

Guidance from Lowcountry Food Bank on TEFAP/USDA Food Distribution

This is intended only for those agencies receiving TEFAP/USDA product from the Lowcountry Food Bank.

Hello USDA Partner Agencies!

With changes to the way many of you are distributing food due to COVID, we wanted to send out a few reminders about the procedures that are still required for all USDA Agencies

If your agency receives TEFAP/USDA food from the LCFB:

- Clients must be able to view the following posters when they receive food:
 - Current Civil Rights Poster (Revised 2019 and is GREEN with a picture of the Department of Agriculture)
 - Current TEFAP Income Guidelines (effective 03/2021)
 - Written Notice of Beneficiary Rights (Revised 2019 – faith-based organizations only)
 - Interpretative Services Flyer

**For agencies conducting drive-thru models, all posters must be pinned to a bulletin board and visible to clients

- Client signatures are no longer required on the:
 - TEFAP Application Form – bottom of page 1
 - TEFAP Application Form-back of the form
 - Commodity Issuance Log/Client sign-in Logs

**HOWEVER, if the client does not sign, the agency representative MUST still print the client's name in all 3 of these places. The client's name is required in all 3 of these places still.

We know everyone is doing their absolute best navigating these crazy times, and we appreciate your dedication to serving your neighbors. If we can answer any questions for you, please email us at membershipservices@lcfbank.org!

All referenced posters and forms may be found here:

<https://lowcountryfoodbank.org/about-us/partner-agencies/agency-forms/>