



2017

State of Illinois

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THE EMERGENCY FOOD PROGRAM

Important TEFAP slide presentation notes



Receipt of USDA Commodities

Pantries:

- accept a reasonable "Fair Share" amount
- must pick-up allotments in a timely manner every month
- request a reduction to fair share allotment if storage is an issue
- cannot pick-n-choose commodities
- cannot decide to not pick-up

FY18 Emergency Food Program Distribution Site Manual

Discard 2017 version
Convenient location
Train staff and volunteers
Follow the rules and procedures



SIGNATURE SHEET

Correct as many errors as possible

Incorrect numbers will throw off totals and distort statistical data

Household size and TANF normally should not be equal

Agency staff can fill out/correct any information but cannot "make-up" or guess customer data

Pantry staff cannot sign for the customer

Total columns on every page

Do not allow customers to sign in on top line with the headers

Do not allow customers to sign in on the bottom line (Total line)

Ditto marks are never allowed

Draw a single line from the Date column to the SNAP column for errors

Numbers are not included in the Total if customer is not served

The "city" is not allowed as the "street address"

Always required: # household size, street/city, # of children

Too many errors is unacceptable



SNAP

Encourage customer to surf the net, "SNAP IN ILLINOIS" to apply

Remind customers that they can participate in SNAP and receive commodities from the pantry

Phone number for help with SNAP: 800 - 843 - 6154

SITE INSPECTIONS

Inspectors have the authority to inspect food storage and distribution facilities

Civil Rights & Discrimination

Customer can call (866) 632-9992 for a USDA Program Discrimination Complaint form.

Customer can submit complaints to the USDA, Office of the Assistant for Civil Rights at 1400 Independence Avenue, SW in Washington, D.C. 20250-9410.

Customer can also submit complaints via email:
program.intake@usda.gov



Explicitly Religious Activities

Customers are not required to participate in religious activities

Religious activity must take place in a separate location at a different time

It must be made clear that religious activities are not endorsed by USDA

It is **acceptable** for...

Organizations to use their facilities to provide services without removing religious materials

Hang a cross on the wall or place a Menorah on table

Display a stand with faith-based pamphlets at the front or back

Have a Pastor or other religious officials assist with distribution

It is **unacceptable** to ...

Require customers to stand by the cross and recite a prayer

Refuse USDA foods to customers who do not practice your faith

Insert faith-based pamphlets in bags or boxes

Force or encourage participants to have a religious conversation with the pastor or official

Faith-based or religious organizations must give written notice to all customers of the right to be referred to an alternate food pantry, soup kitchen, or shelter that is in the same geographic area.



SUMMARIZED

- cannot discriminate
- cannot require participation in a religious activity
- our religious activities take place at a separate time and location
- if you object to our religious character, we can try to locate an alternate food pantry, soup kitchen, or shelter
- report violations to the Foodbank or State

If a customer objects to the religious character of an food pantry, soup kitchen or shelter, that organization must promptly undertake reasonable efforts to identify and refer the customer to an alternate food pantry, soup kitchen, or shelter to which the customer has no objection. If unable to identify an alternate food pantry, the Foodbank must be notified.

Thank You