The Emergency Food Assistance State Plan

State of Maryland Distribution Plan

Fiscal Year 2025

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I. Introduction

The Maryland Department of Human Services (DHS) began its partnership with the Maryland Food Bank (MFB) and the Capital Area Food Bank (CAFB) in the fall of 2013, to administer the Emergency Food Assistance Program (TEFAP). 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. In administering TEFAP, DHS also works in close consultation with its federal partner at the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS), Mid Atlantic Regional Office (MARO) in order to effectively feed Maryland's most vulnerable residents.

Under this partnering arrangement, MFB and CAFB receive and manage food USDA Foods and administrative grant funds awarded to the DHS by the USDA for TEFAP. With oversight by DHS, as required by the Code of Federal Regulations Title 7, Part 251, MFB and CAFB are responsible for managing and executing aspects of the program to include warehousing, delivery, and distribution of all food. MFB and CAFB identify and place orders for USDA Foods from electronic catalogs provided by the USDA. DHS electronically reviews and subsequently confirms the selection of ordered USDA Foods in consultation with both food banks and FNS/MARO. DHS in consultation with FNS/MARO retains final authority for the approval, denial and placement of all TEFAP orders which are placed with the FNS/MARO. Monitoring of all TEFAP related activities will be conducted according to USDA requirements and guidelines. Further details about each party's responsibilities are provided in this plan.
As the State Administering Agency, DHS will continue to be governed by its direct accountability to the USDA/FNS/MARO and all applicable tenets of the Code of Federal Regulations.

II. Code of Federal Regulations Updates

Effective December 26, 2014, requirements for the distribution and control of USDA Foods and the Emergency Food Assistance Program 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/FNS – The United States Department of Agriculture, Food and Nutrition Service is the federal agency that manages TEFAP nationally. As detailed above, the state of Maryland is overseen by the **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), Capital Area Food Bank (CAFB) and Maryland Food Bank (MFB).

TEFAP Sponsoring Agencies (SA) – 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, the food banks themselves are EFOs as well. However, for the purposes of this state plan, the food banks will be referred to as SAs while their larger feeding partners will be 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 is a charitable institution that provides 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 have been

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 the allocation and distribution of food 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 domestic 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
Bureau of Special Grants
Family Investment Administration
Department of Human Services
25 South Charles Street
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 on behalf of the Maryland Department of Human Services 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	Head of Food Donations	Senior Director of Operations	Senior Director of Partner Agencies and Partner Distributions

Warehouse Capacity
MFB operates 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 a singular 123,000 square foot facility in Northeast Washington, DC. All of these facilities serve as central hubs for storage and distribution of TEFAP USDA Foods.

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

V. Ordering and Distribution of USDA Foods

DHS serves as the pass-through vehicle for USDA administrative funds. DHS contracts with Sponsoring Agencies to receive, store and distribute TEFAP USDA Foods.

Ordering from USDA WBSCM
The USDA Web Based Supply Chain Management (WBSCM) system lists catalogs of available TEFAP food. These catalogs are accessible to the two Sponsoring Agencies. MFB and CAFB access WBSCM catalogs to identify food commodity availability, quantities, and delivery options based on the need of Eligible Recipient Agencies (ERAs) and funds available to purchase the USDA Foods.

Through this ordering system, MFB and CAFB are able to select USDA Foods that will complement their existing warehouse inventories as it pertains to variety and quantity of food. DHS' TEFAP Coordinator oversees, monitors and confirms the food commodity orders requested by MFB and CAFB. DHS' TEFAP Coordinator is responsible for the requisition (i.e., Approval or Denial) of all orders submitted through WBSCM.

Distribution
DHS receives regular commodity shipping notifications from the USDA. Once received, DHS' TEFAP Coordinator forwards the notifications to Sponsoring Agencies, which in turn plan and prepare for the arrival of the USDA Foods. MFB and CAFB confirm the receipt of food USDA Foods via WBSCM and in their respective inventory databases. The confirmation record consists of details such as product type, sales order number, quantity, and the condition of the commodity received.

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 Eligible Recipient Agencies (ERAs) and/or Eligible Feeding Organizations (EFOs). MFB distributes food directly to ERAs in fourteen (14) counties and Baltimore City and through EFOs in seven (7) additional counties (Anne Arundel, Calvert, Cecil, Charles, Harford, Howard, and St. Mary's), covering twenty-two (22) jurisdictions total. The specific jurisdictions served by MFB include: 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.

CAFB serves both Montgomery and Prince George's counties through ERAs. The two Sponsoring Agencies combined distribute TEFAP USDA Foods in all of Maryland's 24 jurisdictions.

Both MFB and CAFB employ specialized software to track and monitor distribution of USDA Foods. Also, food banks have adopted Service Insights, a digital client intake form to capture TEFAP related questions. SDI forms are still to be maintained and kept validated by DHS standards. In addition, ERAs submit regular reports to their respective Sponsoring Agencies.

MFB uses a software product called, "Navision" to track its warehouse inventory and shipments to ERAs and EFOs for all assigned jurisdictions.

CAFB uses dual software products called “NetSuite” and “Waerlinx” to track its inventory. These web-based products allow ERAs to access lists of inventory and place orders throughout the month in accordance with their storage capacity.

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

Sponsoring Agencies distribute food 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 of each jurisdiction. The Sponsoring Agencies allocate and distribute pounds of food in accordance with these jurisdictional targets.

Table 1. Target Percentage Allocations in FFY 2025

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%	6.60%

*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 will be 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 made available under TEFAP. DHS, in collaboration with the Sponsoring Agencies, maintains the right to limit the number of new ERAs in a specific jurisdiction in which 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. The restructuring of Maryland's distribution model in calendar year 2013 eliminated the need for EFOs in most jurisdictions, though 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 continues to be ongoing analysis of the distribution of USDA Foods to ensure that 1) all food allocated to Maryland is distributed and 2) that it is

distributed according to the target percentages DHS establishes for each jurisdiction. These 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 may be 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 must also submit an Inventory Report to DHS monthly. The report is designed to document:

- Food distributed to MFB and CAFB
- Food distributed to food distribution sites (EFOs/ERAs) in assigned jurisdiction
- Actual distribution compared to jurisdictional targets (see “Target Percentages” chart)
- Food remaining in the grantees and sub-grantee’s inventories (reported every 6 months)
- Food damaged or spoiled while in the grantee 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 report includes 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/FNS. Bonus foods are periodically offered by USDA/FNS 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.

VII. 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/FNS 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 received into WBSCM, quantities are uploaded electronically to NetSuite and Waerlinx.

7. Once NetSuite and Waerlinx 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:

- Application and Contract
- Site Visit
- 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 made available to the ERAs are 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.

- 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.

- 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.

- 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/FNS and state of Maryland regulations.

- ERAs must submit a report to CAFB of the product distributed,

households 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/FNS policies and procedures. All food orders and deliveries are managed through an online system called Navision. 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.

*MFB is moving from Ceres Navision to NetSuite and Waerlinx in February FFY25.

IX. Partner Responsibilities

State Administering Agency: Maryland Department of Human Services

- Serve as a liaison between the USDA/FNS/MARO and the Maryland Food Bank (MFB) and Capital Area Food Bank (CAFB), to be referred to as Sponsoring Agencies

- Ensure that revised and/or updated federal regulatory requirements, language changes and documentation are received, read, understood, and disseminated to Sponsoring agencies

- Approve/Deny TEFAP Entitlement and Bonus food USDA Foods orders as provided by the USDA/FNS 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.)

- Pass through administrative funds received from USDA/FNS to MFB and CAFB to reimburse for expenses directly related to functions connected to ordering, receiving, tracking, storing, and distributing TEFAP USDA Foods

- 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

- 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

- Ensure program compliance through monthly Allocation and Distribution reports submitted to DHS from MFB and CAFB

- Ensure fiscal/budget compliance through monthly fiscal reports submitted to DHS from MFB and CAFB

- Provide annual TEFAP USDA Foods fund amounts and quarterly

balance updates to Sponsoring Agencies (to be “drawn down” when Entitlement foods are ordered)

- Review and approve new applicants to serve as EFOs/ERAs

- Collect and submit all reports, forms, documents, and any other correspondence as required to USDA/FNS/MARO

- DHS maintains the right to instruct Sponsoring Agencies to undertake corrective action(s), if necessary, to comply with program guidelines and agency requirements

Sponsoring Agencies: MFB and CAFB

- Identify/order TEFAP USDA Foods from catalogs provided by the USDA/FNS and submit orders to DHS in a timely manner (i.e. in advance of USDA/FNS ordering deadlines)

- Accept deliveries of TEFAP USDA Foods from the USDA/FNS, enter shipment receipts in WBSCM within two (2) calendar 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

- Monitor 100% of all EFOs/ERAs on an annual basis, complete the required monitoring document and upon completion, submit a copy of any findings to DHS
- Obtain and maintain monthly household distribution, damage, and inventory reports from all EFOs/ERAs

- 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

- 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

- Submit all new EFO/ERA applications to DHS for review and final approval

- 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

- Provide to DHS a copy of the Single Audit Report as performed annually by an external auditing firm

- Perform all tasks as required by USDA/FNS through DHS such as maintaining eligibility records; displaying civil rights, religious freedom, and anti-discrimination information; reporting damage and spoilage of USDA Foods upon delivery

- 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

- 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

- 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

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.

   The Household Distribution Report (HDR) which documents the number of households served must be maintained 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 households served, the number of individuals served and/or 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 for 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

Emergency Food Pantries

Maryland uses USDA/FNS 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 and where needed, the "Self-Disclosure of Income" may be completed *in partnership* by the customer household and sponsoring agency, EFO or ERA personnel by the utilization of proxies, telephone, fax machine, email, text messaging, smartphone photography or other communication device.
When and where needed, sponsoring agencies, EFO or ERA personnel may complete the "Self-Disclosure of Income" '*on behalf of*' the applicant/customer household.

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 had 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 100% of all EFOs/ERAs annually. 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 review of customer files to determine if the EFO or ERA uses approved TEFAP forms
    - A physical inspection of the facility
    - An inventory of all products available
    - 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 Navision report “Program List” with a filter by “Monitoring Date” set for the following month

2. EFOs/ERAs that show due for that month but are under the purview of a MFB branch location (i.e., the Salisbury or Hagerstown branches) will be notified via email along with a copy of the Navision report 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/FNS 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 Navision

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 which are used to ensure compliance with TEFAP agreement and must include (but is not necessarily limited to):

1. Food Distribution Compliance

2. Storage facilities
    a. 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;
3. Reconciliation of inventory (comparison of physical inventory and monthly inventory reports)

4. Civil rights compliance and complaint procedures
    a. 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
5. Amount of food received from the food bank is in proportion to distribution

6. The variety of food that pantry/soup kitchen/shelter is ordering

7. Use of approved forms (client eligibility, monthly inventory, household distribution forms, etc.)

8. 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 the Director of the Bureau of Special 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:

- 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 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 always well ventilated
- FIFO (first in, first out) guidelines should always be followed.

XIII. List of Appendices

LIST OF EMBEDDED APPENDICES				
Appendices #		DHS	CAFB	MFB
Appendix I	FNS -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		○	○
Appendix XII	Pre-Award Civil Rights Questionnaire		○	○
Appendix XIII	Sponsoring Agency Monthly Inventory Reports- Maryland Food Bank		○	
Appendix XIV	Sponsoring Agency Monthly Inventory Reports- Capital Area Food Bank			○
Appendix XV	Monthly Administrative Funds/ Financial Report		○	○

APPENDIX I- INVENTORY MANAGEMENT REGISTER

U.S. DEPARTMENT OF AGRICULTURE – FOOD AND NUTRITION SERVICE **INVENTORY MANAGEMENT REGISTER**		
According to the Paperwork Reduction Act of 1995, no persons 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 hour 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 TYPE	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 Pro	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

AGENCY TYPE	AGENCY TYPE	CITY	DISTRIBUTION CATEGORY	COUNTY
Emmanuel United Methodist Church	ERA	Beltsville	Food Pantry	PRINCE GEORGE'S
Everlasting Joy Foundation	ERA	Landover	Food Pantry	PRINCE GEORGE'S
Faith Village of Greater Laurel, Inc.	ERA	Laurel	Food Pantry	PRINCE GEORGE'S
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
Freedom Way Missionary Baptist Church: GA Fitzgerald Food Bank	ERA	Fort Washington	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

AGENCY TYPE	AGENCY TYPE	CITY	DISTRIBUTION CATEGORY	COUNTY
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
Life Builders - Harvest Temple Church of God	ERA	Silver Spring	Food Pantry	Montgomery
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
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		Rockville	Food Pantry	Montgomery

AGENCY TYPE	AGENCY TYPE	CITY	DISTRIBUTION CATEGORY	COUNTY
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
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
Wells Robertson House	ERA	Gaithersburg	Soup Kitchen	Montgomery
Women Who Care Ministries	ERA	Montgomery Village	Food Pantry	Montgomery
City of Greenbelt	ERA	Greenbelt	SBB	PRINCE GEORGE'S

AGENCY TYPE	AGENCY TYPE	CITY	DISTRIBUTION CATEGORY	COUNTY
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
Newton Green	ERA	Bladensburg	SBB	PRINCE GEORGE'S
Pin Oak Village	ERA	Bowie	SBB	PRINCE GEORGE'S

AGENCY TYPE	AGENCY TYPE	CITY	DISTRIBUTION CATEGORY	COUNTY
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

AGENCY TYPE	AGENCY TYPE	CITY	DISTRIBUTION CATEGORY	COUNTY
Victory Crest Apartments	ERA	Hyattsville	SBB	PRINCE GEORGE'S
Victory Forest	ERA	Silver Spring	SBB	Montgomery
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:	**94**			

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
OCA Hope Station	ERA	Maryland Food Bank	Hagerstown	Pantry	ALLEGANY
Second Baptist Church	ERA	Maryland Food Bank	Cumberland	Pantry	ALLEGANY
Tri-Town Food Pantry	ERA	Maryland Food Bank	Westernport	Pantry	ALLEGANY (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
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

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
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
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

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
St. John's the Evangelist - St. Vincent DePaul	ERA	Anne Arundel Co. Food Bank	Severna Park	Pantry	ANNE ARUNDEL
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 (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
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
Johnston Square Apartments	ERA	Maryland Food Bank	Baltimore	Pantry	BALTIMORE CITY
LAMB, INC	ERA	Maryland Food Bank	Baltimore	Pantry	BALTIMORE CITY
Mount Pleasant Church	ERA	Maryland Food Bank	Baltimore	Pantry	BALTIMORE CITY

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
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
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. Ann Roman Catholic Church	ERA	Maryland Food Bank	Baltimore	Pantry	BALTIMORE CITY
St. Anthony of Padua	ERA	Maryland Food Bank	Baltimore	Pantry	BALTIMORE CITY
St. Gregory the Great Church	ERA	Maryland Food Bank	Baltimore	Pantry & Soup Kitchen	BALTIMORE CITY
St. Wencelaus Catholic Church	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
Whitestone Baptist Church	ERA	Maryland Food Bank	Baltimore	Pantry	BALTIMORE CITY

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Women Empowering Women Outreach	ERA	Maryland Food Bank	Baltimore	Pantry	BALTIMORE CITY (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
Eastside Family Resource Center-CAN	ERA	Maryland Food Bank	Rosedale	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
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 (20)
Brooks United Methodist Church	ERA	So. MD Tri-Co. Action	St. Leonard	Pantry	CALVERT

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
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 (4)
Aarons Place Inc.	ERA	Maryland Food Bank	Denton	Pantry	CAROLINE
Martin's House & Barn	ERA	Maryland Food Bank	Ridgely	Pantry	CAROLINE (2)
Brian Safe Haven	ERA	Maryland Food Bank	Taneytown	Pantry	CARROLL
Westminster Rescue Mission	ERA	Maryland Food Bank	Westminster	Pantry	CARROLL 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
Deep Roots, Inc	ERA	Community Services Foundation Cecil Co.	Earleville	Shelter	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
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 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

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
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 11
Delmarva Community Center	ERA	Maryland Food Bank	Cambridge	Pantry	DORCHESTER
One Mission Cambridge	ERA	Maryland Food Bank	Cambridge	Pantry	DORCHESTER
Waugh Chapel	ERA	Maryland Food Bank	Cambridge	Pantry	DORCHESTER 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 7
Calvary Tabernacle	ERA	Maryland Food Bank	Accident	Pantry	GARRETT
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 4
Bel Air TEFAP Program	ERA	Maryland Food Bank	Bel Air	Pantry	HARFORD
Trinity Lutheran Church	ERA	Maryland Food Bank	Joppa	Pantry	HARFORD

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Harford Community Action Food Bank	EFO	Maryland Food Bank	Edgewood	EFO & Pantry	HARFORD
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 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
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

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
Hanover Hills Elementary School	ERA	Howard Community Action Food Bank	Hanover	Pantry	HOWARD
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 14
Millington-Crumpton Food Pantry of Asbury UMC	ERA	Maryland Food Bank	Millington	Pantry	KENT 1
Haven Ministries, Inc.	ERA	Maryland Food Bank	Stevensville	Pantry	QUEENANNE
Our Mother of Sorrows	ERA	Maryland Food Bank	Centreville	Pantry	QUEENANNE 2
Catholic Charities-Seton Center	ERA	Maryland Food Bank	Princess Anne	Pantry	SOMERSET
The Salvation Army-Somerset	ERA	Maryland Food Bank	Crisfield	Pantry	SOMERSET 2
St. Mary's Helping Hands	ERA	So. MD Tri-Co. Comm. Action	Mechanicsville	Pantry	STMARYS
Lifestyles, Inc. (2)	ERA	So. MD Tri-Co. Comm. Action	Lexington Park	Pantry	STMARYS
Three Oaks Center	ERA	So. MD Tri-Co. Comm. Action	Lexington Park	Pantry & Soup Kitchen	STMARYS
Trinity Lutheran	ERA	So. MD Tri-Co. Comm. Action	Lexington Park	Pantry	STMARYS
Zion United Methodist Church	ERA	So. MD Tri-Co. Comm. Action	Lexington Park	Pantry	STMARYS (5)
Easton Church of God	ERA	Maryland Food Bank	Easton	Pantry	TALBOT
St. Michaels Community Center	ERA	Maryland Food Bank	St. Michaels	Pantry	TALBOT
Neighborhood Service Center	ERA	Maryland Food Bank	Easton	Pantry	TALBOT (3)
Acts9	ERA	Maryland Food Bank	Hagerstown	Pantry	WASHINGTON
Boonsboro Family Worship Center	ERA	Maryland Food Bank	Boonsboro	Pantry	WASHINGTON
Bridge Of Life	ERA	Maryland Food Bank	Hagerstown	Pantry	WASHINGTON
Calvary Chapel of the Cumberland Valley	ERA	Maryland Food Bank	Hagerstown	Pantry	WASHINGTON
Community Action Council	ERA	Maryland Food Bank	Hagerstown	Pantry	WASHINGTON
Holly Place- Senior Living Alternatives	ERA	Maryland Food Bank	Hagerstown	Soup Kitchen	WASHINGTON

AGENCY NAME	AGENCY TYPE	EFO NAME	CITY	DISTRIBUTION CATEGORY	COUNTY
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
St. Mark's Community Food Bank	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 (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
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
The Salvation Army	ERA	Maryland Food Bank	Salisbury	Pantry	WICOMICO (7)
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 (5)
Total Partner Agencies			***215***		

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

Maryland Department of Human Services **Department of Human Services**

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):		

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 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.

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

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

B. Provide materials needed to keep track of the people served, i.e., the Maryland Distribution Record.
C. Provide information and instructions needed to operate the program.
D. 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.
E. Verify the current tax-exempt status of the Eligible Recipient Agency annually and document such for DHS.
F. Provide current eligibility guidelines.
G. Provide a system in which the pantries can access the food in a timely manner.
H. Audit, inspect and review records, storage, utilization, and operation of the Emergency Food Assistance Program by the Food Pantry and/or Charitable Institution.

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

A. 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.
B. Accept title to USDA Entitlement food(s) or USDA Bonus food(s) when in receipt of them.
C. Receive and distribute Entitlement food(s) or Bonus food(s) in accordance with current government regulations.
D. 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.
E. 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.
F. Store the foods in a secure manner where unauthorized persons do not have access to it.
G. Report any food loss to the TEFAP Sponsoring Agency and complete all documentation as requested.
H. Maintain records and report monthly on the amount of food received, distributed to recipients and on hand.
I. 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.
J. 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.

K. Note the eligibility criteria, household size, recipient's and/or proxy's name/address 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.)

L. Request food from the TEFAP Sponsoring Agency based on historical information of households served.

M. 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.

N. Post the USDA non-discrimination poster, "And Justice for All", and the USDA Complaint form in areas visible and accessible to recipients.

O. 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 FNS 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 FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

P. Clearly label all USDA food(s) stored at distribution sites as TEFAP.

Q. 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.

R. Guarantee that no USDA food will be traded, transferred, or otherwise disposed of without prior approval of the TEFAP Sponsoring Agency.

S. 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.

T. Keep regular business hours during which recipients can be served or otherwise operate by appointment.

U. 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.

V. Serve recipients in a courteous manner.

W. Maintain current tax-exempt status.

X. Attend the Civil Rights, Customer Service, Conflict Resolution and Food Safety training annually as provided by the TEFAP Sponsoring Agency.

Y. 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 FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and 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, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

This institution is an equal opportunity provider.

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

Maryland Department of Human Services **Department of Human Services**

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.

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

A. Allocate available food to the pantry based on the jurisdiction's poverty and unemployment rates.
B. Provide materials needed to keep track of the people served, i.e., the Maryland Distribution Record.
C. Provide information and instructions needed to operate the program.
D. 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.
E. Verify the current tax-exempt status of the Eligible Recipient Agency annually and document for DHS.
F. Provide current eligibility guidelines.
G. Provide a system in which the pantries can access the food in a timely manner.
H. Audit, inspect and review records, storage, utilization, and operation of the Emergency Food Assistance Program by the Food Pantry and/or Charitable Institution.

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

A. 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.
B. Accept title to USDA Entitlement food(s) or USDA Bonus food(s) when in receipt of them.
C. Receive and distribute Entitlement food(s) or Bonus food(s) in accordance with current government regulations.
D. 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.
E. 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.
F. Store the foods in a secure manner where unauthorized persons do not have access to it.

G. Report any food loss to the TEFAP Sponsoring Agency and complete all documentation as requested.
H. Maintain records and report monthly on the amount of food received, distributed to recipients and on hand.
I. 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.
J. 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.
K. Note the eligibility criteria, household size, recipient's and/or Proxy's name/address 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).
L. Request food from the TEFAP Sponsoring Agency based on historical information of households served.
M. 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.
N. Post the USDA non-discrimination poster, "And Justice for All", and the USDA Complaint form in areas visible and accessible to recipients.
O. 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 FNS 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 FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
P. Clearly label all USDA food(s) stored at distribution sites as TEFAP.
Q. 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.
R. Guarantee that no USDA food will be traded, transferred, or otherwise disposed of without prior approval of the TEFAP Sponsoring Agency.
S. 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.
T. Keep regular business hours during which recipients can be served or otherwise operate by appointment.
U. 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.

V. Serve recipients in a courteous manner.
W. Maintain current tax-exempt status.
X. Attend the Civil Rights, Customer Service, Conflict Resolution and Food Safety training annually as provided by the TEFAP Sponsoring Agency.
Y. 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 FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and 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, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

This institution is an equal opportunity provider.

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

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)
MEMORANDUM OF AGREEMENT FOR FISCAL YEAR 2025

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.

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

A. 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 2025

B. Provide updated documents and forms at the beginning of each TEFAP fiscal year
C. Allocate available food to the EFO based on the jurisdiction's poverty and unemployment rates
D. Provide materials needed to keep track of the people served, i.e., the Maryland Distribution Record
E. Provide information and instructions needed to operate the program
F. 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
G. Verify the current 501(c)(3) status of the Emergency Feeding Organization annually and document such for DHS
H. Provide current eligibility guidelines
I. Provide a system in which the pantries can access the food in a timely manner
J. Audit, inspect and review records, storage, utilization, and operation of the Emergency Food Assistance Program by the EFO

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

A. Operate TEFAP in accordance with USDA, DHS, and Maryland Food Bank regulations and guidelines
B. 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
C. Conduct annual site visits to ERAs in your jurisdiction

D. 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
E. Accept title to USDA Entitlement food(s) or USDA Bonus food(s) when in receipt of them
F. Receive and distribute Entitlement food(s) or Bonus food(s) in accordance with current government regulations
G. Distribute to only income eligible persons for household consumption, based on current eligibility guidance as given by the TEFAP Sponsoring Agency
H. 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
I. Store the foods in a secure manner where unauthorized persons do not have access to it
J. Report any food loss to the TEFAP Sponsoring Agency and complete all documentation as requested
K. Maintain records of food received, distributed to recipients and inventory on hand
L. 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
M. 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
N. Note the eligibility criteria, household size, recipient's and/or proxy's name/address 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.)
O. Request food based on historical information of households served
P. Complete the Household Distribution Record each time the recipient and/or proxy receives TEFAP materials from a pantry
Q. Post the USDA non-discrimination poster "And Justice for All" and the USDA Complaint Form in areas visible and accessible to recipients
R. 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 FNS 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 FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement
S. Clearly label all USDA food(s) stored at distribution site as TEFAP

T. 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.

U. Guarantee that no USDA food will be traded, sold, transferred or otherwise disposed of without prior approval of the TEFAP Sponsoring Agency.

V. Notify the TEFAP Sponsoring Agency of any leftover foods in excess of what can be safely stored or utilized within the distribution period.

W. Have regular business hours during which recipients can be served or otherwise operate by appointment.

X. 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.

Y. Serve recipients in a courteous manner.

Z. Maintain current non-profit status.

AA. Attend the Civil Rights, Customer Service, Conflict Resolution and Food Safety training annually as provided by the TEFAP Sponsoring Agency.

BB. 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 FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and 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, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

This institution is an equal opportunity provider.

APPENDIX VII- TEFAP SELF-DISCLOSURE FORM FOR APPLICANTS

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)
MARYLAND SELF DISCLOSURE FORM FFY25

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: Effective FFY25

Based on 185% of Federal Poverty Guidelines				
Household Size	**Annual Income**	**Monthly Income**	**Bi-Weekly**	**Weekly**
1	27,861	2,322	1,072	536
2	37,814	3,152	1,455	728
3	47,767	3,981	1,838	919
4	57,720	4,810	2.220	1,110
5	67,673	5,640	2,603	1,302
6	77,626	6,469	2,986	1,493

7	87,579	7,299	3,369	1,685
8	97,532	8,128	3,752	1,876
For each additional household member add:	+ $5,380	+ $830	+ 383	+ $192

*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 **AUTHORIZED PROXY**

NAME: _____ NAME:_____

_____ _____

ZIP CODE ZIP CODE

USDA Nondiscrimination Statement

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

In accordance with federal civil rights law and 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, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
Program information may be ma
de available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
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 Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. fax:
   (833) 256-1665 or (202) 690-7442; or
3. email:
   Program.Intake@usda.gov

This institution is an equal opportunity provider.

APPENDIX VIII – TEFAP PANTRY MONITORING WORKSHEET

BUREAU OF SPECIAL GRANTS
THE EMERGENCY FOOD ASSISTANCE PROGRAM
PANTRY MONITORING WORKSHEET
FFY25

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**

SERVICE AREA

1. Geographical area/communities served:
_____

_____

2. Sub-sites:
_____

3. Number of households served:
_____

4. Days and hours of operation:
_____

PANTRY CHARACTERISTICS AND ADEQUACY

ITEM	POOR	GOOD	EXCELLENT
1. Pantry visibility/ General access	_____	_____	_____
2. Waiting area	_____	_____	_____
3. Flow of crowd	_____	_____	_____
4. Handicap Accessibility	_____	_____	_____
5. Parking	_____	_____	_____
6. Signs/notices	_____	_____	_____

Comments/observations:
_____

_____

HANDLING OF FOOD USDA Foods

1. Amount of USDA Foods in stock:

ITEM	# CASES	ITEM	# CASES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. When was food delivered to the pantry?
_____

3. Were there any problems concerning your delivery?
_____

_____

4. For how many households 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? Y**es / No**

c. Infestation/ sanitation control measures:

_____

d. Refrigeration for perishable items:

- 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
- FIFO (first in, first out) guidelines should always be followed

e. When transported?

_____

f. How long will items be stored?

_____

h. Is there a stock rotation plan in place (i.e.: FIFO- first in, first out)? **Yes / No**

13. How are these USDA Foods ultimately handled?
    a. Emergency feeding?
    _____

    b. Transfer? **Yes / No** If so, to whom?
    _____

    c. Does the pantry have an acceptable transfer form? **Yes / No**

STAFFING

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

2. Is staffing adequate for caseload? **Yes / No**

3. Identify the sources of volunteers:
_____

4. Describe staff training and guidance materials:
_____

ELIGIBILITY AND PROCESSING PROCEDURES

1. Describe registration system used:
_____

_____

2. Describe any non-compliance with program eligibility:
_____

_____

3. Describe any non-compliance with income eligibility:
_____

_____

4. Are income declarations permitted? **Yes / No**
5. Is the eligibility based on total household size and income? **Yes / No**
6. Are food guide rates followed? **Yes / No**
7. Are food substitutions allowed? **Yes / No**
8. Do procedures discriminate against any eligible individuals? **Yes / No**
9. Describe arrangements for serving the homebound and handicapped:
_____

_____

10. Are proxies permitted to pick up foods? **Yes / No** If Yes, proxy identified? **Yes / No**

11. Describe any problems with ineligible persons attempting to participate in the Program:

_____

12. Describe any arrangements for serving the homeless population?
_____

_____

13. What is the procedure to ensure that USDA food products are not sold, traded, bartered, or exchanged for cash donations?
_____

14. Describe any unique or special procedures used at the pantry that might be helpful to others or have proved to be effective locally:
_____

_____

15. Number of household distribution receipts/applications examined:
_____

16. Number of errors found:

Recipients' signature_____ Address
_____
Household size _____Eligibility/ID_____
Quantities rec'd _____
Date_____
Site_____ Rep's
signature_____

Rep's
address_____

17. Describe significant errors found:
_____

_____

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?
_____

_____

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 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 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 procedures outlined in FNS Instruction 113-1 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. For faith-based or religious organizations, are the "Written Notice of Beneficiary Rights" and the "Beneficiary Referral Request" flyers/forms prominently displayed and available? **Yes / No**

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?
_____

_____

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_____
_____

COMMENTS/ SUGGESTIONS/ GENERAL OBSERVATIONS

_____

_____

_____

CORRECTIVE ACTION REQUIRED

_____

_____

_____

_____

Field Monitor _____ **Date** _____

ERA Representative_____ **Date** _____

ERA Representative Printed Name_____

APPENDIX IX – TEFAP SOUP KITCHEN AND SHELTER MONITORING WORKS

BUREAU OF SPECIAL GRANTS
THE EMERGENCY FOOD ASSISTANCE PROGRAM
SOUP KITCHEN/SHELTER MONITORING WORKSHEET
FFY25

DATE_____

SPONSORING AGENCY_____

NAME OF SOUP
KITCHEN/SHELTER_____

ADDRESS_____

_____

PHONE_____
_

SOUP KITCHEN/SHELTER
DIRECTOR_____

PERSON INTERVIEWED, IF NOT DIRECTOR, AND
TITLE_____

_____

Will site visit be conducted while meals are served? **Yes / No**

SERVICE AREA

1. Geographical area/communities served:
   _____

   _____

   _____

2. Sub-sites:
_____

3. Number of households served:
_____

4. Days and hours of operation:
_____

SOUP KITCHEN/SHELTER CHARACTERISTICS AND ADEQUACY

ITEM	**POOR**	**GOOD**	**EXCELLENT**
1. Dining room/ General access	_____	_____	_____
2. Waiting area	_____	_____	_____
3. Flow of crowd	_____	_____	_____

4. Handicap Accessibility _____ _____ _____

5. Parking _____ _____ _____

6. Signs/notices _____ _____ _____

Comments/observations:
_____

_____

HANDLING OF FOOD USDA Foods (see attachment)

1. Amount of USDA Foods in stock:

ITEM	# CASES	ITEM	# CASES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. When was food delivered to the soup kitchen?
   _____

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 soup kitchens.
_____

7. Describe procedure for preparing and serving meals.
_____

8. Are food items stored separately from household cleaning products & chemicals? **Yes / No**

9. Are food items inventoried and used based on a stock rotation system (FIFO- First in First Out)? **Yes / No**

10. Is there adequate security against theft? **Yes / No** (notes)
_____

11. Are the 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

12. Describe any spoilage, damage or mispackaging of USDA Foods:
_____

_____

13. Are any repackaged or exposed food items distributed?
_____

14. Describe arrangements to handle foods not used:

a. Storage location(s)
_____

b. Refrigeration for perishable items:
_____

c. When transported?
_____

d. How long will items be stored?
_____

e. Sanitation/pest control?
_____

15. How are USDA Foods distributed if not for regular meals?

a. Emergency feeding? **Yes / No** (notes)
_____

b. As food pantry items when needed?
_____

16. What is the procedure to ensure that USDA food products are not sold, traded, bartered or
exchanged for cash donations?
_____

STAFFING

1. Is staffing adequate for caseload? **Yes / No**

2. Identify the sources of volunteers:
_____

3. Describe staff training and guidance materials:

_____

LOCAL MONITORING AND REPORTING

1. Is the receipt signed for USDA Foods delivered to the soup 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 soup kitchen monitored locally? (Ex.: Health Department certificate displayed?)

_____

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

served? _____

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?
Y**es /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 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 procedures outlined in FNS Instruction 113-3 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. Is there a log documenting date and attendance? **Yes / No**

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. For faith-based or religious organizations, are the "Written Notice of Beneficiary Rights" and the "Beneficiary Referral Request" flyers/forms prominently displayed and available? **Yes / No**

_____

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**
3. Are foods satisfactory? _____

4. Are quantities satisfactory? _____

5. What foods would you like to see more of? _____

6. What foods would you like to see less of? _____

7. Describe any complaints received_____

8. Have complaints been resolved? **Yes / No**

9. Describe resolution procedures_____

COMMENTS/ SUGGESTIONS/ GENERAL OBSERVATIONS

_____

_____

_____

CORRECTIVE ACTION REQUIRED

_____

_____

_____

Field Monitor _____ **Date** _____

ERA Representative _____ **Date** _____

ERA Representative Printed Name _____

APPENDIX X – TEFAP REVIEW WORKSHEET FOR EMERGENCY FEEDING ORGANIZATIONS

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

EMERGENCY FEEDING ORGANIZATION (EFO) REVIEW WORKSHEET

FFY25

Date_____

Sponsoring Agency_____

Jurisdiction_____

Name of EFO_____

Address of EFO_____

Phone number of EFO_____

Person Interviewed and Title_____

Telephone number_____

Day and hours of operation_____

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

- **STATISTICAL PROFILE**

1. _____ Number of pantries served
2. _____ Number of soup kitchens served
3. _____ Number of shelters served
4. _____ Average number of households served monthly
5. _____ Number of volunteers utilized

B. ELIGIBILITY DETERMINATIONS

1.Are eligibility determinations taken prior to or in conjunction with the distribution of USDA Foods?
_____

2. Describe system if eligibility determinations are made at other than pantries._____
_____

3. If eligibility determinations are not made at pantries, do pantries have documentation on eligible recipients? **Yes / No**

4. How frequently is a household certified for eligibility? _____

5. Do ERAs base eligibility determinations on criteria listed on the Maryland Self-Disclosure form? **Yes / No**

6. Are there any other criteria considered for eligibility? **Yes / No**

If yes, what are they? _____

7. Are income declarations accepted? **Yes / No**
Are they based on the gross income of all household members? **Yes / No**

8. Is eligibility determination supervised by a person(s) trained in procedures and current requirements? **Yes / No**

9. Is the Client's confidentiality always maintained? **Yes / No**

10. Is a current copy of the eligibility criteria supplied to each Pantry**? Yes / No**

11. Describe procedures under which authorized representatives, or a proxy are permitted to apply for a recipient.
_____

_____

C. FOOD ORDERING AND DISTRIBUTION

1. Describe the method used in determining amounts of 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 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?

_____

_____

4. Briefly describe the methods used to publicize food distribution:

_____

_____

5. Are all foods offered to the EFO accepted? **Yes / No**
   If not, why? _____

   _____

6. Do ERAs communicate with each other to determine need? **Yes / No**

If yes, how? _____

_____

D. SHIPPING AND HANDLING PROCEDURES

1. Are products counted each time they are unloaded? **Yes / No**

2. Are shortages or damages noted on receipts? **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**

. Describe any problems with delivery:_____

_____

4. Do the vehicles you use for delivery or pick-up provide protection against weather, spoilage and theft? **Yes / No**

5. Are vehicles loaded to facilitate unloading at pantries and to minimize damage in transit?

_____

6. What is the procedure to ensure that USDA food products are not sold, traded, bartered or exchanged for cash donations?

_____

_____

_____

E. STORAGE AND WAREHOUSING PRACTICES

1. When USDA Foods are picked up from the Sponsoring Agency are they delivered directly to the pantries? **Yes / No**

   If not, explain_____

2. What is the procedure to ensure that 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 or below and frozen products stored at 0 degrees 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 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**

F. <u>INVENTORY</u>

1. Is there a record for foods received by each pantry? **Yes / No**

2. Is food counted and receipt 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 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? _____

_____

G. <u>SITE APPROVAL</u>

1. Are any private homes or inappropriate facilities used for food distribution? **Yes / No**

2. Has current 501(c) 3 statuses been verified of EFO and ERAs? **Yes / No**

3. Are pantries clean, odor free and free of infestation from birds, rodents, insects, and other animals? **Yes / No**

4. Are pantries utilized that will allow proper parking, close to bus stop, close to neighborhood it serves, etc.? **Yes / No**

5. Are expenditures charged to the proper fiscal period? **Yes / No**

6. Are any indirect costs being charged to TEFAP? **Yes / No**

If so, how are they calculated? _____

Are expenditure reports provided to the Sponsoring Agency? **Yes / No**

7. a. Are distribution receipts for all households served available at EFO or pantry level? **Yes \No**

b. Are they available for past three years? **Yes / No**

8. Are eligibility determinations recorded on the distribution receipt?

Yes / No

9. Do current forms provide the following data?

Item	Yes	No
Recipient name	_____	_____
Address	_____	_____
Household size	_____	_____
Basis/Category of Eligibility	_____	_____
Signature	_____	_____
Date	_____	_____
Actual Quantities Received	_____	_____
Site	_____	_____
Representative's Signature	_____	_____

10. Are files maintained on all complaints and allegations of fraud or abuse?

Yes / No

11. Are copies of distribution announcements and publicity available?

Yes / No

12. Are all reports submitted to the Sponsoring Agency on a timely basis?

Yes / No

13. Do the reports accurately account for:

USDA Foods? _____ Households Served? _____

14. Is there a current inventory of any equipment purchased with TEFAP Funds? **Yes / No**

15. Is all TEFAP funded equipment accounted for (if applicable)? **Yes / No**

H. NON-DISCRIMINATION

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

2. Are project areas 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**

1. Is program information being made available to potential eligible persons, program applicants, and participants? **Yes / No**

- Is program information being provided in a bilingual manner where services are being delivered in a language minority area? **Yes / No**
- Are program changes publicized such as, revised eligibility standards, new locations, hours of operation, etc? **Yes / No**
- Is the local agency or sub-recipient 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 procedures outlined in FNS instruction 113-1 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**
If yes, is the attendance sheet and agenda available to review? **Yes / No**

7. Has the local agency or site conducted CR training for its staff? **Yes / No**

8. Describe provisions to serve disabled and homebound?
_____

_____

9. Describe TDD or alternative telecommunication system used to communicate with hearing or speech impaired._____

10. 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.

_____
_____

_____
_____

11. For faith-based or religious organizations, are the "Written Notice of Beneficiary Rights" and the "Beneficiary Referral Request" flyers/forms prominently displayed and available? **Yes / No**

I. 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 TEFAP monitoring visit_____

7. Did the monitor examine program operations? **Yes / No**

J. COMMENTS AND SUGGESTIONS

1, List below areas of technical assistance that the Sponsoring Agency or State Agency could provide EFOs.

i. _____

ii. _____

iii. ._____

2. Are there any problems that have not been addressed during this review?

i._____

ii_____

iii_____

3. Suggestions to improve the program:

_____

_____

_____

_____

_____ _____

Field Monitor Date

_____ _____

EFO Representative Date

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

In accordance with federal civil rights law and 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, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
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 Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

This institution is an equal opportunity provider.

APPENDIX XI –TEFAP CIVIL RIGHTS TRAINING LOG FFY25

The Emergency Food Assistance Program (TEFAP) - Civil Rights Training Log FFY25

Date: ___/ ___/ ___ Sponsoring Agency: _____

Attendees

Print Name	Signature	Organization

Please use additional sheets, if needed

Name	***Signature***	***Organization***

APPENDIX XII – TEFAP PRE-AWARD CIVIL RIGHTS QUESTIONNAIRE

Maryland
Department of
Human Services

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 FNS 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

- *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."
- *Not Hispanic or Latino*.

Race

- *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.
- *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.
- *Black or African American*. A person having 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.'
- *Native Hawaiian or Other Pacific Islander*. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- W*hite*. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnicity

Hispanic or Latino	Not 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	Not 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

Jurisdiction - FFY24	# 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
Allegany County	7	1.82%	2.50%	66,087	53,881	2.5%
Anne Arundel County	37	7.05%	9.66%	221,302	209,670	9.7%
Baltimore County	20	13.57%	18.58%	412,604	392,366	18.1%
Baltimore City	46	20.84%	28.53%	556,267	625,137	28.8%
Calvert County	4	1.00%	1.38%	28,438	30,022	1.4%
Caroline County	2	0.70%	0.96%	23,696	23,953	1.1%
Carroll County	2	2.04%	2.80%	58,861	60,260	2.8%
Cecil County	11	1.82%	2.49%	53,457	55,254	2.5%
Charles County	11	2.07%	2.84%	57,273	62,055	2.9%
Dorchester County	3	0.87%	1.19%	30,361	25,848	1.2%
Frederick County	7	2.91%	3.98%	84,516	89,277	4.1%
Garrett County	4	0.66%	0.90%	19,155	20,733	1.0%
Harford County	10	3.80%	5.20%	110,392	113,405	5.2%
Howard County	14	3.13%	4.29%	91,071	89,448	4.1%
Kent County	1	0.38%	0.52%	11,057	10,720	0.5%
Queen Anne County	2	0.70%	0.96%	20,476	18,658	0.9%
Somerset County	2	0.78%	1.07%	22,723	22,526	1.0%
St Marys County	5	1.48%	2.02%	42,907	44,152	2.0%
Talbot County	3	0.56%	0.76%	16,241	17,418	0.8%
Washington County	12	3.02%	4.14%	87,836	91,910	4.2%
Wicomico County	7	2.59%	3.55%	75,388	74,452	3.4%
Worcester County	5	1.23%	1.69%	35,884	36,953	1.7%
Totals	215	73.02%	100.00%	2,125,943.11	2,168,098.00	100%
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

APPENDIX XIV – 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)
FY24 ENTITLEMENT	**TARGET**			
Description	**% Entitlement Food per formula based on USDA methodology**	**USDA Entitlement Food Received by Grantee - YTD (Pounds)**	**Distributed to ERAs - YTD (Pounds)**	**Distributed to ERAs - YTD (Cases)**
Montgomery County	12.37%	208,643	**58,514**	**3,754**
Prince George's County	14.61%	246,424	**254,821**	**16,233**
TOTAL ALLOCATION	26.98%	**455,067**		
TOTAL DISTRIBUTED			**313,335**	**19,987**

APPENDIX XV – MONTHLY ADMINISTRATIVE EXPENSES REPORT FORM

October 1- September 30 Monthly Reporting Period FFY25			
TEFAP Administrative Funds Received from DHS			
	Signed Agreement (Specify Type)	Amount	Date Received
Example	Modification to DHS Agreement	$ 5,000.00	12/20/2024
Total			

TEFAP Administrative Funds Spent by Grantee During Reporting Period			
	Category	Amount	Details/Comments
Example	Warehouse	$ 10,000.00	Hagerstown, Baltimore, Salisbury
	Administrative staff		
	Warehouse staff		
	Warehouse		
	Off-site storage		
	Trucks		
	Other		