Arundel Co. Food Bank	Annapolis	Pantry	Anne Arundel
Heritage Community Church	ERA	Anne Arundel Co. Food Bank	Severn	Pantry	Anne Arundel
Hope House	ERA	Anne Arundel Co. Food Bank	Crownsville	Soup Kitchen/Shelter	Anne Arundel
Kingdom Celebration	ERA	Anne Arundel Co. Food Bank	Odenton	Pantry	Anne Arundel
Life Victory	ERA	Anne Arundel Co. Food Bank	Glen Burnie	Pantry	Anne Arundel
Magothy UMC	ERA	Anne Arundel Co. Food Bank	Pasadena	Pantry	Anne Arundel
Metropolitan UMC	ERA	Anne Arundel Co. Food Bank	Severn	Pantry	Anne Arundel
My Brother/s Pantry	ERA	Anne Arundel Co. Food Bank	Arnold	Pantry	Anne Arundel
Our Lady of Perpetual Hope (OLPH)	ERA	Anne Arundel Co. Food Bank	Edgewater	Pantry	Anne Arundel
Pasadena SDA Lifestyle Center	ERA	Anne Arundel Co. Food Bank	Pasadena	Pantry	Anne Arundel
Salvation Army - Annapolis	ERA	Anne Arundel Co. Food Bank	Annapolis	Pantry	Anne Arundel
Sarah's House (Catholic Charities)	ERA	Anne Arundel Co. Food Bank	Fort Meade	Soup Kitchen/Shelter	Anne Arundel
South County Assistance Network (SCAN)	ERA	Anne Arundel Co. Food Bank	Lothian	Pantry	Anne Arundel
St. John's the Evangelist - St. Vincent DePaul	ERA	Anne Arundel Co. Food Bank	Severna Park	Pantry	Anne Arundel

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
St. Luke's	ERA	Anne Arundel Co. Food Bank	Annapolis	Pantry	Anne Arundel
St. Philip Neri	ERA	Anne Arundel Co. Food Bank	Linthicum	Pantry	Anne Arundel
St.Mark UMC	ERA	Anne Arundel Co. Food Bank	Hanover	Pantry	Anne Arundel (Total-37)
Project PLASE	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
40 West Assistance & Referral	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Agape House	ERA	Maryland Food Bank	Baltimore	Soup Kitchen	Baltimore City
Baltimore Healthy Start, Inc.	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Beth-El Temple	ERA	Maryland Food Bank	Baltimore	Soup Kitchen	Baltimore City
Central Baptist Church	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Christ Church Harbor Apartments	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Christian Memorial Church Food Pantry	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
City of Refuge Baltimore	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Collington Square Corporation	ERA	Maryland Food Bank	Baltimore	Soup Kitchen	Baltimore City
Donald Bentley Pantry	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
East Baltimore Church of God	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Enon Baptist Church	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Epiphany Lutheran Church Loaves & Fishes	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Family Kitchen	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Fishes & Loaves	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Friendship Outreach Center	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
GEDCO CARES	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Mount Pleasant Church	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Mt. Moriah Baptist Church	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
New Antioch Church	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
New Beginnings SDA Church	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
New Life Fellowship Church of Christ	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
New Shiloh Baptist Church	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Olivet Baptist Church	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Paul Chester Memorial Soup Kitchen	ERA	Maryland Food Bank	Baltimore	Soup Kitchen	Baltimore City
Payne Memorial Outreach Program	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Ruscombe Gardens	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Shepherd's Heart MBC	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Soul Harvest Church & Ministry	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Spirit of Faith Food Pantry	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Spread The Word Cathedral	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
St. Anthony of Padua	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
The Peoples Church of Baltimore	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Trinity A.M.E. Church O/R	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
U.M.C.S. Food Pantry	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
United House of Prayer	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Victory Ministries of Christ	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Westminster Housing Apartments	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Whitestone Baptist Church	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City
Women Empowering Women Outreach	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore City (Total-46)
Community Assistance Network	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore County
Community Crisis Center, Inc.	ERA	Maryland Food Bank	Reisterstown	Pantry	Baltimore County
Shining Star	ERA	Maryland Food Bank	Middle River	Pantry	Baltimore County
Edgemere Church of God	ERA	Maryland Food Bank	Sparrows Point	Pantry	Baltimore County
Essex UMC	ERA	Maryland Food Bank	Essex	Soup Kitchen	Baltimore County
Harvest Church of God	ERA	Maryland Food Bank	Reisterstown	Pantry	Baltimore County
Helping Hands Food Pantry	ERA	Maryland Food Bank	Upper Falls	Pantry	Baltimore County
J & C Unity Inc.	ERA	Maryland Food Bank	Middle River	Pantry	Baltimore County
Lansdowne Interfaith Pantry	ERA	Maryland Food Bank	Halethorpe	Pantry	Baltimore County
Mount Calvary AME Church	ERA	Maryland Food Bank	Towson	Pantry	Baltimore County
Perry Hall UMC	ERA	Maryland Food Bank	Perry Hall	Pantry	Baltimore County
Pleasant Zion Youth Outreach	ERA	Maryland Food Bank	Dundalk	Pantry	Baltimore County

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Southwest Emergency Services	ERA	Maryland Food Bank	Baltimore	Pantry	Baltimore County
St. Rita's St. Vincent dePaul Conference	ERA	Maryland Food Bank	Dundalk	Pantry	Baltimore County
St. Ursula Pantry	ERA	Maryland Food Bank	Parkville	Pantry	Baltimore County
Towson UMC	ERA	Maryland Food Bank	Towson	Pantry	Baltimore County
Watersedge Baptist Church	ERA	Maryland Food Bank	Dundalk	Pantry	Baltimore County
Westside Men Resource Center	ERA	Maryland Food Bank	Catonsville	Soup Kitchen	Baltimore County
Women's Missionary Outreach	ERA	Maryland Food Bank	Catonsville	Pantry	Baltimore County (Total-20)
Brooks United Methodist Church	ERA	So. MD Tri-Co. Action	St. Leonard	Pantry	Calvert
Calvert Churches Community Food Pantry	ERA	So. MD Tri-Co. Action	Prince Frederick	Pantry	Calvert
Solomons Mission Center	ERA	So. MD Tri-Co. Action	Solomons	Pantry	Calvert
Mt. Olive United Methodist	ERA	So. MD Tri-Co. Action	Prince Frederick	Pantry	Calvert (Total-4)
Aarons Place Inc.	ERA	Maryland Food Bank	Denton	Pantry	Caroline

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Martin's House & Barn	ERA	Maryland Food Bank	Ridgely	Pantry	Caroline (Total- 2)
Brian Safe Haven	ERA	Maryland Food Bank	Taneytown	Pantry	Carroll
Westminster Rescue Mission	EFO	Maryland Food Bank	Westminster	Pantry	Carroll (Total-2)
Community Services Foundation of Cecil County	EFO	Maryland Food Bank	Elkton	EFO & Pantry	Cecil
CCDSS Help Center	ERA	Community Services Foundation Cecil Co.	Cecil	Pantry	Cecil
Bay Church	ERA	Community Services Foundation Cecil Co.	North East	Pantry	Cecil
Cecil Co. Men's Shelter	ERA	Community Services Foundation Cecil Co.	Elkton	Soup Kitchen	Cecil
Chesapeake City Ecumenical Assoc	ERA	Community Services Foundation Cecil Co.	Chesapeake City	Pantry	Cecil
Elkton Presbyterian Church	ERA	Community Services Foundation Cecil Co.	Elkton	Pantry	Cecil
Good Shepherd Conf. St. Vincent	ERA	Community Services Foundation Cecil Co.	Perryville	Pantry	Cecil
Immaculate Conception - St. Jude Outreach	ERA	Community Services Foundation Cecil Co.	Elkton	Pantry	Cecil

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Ray of Hope Mission Center	ERA	Community Services Foundation Cecil Co.	Port Deposit	Pantry	Cecil
St. Mary Anne's Episcopal Church	ERA	Community Services Foundation Cecil Co.	North East	Pantry	Cecil (Total-11)
So. MD Tri-Co. Community Action	EFO	Maryland Food Bank	Charlotte Hall	EFO	Charles
Children's Aid Society	ERA	So. MD Tri-Co. Comm. Action	Waldorf	Pantry	Charles
Forest Park Baptist	ERA	So. MD Tri-Co. Comm. Action	Waldorf	Pantry	Charles
Grace Lutheran	ERA	So. MD Tri-Co. Comm. Action	La Plata	Pantry	Charles
Christ Foundation Church	ERA	So. MD Tri-Co. Comm. Action	Waldorf	Pantry	Charles
Hughesville Baptist	ERA	So. MD Tri-Co. Comm. Action	Hughesville	Pantry	Charles
Lifestyles, Inc.	ERA	So. MD Tri-Co. Comm. Action	La Plata	Pantry	Charles
Pleasant Grove Baptist	ERA	So. MD Tri-Co. Comm. Action	Marbury	Pantry	Charles
Salvation Army - Charles County	ERA	So. MD Tri-Co. Comm. Action	Waldorf	Pantry	Charles
St. Mary's Star of the Sea	ERA	So. MD Tri-Co. Comm. Action	Indian Head	Pantry	Charles
St. Peter's Church	ERA	So. MD Tri-Co. Comm. Action	Waldorf	Pantry	Charles (Total-11)
Delmarva Community Center	ERA	Maryland Food Bank	Cambridge	Pantry	Dorchester

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
One Mission Cambridge	ERA	Maryland Food Bank	Cambridge	Pantry	Dorchester
Waugh Chapel	ERA	Maryland Food Bank	Cambridge	Pantry	Dorchester (Total-3)
BEACON	ERA	Maryland Food Bank	Brunswick	Pantry	Frederick
Emmitsburg Food Pantry	ERA	Maryland Food Bank	Emmitsburg	Pantry	Frederick
Frederick Community Action Agency	ERA	Maryland Food Bank	Frederick	Pantry	Frederick
Glade Valley Community Service	ERA	Maryland Food Bank	Walkersville	Pantry	Frederick
Jefferson Food Bank	ERA	Maryland Food Bank	Jefferson	Pantry	Frederick
Middletown Food Bank	ERA	Maryland Food Bank	Middletown	Pantry	Frederick
Thurmont Food Bank	ERA	Maryland Food Bank	Thurmont	Pantry	Frederick (Total-7)
Food Connect - St. Ann Church	ERA	Maryland Food Bank	Oakland	Pantry	Garrett
Oak Park Church of the Brethren	ERA	Maryland Food Bank	Oakland	Pantry	Garrett
St. Peter The Apostle	ERA	Maryland Food Bank	Oakland	Pantry	Garrett (Total-4)
Trinity Lutheran Church	ERA	Maryland Food Bank	Joppa	Pantry	Harford
Harford Community Action Food Bank	EFO	Maryland Food Bank	Edgewood	EFO & Pantry	Harford

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Grove Presbyterian Church	ERA	Harford Community Action Food Bank	Aberdeen	Pantry	Harford
Mason-Dixon Community Services	ERA	Harford Community Action Food Bank	Street	Pantry	Harford
Smith's Chapel United Methodist Church	ERA	Harford Community Action Food Bank	Churchville	Pantry	Harford
St. Joan of Arc (Good Samaritan Ministry)	ERA	Harford Community Action Food Bank	Aberdeen	Pantry	Harford
St. John's Episcopal Church (St. John's Cupboard)	ERA	Harford Community Action Food Bank	Havre de Grace	Pantry	Harford
St. Matthew Lutheran Church	ERA	Harford Community Action Food Bank	Bel Air	Pantry	Harford
Tabitha's House	ERA	Harford Community Action Food Bank	Fallston	Pantry	Harford Total- 10)
Howard Community Action Food Bank	EFO	Maryland Food Bank	Columbia	EFO & Pantry	Howard
Bridgeway Community Cupboard	ERA	Howard Community Action Food Bank	Columbia	Pantry	Howard

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Luminus	ERA	Howard Community Action Food Bank	Columbia	Pantry	Howard
Howard County General Hospital	ERA	Howard Community Action Food Bank	Columbia	Pantry	Howard
Mt. Zion United Methodist Church	ERA	Howard Community Action Food Bank	Highland	Pantry	Howard
Glenelg United Methodist Church	ERA	Howard Community Action Food Bank	Glenelg	Pantry	Howard
JT Cares	ERA	Howard Community Action Food Bank	Ellicott City	Pantry	Howard
Bryant Woods Elementary School	ERA	Howard Community Action Food Bank	Columbia	Pantry	Howard
Solomons Porch Worship Center	ERA	Howard Community Action Food Bank	Jessup	Pantry	Howard
Rachell L. Gray Community Foundation	ERA	Howard Community Action Food Bank	Columbia	Pantry	Howard
Oakland Mills High School	ERA	Howard Community Action Food Bank	Columbia	Pantry	Howard
Hanover Hills Elementary School	ERA	Howard Community Action Food Bank	Hanover	Pantry	Howard

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Howard County (North Laurel) Multi-Service Center	ERA	Howard Community Action Food Bank	Laurel	Pantry	Howard
Howard High School	ERA	Howard Community Action Food Bank	Ellicott City	Pantry	Howard (Total-14)
Millington-Crumpton Food Pantry of Asbury UMC	ERA	Maryland Food Bank	Millington	Pantry	Kent (Total-1)
Haven Ministries, Inc.	ERA	Maryland Food Bank	Stevensville	Pantry	Queen Anne's
Our Mother of Sorrows	ERA	Maryland Food Bank	Centreville	Pantry	Queen Anne's (Total2)
Catholic Charities-Seton Center	ERA	Maryland Food Bank	Princess Anne	Pantry	Somerset (Total-1)
St. Mary's Helping Hands	ERA	So. MD Tri-Co. Comm. Action	Mechanicsville	Pantry	St. Mary's
Lifestyles, Inc. (2)	ERA	So. MD Tri-Co. Comm. Action	Lexington Park	Pantry	St. Mary's
Three Oaks Center	ERA	So. MD Tri-Co. Comm. Action	Lexington Park	Pantry & Soup Kitchen	St. Mary's
Trinity Lutheran	ERA	So. MD Tri-Co. Comm. Action	Lexington Park	Pantry	St. Mary's
Zion United Methodist Church	ERA	So. MD Tri-Co. Comm. Action	Lexington Park	Pantry	St. Mary's (Total-5)
Easton Church of God	ERA	Maryland Food Bank	Easton	Pantry	Talbot

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
St. Michaels Community Center	ERA	Maryland Food Bank	St. Michaels	Pantry	Talbot
Neighborhood Service Center	ERA	Maryland Food Bank	Easton	Pantry	Talbot (Total-3)
Acts9	ERA	Maryland Food Bank	Hagerstown	Pantry	Washington
Boonsboro Family Worship Center	ERA	Maryland Food Bank	Boonsboro	Pantry	Washington
Calvary Chapel of the Cumberland Valley	ERA	Maryland Food Bank	Hagerstown	Pantry	Washington
Holly Place-Senior Living Alternatives	ERA	Maryland Food Bank	Hagerstown	Soup Kitchen	Washington
Interfaith Service Coalition	ERA	Maryland Food Bank	Hancock	Pantry	Washington
OCA Food Pantry	ERA	Maryland Food Bank	Hagerstown	Pantry	Washington
Salvation Army - Pantry	ERA	Maryland Food Bank	Hagerstown	Pantry	Washington
Trinity Food Bank	ERA	Maryland Food Bank	Hagerstown	Pantry	Washington
Wells House, Inc	ERA	Maryland Food Bank	Hagerstown	Soup Kitchen	Washington (Total-12)
First Baptist Church	ERA	Maryland Food Bank	Salisbury	Pantry	Wicomico
Life Crisis Center Inc.	ERA	Maryland Food Bank	Salisbury	Soup Kitchen/Shelter	Wicomico
Lower Shore Friends, Inc	ERA	Maryland Food Bank	Salisbury	Pantry	Wicomico

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Salisbury Outreach Services	ERA	Maryland Food Bank	Salisbury	Pantry	Wicomico
Salisbury Urban Ministries	ERA	Maryland Food Bank	Salisbury	Pantry	Wicomico
St. James AME Zion Church	ERA	Maryland Food Bank	Salisbury	Pantry	Wicomico (Total-6)
Diakonia, Inc	ERA	Maryland Food Bank	Ocean City	Pantry	Worcester
Helping Hand Outreach Mission	ERA	Maryland Food Bank	Pocomoke	Pantry	Worcester
PACA Enterprises	ERA	Maryland Food Bank	Snow Hill	Pantry	Worcester
Samaritan Ministries Inc.	ERA	Maryland Food Bank	Pocomoke	Soup Kitchen/Shelter	Worcester
Snow Hill Ecumenical Food Pantry	ERA	Maryland Food Bank	Snow Hill	Pantry	Worcester (Total-5)
Total Partner Agencies			*196*		

APPENDIX IV - MEMORANDUM OF AGREEMENT BETWEEN DEPARTMENT OF HUMAN SERVICES and THE MARYLAND FOOD BANK

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

MEMORANDUM OF AGREEMENT (MOA)

between

MARYLAND FOOD BANK

(TEFAP Sponsoring Agency)

and

ELIGIBLE RECIPIENT AGENCY (ERA)

(Emergency Food Pantry or Charitable Institution)

Name of Eligible Recipient Agency:		
Jurisdiction or County:		
Address:		
City:	State: MARYLAND	Zip code:
Phone:	Fax:	
Executive Director or Pastor:	Email:	
Eligible Recipient Agency Representative:	Email:	
Mailing Address (if different than site address):		

TEFAP Sponsoring Agency and the Charitable Institution have a common interest and goal of providing nutritious food to feed the hungry in their jurisdiction. To distribute USDA foods, the TEFAP Sponsoring Agency and the Eligible Recipient Agency must adhere to state guidelines and federal regulations 7 CFR 251 and 7 CFR 250 as applicable.

The term of this MOA is three (3) years, or until an update to program regulations and the MOA language is required, effective on the date the Agreement is fully executed. This agreement may be terminated by either party with thirty (30) days written notice.

The Maryland Food Bank (TEFAP Sponsoring Agency) agrees to:

1. Allocate available food to the pantry based on the jurisdiction's poverty and unemployment rates;

2. Provide materials needed to keep track of the people served, i.e., the Maryland Distribution Record;
3. Provide information and instructions needed to operate the program;
4. Provide the USDA Civil Rights, Customer Service, Conflict Resolution and Food Safety training, the “And Justice for All” non-discrimination poster and a copy of the USDA Complaint Form;
5. Verify the current tax-exempt status of the Eligible Recipient Agency annually and document such for DHS;
6. Provide current eligibility guidelines;
7. Provide a system in which the pantries can access the food in a timely manner;
8. Audit, inspect and review records, storage, utilization, and operation of the Emergency Food Assistance Program by the Food Pantry and/or Charitable Institution;

The Eligible Recipient Agency (Emergency Food Pantry or Charitable Institution) agrees to:

1. Accept and/or pick up authorized food(s) upon notification from the TEFAP Sponsoring Agency. If the authorized food is not accepted and/or picked up by the Eligible Recipient Agency, the food(s) will revert to a general pool to be re-released to other institutions;
2. Accept title to USDA Entitlement food(s) or USDA Bonus food(s) when in receipt of them;
3. Receive and distribute Entitlement food(s) or Bonus food(s) in accordance with current government regulations;
4. Distribute to only income eligible persons for household consumption, based on current eligibility guidance given by the TEFAP Sponsoring Agency. Eligibility is determined using the Maryland Self-Disclosure Form;
5. Store the foods off of the floor, in a clean facility which is sanitary and free from rodent, bird, insect, other animal infestation, and is kept at

proper temperatures: refrigerated food at 40 degrees or less and frozen food at 0 degrees or less;

6. Store the foods in a secure manner where unauthorized persons do not have access to it;
7. Report any food loss to the TEFAP Sponsoring Agency and complete all documentation as requested;
8. Maintain records and report monthly on the amount of food received, distributed to recipients and on hand;
9. Accept responsibility for any loss of food(s) due to negligence. If negligence is determined, the Eligible Recipient Agency is responsible for replacing the food or reimbursing the TEFAP Sponsoring Agency for the value of the food lost;
10. Have one person per household fill out the Maryland Self-Disclosure form to determine eligibility, and submit a monthly report with the number of individuals and households served to the TEFAP Sponsoring Agency;
11. Note the eligibility criteria, household size, recipient's and/or proxy's name/zipcode on the Maryland Self-Disclosure form that the recipient must complete and sign before receiving TEFAP material (food). (USDA food may be distributed along with other types of pantry food but the USDA food must be accounted for);
12. Request food from the TEFAP Sponsoring Agency based on historical information of households served;
13. Have the customer household (or proxy) complete the Maryland Self-Disclosure form at the beginning of each FFY or the first time during said FFY that the customer household or proxy receives TEFAP materials from the pantry;
14. Post the USDA non-discrimination poster, "And Justice for All", and the USDA Complaint form in areas visible and accessible to recipients;
15. Comply with attached Non-Discrimination Policy, Title VI of the Civil Rights Act 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing

regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines,28 CFR Part 50.3 and 42; and FNA directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives federal financial assistance from FNA; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement;

16. Clearly label all USDA food(s) stored at distribution sites as TEFAP;
17. Check the temperatures of freezers, coolers and dry storage daily and maintain records of such checks. As food distribution is occurring, temperatures should be checked daily;
18. Guarantee that no USDA food will be traded, transferred, or otherwise disposed of without prior approval of the TEFAP Sponsoring Agency;
19. Notify the TEFAP Sponsoring Agency of any leftover foods in excess of what can be safely stored or utilized within the distribution period. Do not keep inventory for more than three months;
20. Keep regular business hours during which recipients can be served or otherwise operate by appointment;
21. Allow inspection by state monitors, federal monitors and TEFAP Sponsoring Agency staff of the facility, food storage, inventory records, and the process for people/meals served;
22. Serve recipients in a courteous manner;
23. Maintain current tax-exempt status;
24. Attend the Civil Rights, Customer Service, Conflict Resolution and Food Safety training annually as provided by the TEFAP Sponsoring Agency;
25. Conduct and document Civil Rights, Customer Service, Conflict Resolution and Food Safety training annually for staff and volunteers who have direct contact with TEFAP recipients.

Required Signatures

ERA Representative (Print Name) Title

ERA Representative (Sign Name) Date

EFO Representative (Print Name) Title

EFO Representative (Sign Name) Date

TEFAP Sponsoring Agency (Print Name) Title

TEFAP Sponsoring Agency (Sign Name) Date

FOR DHS USE ONLY (New Applicants)
This certifies that the request to become a new Eligible Recipient Agency under The Emergency Food Assistance Program (TEFAP) has been reviewed by the State Administering Agency.

Name	Title	Date Approved	Date Disapproved

For all other FNA nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin (including limited English proficiency), religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. (Not all prohibited bases apply to all programs)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., braille, large print, audiotape, American Sign Language) should contact the responsible State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY).

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Office of the Assistant Secretary for Civil Rights (OASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

email: program.intake@usda.gov

This institution is an equal opportunity provider.

APPENDIX V – MEMORANDUM OF AGREEMENT BETWEEN A SPONSORING AGENCY AND EMERGENCY FEEDING ORGANIZATIONS

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

MEMORANDUM OF AGREEMENT FOR FISCAL YEAR 2026

between

MARYLAND FOOD BANK

(TEFAP Sponsoring Agency)

and

EMERGENCY FEEDING ORGANIZATION (EFO)

(Emergency Food Pantry or Charitable Institution)

Name of Emergency Feeding Organization:
Jurisdiction(s):
Address:

City:	State: MARYLAND	Zip code:
Phone:	Fax:	
Executive Director or Pastor:	Email:	
Emergency Feeding Organization Representative:	Email:	
Mailing Address (if different than site address):		

The TEFAP Sponsoring Agency and the Charitable Institution have a common interest and goal of providing nutritious food to feed the hungry in their jurisdiction. To distribute USDA foods, the TEFAP Sponsoring Agency and Emergency Feeding Organization must adhere to state guidelines and federal regulations 7 CFR 251 and 7 CFR 250 as applicable. This Agreement may be terminated by either party with 30 days written notice.

The Maryland Food Bank (TEFAP Sponsoring Agency) agrees to:

1. Pay the above Emergency Feeding Organization $_____ in administrative fees to operate the TEFAP program in the jurisdiction(s) listed above during the TEFAP fiscal year of 2026
2. Provide updated documents and forms at the beginning of each TEFAP fiscal year
3. Allocate available food to the EFO based on the jurisdiction's poverty and unemployment rates
4. Provide materials needed to keep track of the people served, i.e., the Maryland Distribution Record

5. Provide information and instructions needed to operate the program
6. Provide the USDA Civil Rights, Customer Service, Conflict Resolution and Food Safety training, the “And Justice for All” non-discrimination poster and a copy of the USDA Complaint Form
7. Verify the current 501(c)(3) status of the Emergency Feeding Organization annually and document such for DHS
8. Provide current eligibility guidelines
9. Provide a system in which the pantries can access the food in a timely manner
10. Audit, inspect and review records, storage, utilization, and operation of the Emergency Food Assistance Program by the EFO.

The Emergency Feeding Organization (Emergency Food Pantry or Charitable Institution) agrees to:

1. Operate TEFAP in accordance with USDA, DHS, and Maryland Food Bank regulations and guidelines
2. Manage official paperwork: collect paperwork and signed documents from ERAs, give signed copies to TEFAP Sponsoring Agency for DHS approval and keep copies on file at EFO offices
3. Perform biennial monitoring visits to Eligible Recipient Agencies (ERAs) that maintain good standing within your specific jurisdiction.
4. Accept and/or pick up authorized food(s) upon notification from the TEFAP Sponsoring Agency. If authorized food is not accepted and/or picked up by the Emergency Feeding Organization, the food(s) will revert to a general pool to be re-released to other institutions
5. Accept title to USDA Entitlement food(s) or USDA Bonus food(s) when in receipt of them
6. Receive and distribute Entitlement food(s) or Bonus food(s) in accordance with current government regulations
7. Distribute to only income eligible persons for household consumption, based on current eligibility guidance as given by the TEFAP Sponsoring Agency

8. Store the foods off of the floor in a clean facility which is sanitary and free from rodent, bird, insect and other animal infestation and at proper temperatures: refrigerated food at 40 degrees or less and frozen food at 0 degrees or less
9. Store the foods in a secure manner where unauthorized persons do not have access to it
10. Report any food loss to the TEFAP Sponsoring Agency and complete all documentation as requested
11. Maintain records of food received, distributed to recipients and inventory on hand
12. Accept responsibility for any loss of food(s) due to negligence. If negligence is determined the Emergency Feeding Organization is responsible for replacing the food or reimbursing the TEFAP Sponsoring Agency for the value of the food lost
13. Complete a Maryland Distribution Record, during the initial pantry intake, on each household, and submit to the TEFAP Sponsoring Agency the numbers of households served monthly upon request
14. Note the eligibility criteria, household size, recipient's and/or proxy's name/zipcode on the Maryland Distribution Record that the recipient must sign before receiving TEFAP material (food). (USDA food may be combined with other pantry food but the USDA food must be accounted for.)
15. Request food based on historical information of households served
16. Complete the Household Distribution Record each time the recipient and/or proxy receives TEFAP materials from a pantry
17. Post the USDA non-discrimination poster "And Justice for All" and the USDA Complaint Form in areas visible and accessible to recipients
18. Comply with attached Non-Discrimination Policy, Title VI of the Civil Rights Act 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) ; all provision required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines,28 CFR Part 50.3 and 42; and FNA directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national

origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNA; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement

19. Clearly label all USDA food(s) stored at distribution site as TEFAP
20. Check temperatures of freezers and coolers and dry storage daily and maintain records of such checks. The temperature of refrigerated foods should be at 40 degrees or less and frozen food at 0 degrees or less.
21. Guarantee that no USDA food will be traded, sold, transferred or otherwise disposed of without prior approval of the TEFAP Sponsoring Agency.
22. Notify the TEFAP Sponsoring Agency of any leftover foods in excess of what can be safely stored or utilized within the distribution period.
23. Have regular business hours during which recipients can be served or otherwise operate by appointment.
24. Allow inspection by state monitors, federal monitors and TEFAP Sponsoring Agency staff, of the facility, food storage, inventory records and the process for people/meals served.
25. Serve recipients in a courteous manner.
26. Maintain current non-profit status.
27. Attend the Civil Rights, Customer Service, Conflict Resolution and Food Safety training annually as provided by the TEFAP Sponsoring Agency.
28. Conduct and document Civil Rights, Customer Service, Conflict Resolution and Food Safety training annually for staff and volunteers who have direct contact with TEFAP recipients.

EFO Representative (When Applicable) (Print Name) Title

EFO Representative (When Applicable) (Sign Name) Date

_____

TEFAP Sponsoring Agency Representative (Print Name) Title

_____

TEFAP Sponsoring Agency Representative (Sign Name) Date

FOR DHS USE ONLY (New Applicants)			
This certifies that the request to become a new Eligible Recipient Agency under The Emergency Food Assistance Program (TEFAP) has been reviewed by the State Administering Agency.			
Name	Title	Date Approved	Date Disapproved

For all other FNA nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin (including limited English proficiency), religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity in any

program or activity conducted or funded by USDA. (Not all prohibited bases apply to all programs)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., braille, large print, audiotape, American Sign Language) should contact the responsible State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY).

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Office of the Assistant Secretary for Civil Rights (OASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

email: program.intake@usda.gov

This institution is an equal opportunity provider.

APPENDIX VI- MEMORANDUM OF AGREEMENT BETWEEN DEPARTMENT OF HUMAN SERVICES AND CAPITAL AREA FOOD BANK

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

MEMORANDUM OF AGREEMENT (MOA)

between

CAPITAL AREA FOOD BANK

(TEFAP Sponsoring Agency)

and

ELIGIBLE RECIPIENT AGENCY (ERA)

(Emergency Food Pantry or Charitable Institution)

Name of Eligible Recipient Agency:		
Address:		
City:	State: MARYLAND	Zip code:
Phone:	Fax:	
Executive Director or Pastor:	Email:	
Eligible Recipient Agency Representative:	Email:	

Mailing Address (if different than site address):

The TEFAP Sponsoring Agency and the Charitable Institution have a common interest and goal of providing nutritious food to feed the hungry in their jurisdiction. In order to distribute USDA foods, the TEFAP Sponsoring Agency and the Eligible Recipient Agency must adhere to state guidelines and federal regulations 7 CFR 251 and 7 CFR 250 as applicable.

The term of this MOA is three (3) years, or until an update to program regulations and the MOA language is required, effective on the date the Agreement is fully executed. This Agreement may be terminated by either party with thirty (30) days written notice.

The Capital Area Food Bank (TEFAP Sponsoring Agency) agrees to:

1. Allocate available food to the pantry based on the jurisdiction's poverty and unemployment rates.
2. Provide materials needed to keep track of the people served, i.e., the Maryland Distribution Record.
3. Provide information and instructions needed to operate the program.
4. Provide the USDA Civil Rights, Customer Service, Conflict Resolution and Food Safety training, the "And Justice for All" non-discrimination poster and a copy of the USDA Complaint Form.
5. Verify the current tax-exempt status of the Eligible Recipient Agency annually and document for DHS.
6. Provide current eligibility guidelines.
7. Provide a system in which the pantries can access the food in a timely manner.
8. Audit, inspect and review records, storage, utilization, and operation of the Emergency Food Assistance Program by the Food Pantry and/or Charitable Institution.

The Eligible Recipient Agency (Emergency Food Pantry or Charitable Institution) agrees to:

1. Accept and/or pick up authorized food(s) upon notification from the TEFAP Sponsoring Agency. If the authorized food is not accepted and/or picked up by the Eligible Recipient Agency, the food(s) will revert to a general pool to be re-released to other institutions.

2. Accept title to USDA Entitlement food(s) or USDA Bonus food(s) when in receipt of them.
3. Perform biennial monitoring visits to Eligible Recipient Agencies (ERAs) that maintain good standing within your specific jurisdiction.
4. Receive and distribute Entitlement food(s) or Bonus food(s) in accordance with current government regulations.
5. Distribute to only income eligible persons for household consumption, based on current eligibility guidance given by the TEFAP Sponsoring Agency. Eligibility is determined using the Maryland Self-Disclosure Form.
6. Store the foods off of the floor, in a clean facility which is sanitary and free from rodent, bird, insect, other animal infestation, and is kept at proper temperatures: refrigerated food at 40 degrees or less and frozen food at 0 degrees or less.
7. Store the foods in a secure manner where unauthorized persons do not have access to it.
8. Report any food loss to the TEFAP Sponsoring Agency and complete all documentation as requested.
9. Maintain records and report monthly on the amount of food received, distributed to recipients and on hand.
10. Accept responsibility for any loss of food(s) due to negligence. If negligence is determined, the Eligible Recipient Agency is responsible for replacing the food or reimbursing the TEFAP Sponsoring Agency for the value of the food lost.
11. Have one person per household fill out the Maryland Self-Disclosure form to determine eligibility and submit a monthly report with the number of individuals and households served to the TEFAP Sponsoring Agency.
12. Note the eligibility criteria, household size, recipient's and/or Proxy's name/zipcode on the Maryland Self-Disclosure form that the recipient must complete and sign before receiving TEFAP material (food). (USDA food may be distributed along with other types of pantry food but the USDA food must be accounted for).
13. Request food from the TEFAP Sponsoring Agency based on historical information of households served.
14. Have the customer household (or proxy) complete the Maryland Self-Disclosure form at the beginning of each FFY or the first time during

said FFY that the customer household or proxy receives TEFAP materials from the pantry.

15. Post the USDA non-discrimination poster, “And Justice for All”, and the USDA Complaint form in areas visible and accessible to recipients.
16. Comply with attached Non-Discrimination Policy, Title VI of the Civil Rights Act 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) ; all provision required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines,28 CFR Part 50.3 and 42; and FNA directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNA; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
17. Clearly label all USDA food(s) stored at distribution sites as TEFAP.
18. Check the temperatures of freezers, coolers and dry storage daily and maintain records of such checks. As food distribution is occurring, temperatures should be checked thrice daily.
19. Guarantee that no USDA food will be traded, transferred, or otherwise disposed of without prior approval of the TEFAP Sponsoring Agency.
20. Notify the TEFAP Sponsoring Agency of any leftover foods in excess of what can be safely stored or utilized within the distribution period. Do not keep inventory for more than three months.
21. Keep regular business hours during which recipients can be served or otherwise operate by appointment.
22. Allow inspection by state monitors, federal monitors, and TEFAP Sponsoring Agency staff of the facility, food storage, inventory records, and the process for people/meals served.
23. Serve recipients in a courteous manner.
24. Maintain current tax-exempt status.
25. Attend the Civil Rights, Customer Service, Conflict Resolution and Food Safety training annually as provided by the TEFAP Sponsoring Agency.
26. Conduct and document Civil Rights, Customer Service, Conflict Resolution and Food Safety training annually for staff and volunteers who have direct contact with TEFAP recipients.

Required Signatures

_____

ERA Representative (Print Name) Title

_____

ERA Representative (Sign Name) Date

_____

EFO Representative (Print Name) Title

_____

EFO Representative (Sign Name) Date

_____

TEFAP Sponsoring Agency (Print Name) Title

_____

TEFAP Sponsoring Agency (Sign Name) Date

FOR DHS USE ONLY (New Applicants)

This certifies that the request to become a new Eligible Recipient Agency under The Emergency Food Assistance Program (TEFAP) has been reviewed by the State Administering Agency.			
Name	Title	Date Approved	Date Disapproved

For all other FNA nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin (including limited English proficiency), religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. (Not all prohibited bases apply to all programs)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., braille, large print, audiotape, American Sign Language) should contact the responsible State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY).

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Office of the Assistant

Secretary for Civil Rights (OASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

email: program.intake@usda.gov

This institution is an equal opportunity provider.

APPENDIX VII- TEFAP SELF-DISCLOSURE FORM FOR APPLICANTS

Maryland
Department of Human Services

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)
MARYLAND SELF DISCLOSURE FORM
Updated FFY26

SITE: DATE: NUMBER IN HOUSEHOLD:

CATEGORY OF ELIGIBILITY: CHECK WHAT APPLIES

_____ SNAP Recipient
_____ Medical Assistance Recipient
_____ TANF Recipient
_____ Unemployment Recipient
_____ Energy Assistance Recipient
_____ Household income at or below 185% of the Federal Poverty Guidelines as shown below:

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)
Income Eligibility Guidelines: 2026

Household Size	Annual Income	Monthly Income	Bi-Weekly Income	Weekly Income
1	$29,526	$2,461	$1,136	$568
2	$40,034	$3,337	$1,540	$770
3	$50,542	$4,212	$1,944	$972
4	$61,050	$5,088	$2,348	$1,175
5	$71,558	$5,964	$2,752	$1,377

6	$82,066	$6,839	$3,156	$1,579
7	$92,574	$7,715	$3,561	$1,781
8	$103,082	$8,591	$3,965	$1,983
For each additional household member add:	+ $10,508	+ $876	+ $404	+ $203

*It is at the discretion of each ERA/EFO to determine the formula they will use to distribute TEFAP food based on household size.

APPLICANT

NAME(PRINT): _____

_____

ZIP CODE

AUTHORIZED PROXY

NAME(PRINT): _____

_____

ZIP CODE

USDA Nondiscrimination Statement

All FNA nutrition assistance programs, State or local agencies, and their sub-recipients must post the following Nondiscrimination Statement:

In accordance with Federal law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin (including limited English proficiency), religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. (Not all prohibited bases apply to all programs)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., braille, large print, audiotape, American Sign Language) should contact the responsible State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY).

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Office of the Assistant Secretary for Civil Rights (OASCR) about the nature and date of an alleged civil rights violation. The

completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

email: program.intake@usda.gov

This institution is an equal opportunity provider.

APPENDIX VIII – TEFAP PANTRY MONITORING WORKSHEET

Maryland
Department of Human Services

OFFICE OF COMMUNITY GRANTS
THE EMERGENCY FOOD ASSISTANCE PROGRAM
PANTRY MONITORING WORKSHEET
Updated FFY26

DATE: _____

SPONSORING AGENCY: _____

NAME OF PANTRY: _____

ADDRESS: _____

PHONE: _____

PANTRY DIRECTOR: _____

PERSON INTERVIEWED, IF NOT DIRECTOR, AND TITLE: _____

Will site visits be conducted during a food distribution? **( )Yes ( )No**

I. SERVICE AREA

1. Geographical area/communities served:	
2. Sub-sites:	
3. Number of households/individuals served:	
4. Days and hours of operation:	

II. PANTRY CHARACTERISTICS AND ADEQUACY

ITEM	POOR	GOOD	EXCELLENT
5. Pantry visibility/ General access			
6. Waiting area			
7. Flow of crowd			
8. Person with Disabilities Accessibility			
9. Parking			
10. Signs/notices			
Comments/observations:			

III. HANDLING OF FOOD - USDA foods

1. Amount of USDA foods in stock:			
ITEM CASES	**# CASES**	**ITEM**	**#CASES**

2. When was USDA food delivered to the pantry?	
3. Were there any problems concerning your delivery?	
4. For how many households/individuals was the food delivery based on?	
5. Describe any non-program USDA foods being distributed and their sources.	
6. Describe storage of food items at the pantry?	
7. Adequate security against theft?	
8. Are the perishable products kept cool?	**( )Yes ( )No**
9. Describe any spoilage, damage, or mis-packaging of USDA foods:	

10. Are any repackaged or exposed food items distributed?	
11. Are bags and boxes provided to recipients for carrying food?	**( )Yes ( )No**
12. Describe arrangements to handle foods not used:	
a. Storage location(s):	
b. Are food items stored in different locations from chemicals & cleaning products?	**( )Yes ( )No**
c. Infestation/ sanitation control measures:	
d. Refrigeration for perishable items:	
3. Refrigerated foods should be stored at 40-41 degrees Fahrenheit or lower; 4. Frozen foods should be stored at 0 degrees Fahrenheit or lower; 5. Store foods only in designated food storage areas; 6. Store foods at least 6" off of the floor; 7. Store foods at least 4" away from walls (generally accepted practices call for anywhere between 4" to 18"); 8. Food should never be stored near chemicals or pesticides; 9. Food should be stored in areas that are well ventilated at all times; and 10. FIFO (first in, first out) guidelines should always be followed.	
e. When transported?	
f. How long will items be stored?	
g. Is there a stock rotation plan in place (i.e.: FIFO- first in, first out)? Yes / No	**( )Yes ( )No**

13. How are these USDA foods ultimately handled?	
a. Emergency feeding?	
b. Transfer? If so, to whom?	**( )Yes ( )No**
c. Does the pantry have an acceptable transfer form?	**( )Yes ( )No**

IV. STAFFING

14. Use of Personnel	**Number Paid**	**Volunteers**	**Total**
Eligibility Determination			
Food Distribution			
Other			
Total			

15. Is staffing adequate for caseload?	**( )Yes ( )No**
16. Identify the sources of volunteers:	
17. Describe staff training and guidance materials:	

V. ELIGIBILITY AND PROCESSING PROCEDURES

5. Describe registration system used:	

6. Describe any non-compliance with program eligibility:	
7. Describe any non-compliance with income eligibility:	
8. Are income declarations permitted?	**( )Yes ( )No**
9. Is the eligibility based on total household size and income?	**( )Yes ( )No**
10. Are food guide rates followed?	**( )Yes ( )No**
11. Are food substitutions allowed?	**( )Yes ( )No**
12. Do procedures discriminate against any eligible individuals?	**( )Yes ( )No**
13. Describe arrangements for serving the homebound and for persons with disabilities: :	
14. Are proxies permitted to pick up foods?	**( )Yes ( )No** If Yes, proxy identified? **( )Yes ( )No**
15. Describe any problems with ineligible persons attempting to participate in the Program:	
16. Describe any arrangements for	

serving the homeless population?	
17. What is the procedure to ensure that USDA food products are not sold, traded, bartered, or exchanged for cash donations?	
18. Describe any unique or special procedures used at the pantry that might be helpful to others or have proved to be effective locally:	
19. Number of household distribution receipts/applications examined:	

20. Number of errors found:	
Household size/Individuals Served:	Eligibility Criteria:
Quantities rec'd:	Date:
Site:	Zip Code Recorded:
21. Describe significant errors found:	

VI. RECORD KEEPING PROCEDURES

22. Has the recipient maintained records for three years? **( )Yes ( )No**

Monitor must verify 10 case records per fiscal year, if applicable, that are accessible and available for the following years:

- FY 2023

• FY 2024 • FY 2025

All TEFAP forms are required to be stored, physically or digitally, on site for a minimum of three years per federal and state requirements.

VII. LOCAL MONITORING AND REPORTING

1. Is the receipt signed for USDA foods delivered to the pantry?	**( )Yes ( )No**
2. Are USDA foods counted?	**( )Yes ( )No**
3. Is there a supervisor at the pantry at all times?	**( )Yes ( )No**
4. How is the pantry monitored locally?	
5. What internal reports are prepared documenting the distribution?	

VIII. NON- DISCRIMINATION

1. Do potentially eligible persons and households have an equal opportunity to participate in the program? **( )Yes ( )No**

2. Are pantries displaying the USDA nondiscrimination posters in prominent areas?
   ( )Yes ( )No

3. Is the nondiscrimination statement included on all printed materials such as applications, pamphlets, forms, or any other program materials distributed to the public?
   ( )Yes ( )No

If not, why?

_____

_____

4. a. Is program information being made available to potential eligible persons, program applicants, and participants? **( )Yes ( )No**

   b. Is program information being provided in a bilingual manner where services are being delivered in a language minority area? **( )Yes ( )No**

   c. Are program changes publicized such as: revised eligibility standards, new locations, hours of operation, etc.? **( )Yes ( )No**

   d. Is the pantry providing program information on a regular basis to organizations, especially minority and grassroots organizations within the community that may assist the local agency in reaching potential eligible populations? **( )Yes ( )No**

5. Are Civil Rights complaints being handled in accordance with Federal procedures or other regulations, policies, and guidance? **( )Yes ( )No**

6. Is the Civil Rights Discrimination Complaint Form displayed and easily accessible to participants/ applicants? **( )Yes ( )No**

7. Has the local agency or site conducted Civil Rights Training for its staff? **( )Yes ( )No**

8. Describe TDD or alternative telecommunications system used to communicate with hearing or speech impaired:

_____

_____

9. Have there been any complaints of discrimination made in the past year? **( )Yes ( )No**

   If yes, describe the complaint and provide information regarding the corrective action taken to resolve the complaint:

_____

_____

10. Are the "Written Notice of Beneficiary Rights" and the "Beneficiary Referral Request" flyers/forms prominently displayed and available? **( )Yes ( )No**

IX. LOCAL PARTICIPATION AND SATISFACTION

2. Describe level of participation:	
3. If fluctuating, why?	
4. Are all food programs eligible groups/needy communities getting the foods?	
5. Are foods satisfactory?	
6. Are quantities satisfactory?	
7. What foods would you like to see more of?	
8. What foods would you like to see less of?	
9. Describe any complaints received:	
10. Have complaints been resolved?	**( )Yes ( )No**
11. Describe resolution procedures	

X. COMMENTS/ SUGGESTIONS/ GENERAL OBSERVATIONS

_____

_____

_____

XI. CORRECTIVE ACTION REQUIRED

_____

_____

_____

Field Monitor:	**Date:**
ERA Representative:	**Date:**
ERA Representative Printed Name:	

APPENDIX IX – TEFAP SOUP KITCHEN AND SHELTER MONITORING WORKSHEET

Maryland
Department of
Human Services

OFFICE OF COMMUNITY GRANTS
THE EMERGENCY FOOD ASSISTANCE PROGRAM
SOUP KITCHEN/SHELTER MONITORING WORKSHEET
Updated FFY26

DATE_____

SPONSORING AGENCY: _____

NAME OF SOUP
KITCHEN/SHELTER: _____

ADDRESS: _____

PHONE: _____

SOUP KITCHEN/SHELTER DIRECTOR: _____

PERSON INTERVIEWED, IF NOT DIRECTOR, AND TITLE: _____

Will site visits be conducted during a food distribution? **( )Yes ( )No**

I. SERVICE AREA

1. Geographical area/communities served:	
2. Sub-sites:	
3. Number of households/Individuals served:	
4. Days and hours of operation:	

II. SOUP KITCHEN/SHELTER CHARACTERISTICS AND ADEQUACY

ITEM	POOR	GOOD	EXCELLENT
1. Dining room/ General access			
2. Waiting area			
3. Flow of crowd			
4. Persons with Disabilities Accessibility			
5. Parking			
6. Signs/notices			

Comments/observations:

III. HANDLING OF FOOD USDA foods:

1. Amount of USDA foods in stock:			
ITEM CASES	**# CASES**	**ITEM**	**#CASES**

2. When was food delivered to the soup kitchen/shelter?	
3. Were there any problems concerning your delivery?	
4. How many meals/individuals was the food delivery based on?	
5. Describe any non-program USDA foods being distributed and their sources?	
6. Describe storage of food items at the soup kitchen.	

7. Describe procedures for preparing and serving meals.	
8. Are USDA foods stored separately from household cleaning products and chemicals?	**( )Yes ( )No**
9. Are food items inventoried and used based on a stock rotation system (First In, First Out)?	**( )Yes ( )No**
10. Is there adequate security against thrift? please provide details..	**( )Yes ( )No**
11. Are perishable products kept cool?	**( )Yes ( )No**
● Refrigerated foods should be stored at 40-41 degrees Fahrenheit or lower; ● Frozen foods should be stored at 0 degrees Fahrenheit or lower; ● Store foods only in designated food storage areas; ● Store foods at least 6” off of the floor; ● Store foods at least 4” away from walls (generally accepted practices call for anywhere between 4” to 18”); ● Food should never be stored near chemicals or pesticides; ● Food should be stored in areas that are well ventilated at all times; and ● FIFO (first in, first out) guidelines should always be followed.	
12. Describe any spoilage, damage, or mispackaging of USDA foods.	
13. Are there any repackaged or exposed food items distributed?	**( )Yes ( )No**
14. Describe arrangements for	

USDA foods not being distributed:	
a. Storage location	
b. Refrigeration for perishable items	
c. USDA food transport	
d. Storage lengths	

IV. STAFFING

1. Is staffing adequate for caseload?	**( )Yes ( )No**
2. Identify the sources of volunteers:	
3. Describe staff training and guidance materials:	

V. LOCAL MONITORING AND REPORTING

1. Is the receipt signed for USDA foods delivered to the kitchen/shelter?	**( )Yes ( )No**
2. Are USDA foods counted?	**( )Yes ( )No**
3. Is there a supervisor there during mealtimes?	**( )Yes ( )No**
4. How is the kitchen monitored locally?(Ex Health Department certificate displayed?)	

5. What internal reports are prepared documenting the meals provided and individuals served?	

VI. RECORD KEEPING PROCEDURES

1. Has the recipient maintained records for three years? **( )Yes ( )No**

   Monitor must verify 10 case records per fiscal year, if applicable, that are accessible and available for the following years:
   - FY 2023
   - FY 2024
   - FY 2025

All TEFAP forms are required to be stored, physically or digitally, on site for a minimum of three years per federal and state requirements.

VII. NON- DISCRIMINATION

1. Do potentially eligible persons and households have an equal opportunity to participate in the program? **( )Yes ( )No**

2. Are soup kitchens displaying the USDA nondiscrimination posters in prominent areas?
   ( )Yes ( )No

3. Is the nondiscrimination statement included on all printed materials such as applications, pamphlets, forms, or any other program materials distributed to the public?
   ( )Yes ( )No

   If not, why not?
   _____

   _____

4. a. Is program information being made available to potential eligible persons, program applicants, and participants? **( )Yes ( )No**

   b. Is program information being provided in a bilingual manner where services are being delivered in a language minority area? **( )Yes ( )No**

c. Are program changes publicized such as: revised eligibility standards, new locations, hours of operation, etc.? **( )Yes ( )No**

d. Is the soup kitchen providing program information on a regular basis to organizations, especially minority and grassroots organizations within the community that may assist the local agency in reaching potential eligible populations? **( )Yes ( )No**

5. Are Civil Rights complaints being handled in accordance with Federal procedures or other regulations, policies, and guidance? **( )Yes ( )No**

6. Is the Civil Rights Discrimination Complaint Form displayed and easily accessible to participants/ applicants? **( )Yes ( )No**

7. Has the local agency or site conducted Civil Rights Training for its staff?
( )Yes ( )No

8. Describe TDD or alternative telecommunications system used to communicate with hearing or speech impaired:

_____

_____

9. Have there been any complaints of discrimination made in the past year?
( )Yes ( )No

If yes, describe the complaint and provide information regarding the corrective action taken to resolve the complaint:

_____

_____

10. Is the "Written Notice of Beneficiary Rights" and the "Beneficiary Referral Request" flyers/forms prominently displayed and available? **( )Yes ( )No**

VIII. LOCAL PARTICIPATION AND SATISFACTION

1. Describe level of participation:	
2. If fluctuating, why?	

3. Are all food programs eligible groups/needy communities getting the foods?	**( )Yes ( )No**
4. Are foods satisfactory?	
5. Are quantities satisfactory?	
6. What foods would you like to see more of?	
7. What foods would you like to see less of?	
8. Describe any complaints received:	
9. Have complaints been resolved?	**( )Yes ( )No**
10. Describe resolution procedures	

IX. COMMENTS/ SUGGESTIONS/ GENERAL OBSERVATIONS

_____

_____

_____

X. CORRECTIVE ACTION REQUIRED

_____

_____

_____

Field Monitor:	**Date:**
ERA Representative:	**Date:**
ERA Representative Printed Name:	

APPENDIX X – TEFAP REVIEW WORKSHEET FOR EMERGENCY FEEDING ORGANIZATIONS

Maryland
Department of Human Services

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)
EMERGENCY FEEDING ORGANIZATION (EFO) REVIEW WORKSHEET
Updated FFY26

DATE: _____

SPONSORING AGENCY: _____

JURISDICTION:: _____

NAME OF EFO:: _____

ADDRESS OF EFO:: _____

PERSON INTERVIEWED AND TITLE:: _____

TELEPHONE NUMBER:: _____

DAYS AND HOURS OF OPERATION: _____

Will site visits be conducted during a food distribution? **( )Yes ( )No**

I. STATISTICAL PROFILE

	Number of Pantries served
	Number of soup kitchens served

	Number of shelters served
	Average number of households/individuals served monthly
	Number of volunteers utilized

II. **ELIGIBILITY DETERMINATIONS**

1. Are eligibility determinations taken prior to or in conjunction with the distribution of USDA foods?	
2. Describe if the process of eligibility determination is made at ERA or EFO level.	
3. If eligibility determinations are not made at ERA, do ERA have documentation on eligible recipients?	**( )Yes ( )No**
4. How frequently is a household/individual certified for eligibility?	
5. Do ERAs base eligibility determinations on criteria listed on the Maryland Self-Disclosure form?	**( )Yes ( )No**
6. Are the perishable products kept cool?	**( )Yes ( )No**

7. Are there any other criteria considered for eligibility? If yes, what are they?	**( )Yes ( )No**
8. Are income declarations accepted?	**( )Yes ( )No**
9. Are they based on the gross income of all household members?	**( )Yes ( )No**
10. Is eligibility determination supervised by a person(s) trained in procedures and current requirements?	**( )Yes ( )No**
11. Is the Client's confidentiality always maintained	**( )Yes ( )No**
12. Is a current copy of the eligibility criteria supplied to each site?	**( )Yes ( )No**
13. Describe procedures under which authorized representatives, or a proxy are permitted to apply for a recipient.	

III. <u>FOOD ORDERING, DISTRIBUTION, PARTICIPATION, and SATISFACTION</u>

1. Describe the method used in determining amounts of USDA food needed for each	

distribution? If quarterly participation is subject to large fluctuations, what are the causes, and can they be predicted?	
2. Do households and/or individuals sign up for the amounts of food that they receive?	**( )Yes ( )No**
3. What are the methods used to inform the public of non-discrimination and reporting fraud and abuse?	**( )Yes ( )No**
4. Briefly describe the methods used to publicize food distribution.	
5. Are all food offered to the EFO accepted? If not, why?	**( )Yes ( )No**
6. Are USDA foods satisfactory?	**( )Yes ( )No**
7. Are USDA food quantities satisfactory?	
8. What new USDA foods should USDA include as menu options(Based on feedback)?	
9. What current USDA foods should be discontinued or	

substituted(Based on feedback)?	

IV. SHIPPING AND HANDLING PROCEDURES

1. Are USDA foods counted each time they are unloaded?	**( )Yes ( )No**
2. Are shortages or damages noted on receipts and reported?	**( )Yes ( )No**
3. Is each pantry/soup kitchen aware in advance of the quantities they are to receive and the expected time of delivery?	**( )Yes ( )No**
4. Describe any problems with delivery.	
5. Do the vehicles you use for delivery or pick-up provide protection against weather, spoilage and theft?	**( )Yes ( )No**
6. Are vehicles loaded to facilitate unloading at pantries and to minimize damage in transit?	
7. What is the procedure to ensure that USDA food products are not sold, traded, bartered or exchanged for cash donations?	

V. STORAGE AND WAREHOUSING PRACTICES

1. When USDA foods are picked up from the Sponsoring Agency are they delivered directly to the pantries? If not, explain.	**( )Yes ( )No**
2. What is the procedure to ensure that any excess USDA foods held by the EFO or pantries do not spoil or deteriorate?	
3. Explain procedures used by pantries in reporting spoilage, theft or damage of USDA foods (identify forms and contact persons).	
4. Explain procedure for disposal of foods unfit for distribution.	
5. Are there adequate controlled temperature areas at each pantry?	**( )Yes ( )No**

6. Are refrigerated items stored at temperatures of 40 degrees F or below and frozen products stored at 0 degrees F or below, as per USDA Guidelines?	**( )Yes ( )No**
7. Is food stacked off the floor and away from chemicals and household cleaning products?	**( )Yes ( )No**
8. Are USDA foods stored in areas that are sanitary and free from rodent, bird, insect and other animal infestation?	**( )Yes ( )No**
9. Has at least one person at each pantry been designated to account for all foods received, distributed or shipped to another location?	**( )Yes ( )No**
10. Does the food bank have a valid/current inspection certificate from either the Maryland Department of Health or the District of Columbia Department of Health?	**( )Yes ( )No**

11. Are USDA foods stored in a manner that permits them to be distinguished from other foods (such as donated and purchased foods)?	**( )Yes ( )No**

VI. INVENTORY

1. Is there a record for foods received by each pantry?	**( )Yes ( )No**
2. Is food counted, and receipts signed at each receiving point?	**( )Yes ( )No**
3. Are all transfers of food documented? **( )Yes ( )No**	
a. Is a standard transfer form used?	**( )Yes ( )No**
b. Provision for signatures?	**( )Yes ( )No**
4. Has MD DHS approved transfers to feeding partners outside of the EFO's network of pantries prior to actual transfer?	**( )Yes ( )No**
5. Are all losses or discrepancies in inventory reported to EFO by pantries?	**( )Yes ( )No**
6. Explain how pantries document and report foods distributed for each reporting period.	

VII. SITE APPROVAL

7. Are any private homes or inappropriate facilities used for food distribution?	**( )Yes ( )No**
8. Has current 501(c) 3 statuses been verified of EFO and ERAs?	**( )Yes ( )No**
9. Are pantries clean, odor free and free of infestation from birds, rodents, insects, and other animals?	**( )Yes ( )No**
10. Are pantries utilized that will allow proper parking, close to bus stops, close to the neighborhood it serves, etc.?	**( )Yes ( )No**
11. Are expenditures charged to the proper fiscal period?	**( )Yes ( )No**
12. Are any indirect costs being charged to TEFAP? If so, how are they calculated?	**( )Yes ( )No**
13. Are expenditure reports provided to the Sponsoring Agency?	**( )Yes ( )No**
14. Are distribution receipts for all households served available at EFO or pantry level?	**( )Yes ( )No**

15. Are the distribution receipts available for at least the past three years?	**( )Yes ( )No**
16. Are eligibility determinations recorded on the distribution receipt?	**( )Yes ( )No**

17. Do current forms provide the following data?	
Household size/Individuals Served:	Eligibility Criteria:
Quantities Received:	Date:
Site:	Zip Codes Recorded:
Describe significant errors found:	

VIII. RECORD KEEPING PROCEDURES

1. Has the recipient maintained records for three years? **( )Yes ( )No**

   Monitor must verify 10 case records per fiscal year, if applicable, that are accessible and available for the following years:
   - FY 2023
   - FY 2024
   - FY 2025

All TEFAP forms are required to be stored, physically or digitally, on site for a minimum of three years per federal and state requirements.

2. Are files maintained on all complaints and allegations of fraud or abuse?	**( )Yes ( )No**
3. Are copies of distribution announcements and publicity available?	**( )Yes ( )No**

4. Are all reports submitted to the Sponsoring Agency on a timely basis?	**( )Yes ( )No**
5. Do the reports accurately account for: ● USDA foods? ● Households/ Individuals served?	**( )Yes ( )No**
6. Is there a current inventory of any equipment purchased with TEFAP funds? If so, please provide copies.	**( )Yes ( )No**
7. Is all TEFAP funded equipment accounted for (if applicable)?	**( )Yes ( )No**

IX. NON-DISCRIMINATION

1. Do potentially eligible persons and households have an equal opportunity to participate in the program? **( )Yes ( )No**

2. Are pantries displaying the USDA nondiscrimination posters in prominent areas? **( )Yes ( )No**

3. Is the nondiscrimination statement included on all printed materials such as applications, pamphlets, forms, or any other program materials distributed to the public? **( )Yes ( )No**

   If not, why?
   _____
   _____

4. a. Is program information being made available to potential eligible persons, program applicants, and participants? **( )Yes ( )No**

   b. Is program information being provided in a bilingual manner where services are being delivered in a language minority area? **( )Yes ( )No**

c. Are program changes publicized such as: revised eligibility standards, new locations, hours of operation, etc.? **( )Yes ( )No**

d. Is the pantry providing program information on a regular basis to organizations, especially minority and grassroots organizations within the community that may assist the local agency in reaching potential eligible populations? **( )Yes ( )No**

5. Are Civil Rights complaints being handled in accordance with Federal procedures or other regulations, policies, and guidance? **( )Yes ( )No**

6. Is the Civil Rights Discrimination Complaint Form displayed and easily accessible to participants/ applicants? **( )Yes ( )No**

7. Has the local agency or site conducted Civil Rights Training for its staff?
( )Yes ( )No

8. Describe TDD or alternative telecommunications system used to communicate with hearing or speech impaired:

_____

_____

9. Have there been any complaints of discrimination made in the past year?
( )Yes ( )No

If yes, describe the complaint and provide information regarding the corrective action taken to resolve the complaint:

_____

_____

10. Are the "Written Notice of Beneficiary Rights" and the "Beneficiary Referral Request" flyers/forms prominently displayed and available? **( )Yes ( )No**

X. INTERNAL MONITORING

1. Briefly describe monitoring procedures conducted by the EFO:	

2. When was a review of distribution records last conducted.	
3. Does the EFO investigate and take appropriate action on reports of households receiving more than one allocation or found ineligible for USDA Foods?	**( )Yes ( )No**
4. Have all incidents of fraud or abuse been reported to the Sponsoring and State Agency?	**( )Yes ( )No**
5. Have all cases of theft exceeding $500 (single or multiple) occurrences been reported to law enforcement officials?	**( )Yes ( )No**
6. Date of last MD DHS TEFAP monitoring visit.	
7. Did the monitor examine program operations?	**( )Yes ( )No**

XI. COMMENTS AND SUGGESTIONS

1. Record any areas of technical assistance that the Sponsoring Agency or State Agency could provide EFOs.	

2. Are there any problems that have not been addressed during this review?	
3. Suggestions to improve the program.	

Field Monitor:	**Date:**
ERA Representative:	**Date:**
ERA Representative Printed Name:	

APPENDIX XI –TEFAP CIVIL RIGHTS TRAINING LOG

The Emergency Food Assistance Program (TEFAP) - Civil Rights Training Log

Date: ___/ ___/ ___

Sponsoring Agency: _____

Attendees

Print Name	Signature	Organization

Please use additional sheets, if needed

APPENDIX XII – TEFAP PRE-AWARD CIVIL RIGHTS QUESTIONNAIRE

PRE-AWARD CIVIL RIGHTS QUESTIONNAIRE – THE EMERGENCY FOOD ASSISTANCE PROGRAM

Instructions

The following questionnaire must be submitted by all applicant agencies. The questionnaire must be answered in its entirety and signed by an authorized official prior to submission. Please be informed that failure to comply with this procedure may delay the application process.

Purpose

Civil rights laws and regulations ensure equal access to federally assisted programs regardless of a person's race, color, national origin, age, sex or disability. Organizations that apply for the opportunity to operate federally assisted programs must demonstrate their ability to comply with such civil rights laws and regulations *prior* to receiving approval to conduct the programs.

Questions

1. What method(s) will be used to recruit participants? (Some examples may include, but are not limited to, applications, open enrollment, referrals from social welfare, courts, etc.)

_____

_____

_____

2. Is the FNA nondiscrimination statement appropriately included in the agency's admissions requirements? Please provide a sample document.

_____

_____

3. Provide examples of how the program will be publicly announced to all potential participants regardless of race, color, national origin, age, sex or disability. Attach copies of relevant brochures, news articles, bulletins, television and/or radio ads, etc. Include documentation of efforts to inform community organizations about the program,

Including copies of letters, lists of organizations contacted.

_____

_____

4. Does the present location of the facility deny potential participants access to benefits based on race, color, national origin, age, sex or disability?

_____

_____

5. Using the following definitions of ethnicity and race, provide an estimate (in percentages) of the ethnic and racial makeup of the population to be served.

Ethnicity

1. *Hispanic or Latino*. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic or Latino.”
2. *Not Hispanic or Latino*.

Race

1. *American Indian or Alaskan Native*. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. *Asian*. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

3. *Black or African American*. A person who has origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to ‘Black or African American.’
4. *Native Hawaiian or Other Pacific Islander*. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. W*hite*. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnicity

Hispanic or Latino	Non-Hispanic or Latino

Race

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White

4. Provide the ethnic and racial makeup of any planning or advisory committees.

Ethnicity

Hispanic or Latino	Non-Hispanic or Latino

Race

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White

5. How will the organization handle applicants and participants who do not speak English as their primary language and who have a limited ability to read, write or understand English?

_____

_____

6. Has there ever been a complaint or civil rights lawsuit filed against the organization? If so, explain the nature of the complaint, how it was resolved and how the proper Federal authorities were notified.

_____

_____

7. Has the organization ever been found out of compliance with civil rights requirements? If so, explain the area of noncompliance and how it was resolved.

_____

_____

8. Provide a brief description of any pending applications to other Federal agencies for assistance. Include a description of any Federal assistance being provided at the time of application.

_____

_____

Signature and Title of Authorized Official

_____

Name of Agency

_____

Agency Address

_____

FOR STATE AGENCY USE ONLY

Date: _____

Approved ( )

Disapproved ( )

Reviewed by: _____

APPENDIX XIII – TEFAP MONTHLY INVENTORY TEMPLATE FOR MFB and CAFB

MONTHLY INVENTORY TEMPLATE FOR MFB

Jurisdiction – FFY25	# of Distribution Sites (ERAs) FFY2024	Jurisdiction Target – % Entitlement Food per formula based on USDA methodology	Revised % to account for missing counties	TOTAL LBS OF Entitlement Food Received by Grantee – FY To-Date (Lbs)	TOTAL LBS OF Entitlement Food Distributed to ERAs – FY To-Date (Lbs)	Actual Allocation – % of Received Food that has been Distributed - FY To-Date	Actual v Jurisdiction Target
Allegany County	7	1.82%	2.50%	76,259	73,218	2.5%	0.0%
Anne Arundel County	33	7.05%	9.66%	294,900	285,122	9.9%	0.2%
Baltimore County	20	13.57%	18.58%	567,351	532,891	18.4%	-0.1%
Baltimore City	45	20.84%	28.53%	871,493	829,054	28.7%	0.1%
Calvert County	4	1.00%	1.38%	42,004	39,188	1.4%	0.0%
Caroline County	2	0.70%	0.96%	29,249	27,902	1.0%	0.0%
Carroll County	2	2.04%	2.80%	85,486	82,854	2.9%	0.1%
Cecil County	11	1.82%	2.49%	75,971	73,034	2.5%	0.0%
Charles County	10	2.07%	2.84%	86,716	78,497	2.7%	-0.1%
Dorchester County	3	0.87%	1.19%	36,343	31,060	1.1%	-0.1%
Frederick County	7	2.91%	3.98%	121,571	117,566	4.1%	0.1%
Garrett County	4	0.66%	0.90%	27,554	27,653	1.0%	0.1%
Harford County	10	3.80%	5.20%	158,793	153,503	5.3%	0.1%
Howard County	13	3.13%	4.29%	131,000	126,491	4.4%	0.1%
Kent County	1	0.38%	0.52%	15,905	13,838	0.5%	0.0%
Queen Anne County	3	0.70%	0.96%	29,454	24,737	0.9%	-0.1%
Somerset County	2	0.78%	1.07%	32,686	30,709	1.1%	0.0%
St Marys County	5	1.48%	2.02%	61,719	56,186	1.9%	-0.1%
Talbot County	3	0.56%	0.76%	23,362	21,331	0.7%	0.0%
Washington County	12	3.02%	4.14%	126,348	120,547	4.2%	0.0%
Wicomico County	7	2.59%	3.55%	108,369	98,165	3.4%	-0.2%
Worcester County	5	1.23%	1.69%	51,616	48,020	1.7%	0.0%
Totals	209	73.02%	100.00%	3,054,150.00	2,891,566.00	100%	0%
Description	# of Distribution Sites (ERAs)		Use USDA's state-by-state allocation methodology for DHR's jurisdiction-by-jurisdiction targets	Total # of Pounds Received by Grantee and then allocated to each jurisdiction according to the target % – Federal Fiscal Year	Total # of Pounds Distributed to ERAs – Federal Fiscal Year	% of Received Food that has been distributed to ERAs	Describes difference between actual and target (goal) – Entitlement Food ONLY

MONTHLY INVENTORY TEMPLATE FOR CAFB

	Use USDA's state-by-state allocation methodology for DHR's jurisdiction-by-jurisdiction targets	# of **Pounds** Received by Grantee and then allocated to each jurisdiction according to the target % [(Total # of Cases Received by Grantee/State-wide % allocated to grantee)*County Target %]	Actual Distributed to each Jurisdiction (Data Source: Grantee's Database)	Actual Distributed to each Jurisdiction (Data Source: Grantee's Database)
FY25 ENTITLEMENT	**TARGET**			
Description	**% Entitlement Food per formula based on USDA methodology**	**USDA Entitlement Food Received by Grantee - June (Pounds)**	**Distributed to ERAs - June Pounds)**	**Distributed to ERAs - June Cases)**
Montgomery County	12.37%	57,393	32,455	1,442
Prince George's County	14.61%	67,785	120,609	4,913
TOTAL ALLOCATION	26.98%	**125,178**		
TOTAL DISTRIBUTED			**153,064**	**6,355**

APPENDIX XV – MONTHLY ADMINISTRATIVE EXPENSES REPORT FORM

Name and Address of State Agency Billed:	Maryland Department of Human Services 25 S. Charles Street, 16th Floor, Baltimore, Maryland 21201				
PAYEE NAME:				PROGRAM:	
ADDRESS:				CONTRACT # :	
PHONE:				FEDERAL ID # :	
INVOICE DATE:				QUARTER REPORTING:	
REMITTANCE NAME & ADDRESS:	same as above			INVOICE NUMBER:	
	ITEM A	ITEM B	ITEM C	ITEM D	ITEM E
Budget Category	Approved Budget	This Quarter's Expenditures	Previous Expenditures	Expenditures to Date (Items B+C)	Available Balance
Personnel - Salary		$0.00	$0.00	$0.00	$0.00
Personnel - Benefits					
Food and Disposables		$0.00	$0.00	$0.00	$0.00
Delivery and Travel		$0.00	$0.00	$0.00	$0.00
Outreach - Volunteer & Community Programming		$0.00	$0.00	$0.00	$0.00
Professional Services			$0.00	#VALUE!	#VALUE!
Advertising & Communications		$0.00	$0.00	$0.00	$0.00
Memberships/Meetings/Staff Training		$0.00	$0.00	$0.00	$0.00
Supplies		$0.00	$0.00	$0.00	$0.00
Occupancy		$0.00	$0.00	$0.00	$0.00
Insurance					
other					
TOTAL	$0.00	$0.00	$0.00	#VALUE!	#VALUE!
		$0.00	Signature and Date:		
Amount Requested for Payment (*Federal Funds 1298*):		$0.00	Print Name and Title:		
P.O. Number:					
PCA Code:			DHS APPROVAL FOR PAYMENT Signature and Date		
Agency Object:					
			DHS APPROVAL FOR PAYMENT Printed Name and Title		