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# **The Emergency Food Assistance Program (TEFAP)**

Nevada State Plan Effective 10/01/2018

Community Nutrition

*Food & Nutrition Division*

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**The Emergency Food Assistance Program (TEFAP)**  
 State Plan for Federal Fiscal Year 2018  
 Food and Nutrition Division



The Nevada Department of Agriculture (NDA) is the Agency designated by the Governor of the State of Nevada as the distributing agency responsible for the administration and oversight of The Emergency Food Assistance Program (TEFAP). The Director of the Nevada Department of Agriculture has given the Food and Nutrition Division (FND) the responsibility of administering TEFAP. This division also administers twelve other programs of the US Department of Agriculture’s Nutrition programs.

NDA Director	Jim Barbee
FND Interim Administrator	Otto Lynn
NDA Main Office	405 South 21st Street Sparks, NV 89431 Phone: (775) 353-3601

**Board of Agriculture**

The Nevada Board of Agriculture establishes the policy of the Nevada Department of Agriculture (NDA) and adopts regulations necessary for the operation of NDA to carry out the provisions of the laws and programs administered by the NDA. The Board advises and makes recommendations to the Governor or the Legislature relating to policies of the State concerning livestock and agriculture and reports to the Governor or the Legislature on all matters relevant to NDA.

<b>Board of Agriculture</b>	
Chair	Paul Anderson
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**Plan of Operation for the State of Nevada’s TEFAP**

The purpose of this document is to provide a statewide plan as part of our agreement with the U.S. Department of Agriculture, Food and Nutrition Services, for the distribution of USDA commodities for The Emergency Food Assistance Program (TEFAP). The final rule, Title 7, Code of Federal Regulations (CFR), Part 251.6(b) requires the submission of The Emergency Food Assistance Program Plan every four years, due no later than August 15 of the FFY prior to

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the end of the four-year cycle. This plan will identify a distribution model to provide the state-level ordering, shipping, warehousing, and distribution of The Emergency Food Assistance Program (TEFAP) on behalf of the Nevada Department of Agriculture (NDA), Food and Nutrition Division (FND).

#### **Federal Regulations**

Title 7 – Agriculture, Subtitle B – Regulations of the Department of Agriculture, Chapter II – Food and Nutrition Service, Department of Agriculture, Subchapter B – General Regulations and Policies – Food Distribution, Part 251 – The Emergency Food Assistance Program; Part 250 – Donation of Foods for Use in the United States, Its Territories and Possessions and Areas Under Its Jurisdiction.

#### **Description and Purpose**

The Emergency Food Assistance Program (TEFAP) provides low-income individuals and households with surplus commodities donated by the USDA. In addition, program-eligible recipients may receive privately donated products through the private sector. TEFAP is designed to supplement the nutritional needs of program-eligible individuals and households. TEFAP is in no way designed to satisfy all hunger needs or nutritional requirements of individuals or households. Program-eligible recipients of USDA commodities through TEFAP may receive food through congregate feeding sites, where food is prepared and meals are served in a group setting, or through distribution sites, where food is distributed for household consumption.

#### **Definitions and Terms**

The following terms and definitions are useful for understanding references throughout this document at both the state and federal levels when describing and explaining TEFAP. There are two specific regulations from Title 7 (Agriculture) of the Code of Federal Regulations (CFR) the terms originate from and they are grouped respective to these.

- PART 251—THE EMERGENCY FOOD ASSISTANCE PROGRAM  
Source: <http://www.ecfr.gov/cgi-bin/text-idx?SID=2e5d5c2e06cc5d6b34b35dc1c7fd1049&mc=true&node=pt7.4.251&rgn=div5>
- PART 250—DONATION OF FOODS FOR USE IN THE UNITED STATES, ITS TERRITORIES AND POSSESSIONS AND AREAS UNDER ITS JURISDICTION  
Source: <http://www.ecfr.gov/cgi-bin/text-idx?SID=2e5d5c2e06cc5d6b34b35dc1c7fd1049&mc=true&node=pt7.4.250&rgn=div5>

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<b>251.3 – THE EMERGENCY FOOD ASSISTANCE PROGRAM</b>	
Charitable Institution	An organization that is: <ul style="list-style-type: none"> <li>• Public, or</li> <li>• Private, possessing tax exempt status; and</li> <li>• Is not a penal institution (this exclusion also applies to correctional institutions which conduct rehabilitation programs); and</li> <li>• Provides food assistance to needy persons (Final Rule, Sec. 251.3)</li> </ul>
Distribution Site	Locations where eligible recipient agencies distribute commodities to needy persons for household consumption or serve prepared meals to needy persons
Eligible Recipient Agency (ERA)*	An organization that is: <ul style="list-style-type: none"> <li>• Public, or</li> <li>• Private, possessing tax exempt status pursuant to Final Rule, Sec. 251.5, and</li> <li>• Not a penal institution, and</li> <li>• Provides food assistance exclusively to needy persons for household consumption, pursuant to a means test, or predominantly to needy persons in the form of prepared meals, and</li> <li>• Has entered into an agreement with the designated State agency for the receipt of commodities and/or administrative funds, or receives commodities and/or administrative funds under an agreement with another ERA which has signed an agreement with the State agency, or another eligible ERA within the state, and</li> <li>• Falls into one of the following categories: emergency feeding organizations (EFO, including food banks, food pantries and soup kitchens); charitable institutions (CI, including hospitals and retirement homes); summer camps for children or child nutrition programs providing food service; nutrition projects operating under the Older Americans Act of 1965 (Nutrition Program for the Elderly), including projects that operate congregate nutrition sites and projects that provide home-delivered meals; and disaster relief programs.</li> </ul>
Emergency Feeding Organization (EFO)*	An ERA which provides nutrition assistance to relieve situations of emergency and distress through the provision of food to needy persons, including low-income and unemployed

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	persons. EFOs have priority over other ERAs in the distribution of TEFAP commodities.
<p><i>*Clarification: EFOs are a subset of ERAs. An EFO is an ERA that provides food assistance to relieve situations of emergency and distress to needy persons, including the low-income and unemployed. The category of EFO excludes such agencies as hospitals, retirement homes, group homes, child and elderly nutrition programs, etc. EFOs do include food banks, food pantries, and soup kitchens. Since there does not exist enough food to meet the needs of all ERAs under the general category, the distinction between ERAs and EFOs and the two-tier priority system were developed to prioritize those most in need.</i></p>	
Food Bank	A public or charitable institution that maintains an established operation involving the provision of food or edible commodities, or the products of food or edible commodities to food pantries, soup kitchens, hunger relief centers, or other food or feeding centers that, as an integral part of their normal activities, provide meals or food to feed needy persons on a regular basis.
Food Pantry	A public or private nonprofit organization that distributes food to low-income and unemployed households, including food from sources other than USDA, to relieve situations of emergency and distress.
Formula	The formula used by the USDA to allocate among States the commodities and funding available under this part. The amount of such commodities and funds to be provided to each State will be based on each State's population of low-income and unemployed persons, as compared to national statistics. Each State's share of commodities and funds shall be based 60 percent on the number of persons in households within the State having incomes below the poverty level and 40 percent on the number of unemployed persons within the State. The surplus commodities will be allocated to States on the basis of their weight (pounds), and the commodities purchased under section 214 of the Emergency Food Assistance Act of 1983 will be allocated on the basis of their value (dollars). In instances in which a State determines that it will not accept the full amount of its allocation of commodities purchased under section 214 of the Emergency Food Assistance Act of 1983, the Department will reallocate the commodities to other States on the basis of the same formula used for the initial allocation.
State Agency	The State government unit designated by the Governor or other appropriate State executive authority which has entered into an agreement with the United States Department of Agriculture.

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Soup Kitchen	A public or charitable institution that, as an integral part of their normal activities, maintains an established feeding operation to provide food to needy homeless persons on a regular basis.
Value of Commodities Distributed	USDA's cost of acquiring commodities for distribution.
<b>250.2 – Donation of Foods for use in the United States, its Territories and Possessions and Areas Under its Jurisdiction</b>	
Bonus Foods	Section 32, Section 416, and Section 709 donated foods, as defined in this section, which are purchased under surplus removal or price support authority, and provided to distributing agencies in addition to legislatively authorized levels of assistance.
Commodities	Foods donated or available for donation by the USDA, under any of the legislation pertaining to 7 CFR, Parts 250 & 251.
Distributing Agency	A State agency selected by the Governor of the State or the State legislature to distribute donated foods in the State, in accordance with an agreement with FNS, and with the requirements in this part and other Federal regulations, as applicable ( <i>e.g.</i> , a State agency distributing donated foods in CSFP must comply with requirements in 7 CFR part 247). Indian Tribal Organizations may act as a distributing agency in the distribution of donated foods on, or near, Indian reservations, as provided for in applicable Federal regulations ( <i>e.g.</i> , 7 CFR part 253 or 254 for FDPIR). A distributing agency may also be referred to as a State distributing agency.
Donated Foods	Foods purchased by USDA for donation in food assistance programs, or for donation to entities assisting eligible persons, in accordance with legislation authorizing such purchase and donation. Donated foods are also referred to as USDA Foods.
Eligible Persons	Nevada residents in need of food assistance as a result of their: (1) Economic status; (2) Eligibility for a specific food assistance program; or (3) Eligibility as survivors of a disaster or a situation of distress.
Entitlement	The value of donated foods a distributing agency is authorized to receive in a specific program, in accordance with program legislation.
Entitlement Foods	Donated foods that USDA purchases and provides in accordance with levels of assistance mandated by program legislation.
Federal Fiscal Year (FFY)	The 12-month period beginning October 1 of any calendar year and ending September 30 of the following calendar year.

**NDA is an equal opportunity provider**

405 South 21st St.  
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2300 East St. Louis Ave.  
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Elko, NV 89801

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Household	Any of the following individuals or groups of individuals, exclusive of boarders or residents of an institution: <ul style="list-style-type: none"> <li>• An individual living alone;</li> <li>• An individual living with others, but customarily purchasing food and preparing meals for home consumption separate and apart from the others;</li> <li>• A group of individuals living together who customarily purchase and prepare meals in common for home consumption; and</li> <li>• Other individuals or groups of individuals, as provided in FNS regulations specific to particular food assistance programs.</li> </ul>
Household Programs	Refers to the following programs: <ul style="list-style-type: none"> <li>• Commodity Supplemental Food Program (CSFP)</li> <li>• Food Distribution Program on Indian Reservations (FDPIR) and</li> <li>• The Emergency Food Assistance Program (TEFAP)</li> </ul>
In-Kind Replacement	The replacement of a loss of donated food with the same type of food of U.S. origin, of equal or better quality as the donated food, and at least equal in value to the lost donated food.
Nonprofit Organization	A private organization with tax-exempt status under the Internal Revenue Code. Nonprofit organizations operated exclusively for religious purposes are automatically tax-exempt under the Internal Revenue Code.
Recipients	Persons receiving donated foods, or a meal containing donated foods, provided by recipient agencies.
Section 27	Section 27 of the Food and Nutrition Act of 2008 (7 U.S.C. 2036), which authorizes the purchase of donated foods for distribution in TEFAP.
Similar Replacement	The replacement of a loss of donated food with another type of food from the same food category ( <i>e.g.</i> , dairy, grain, meat/meat alternate, vegetable, fruit, etc.) that is of U.S. origin, of equal or better quality than that type of donated food, and at least equal in value to the lost donated food.
Situation of Distress	A natural catastrophe or other event that does not meet the definition of disaster in this section, but that, in the determination of the distributing agency, or of FNS, as applicable, warrants the use of donated foods to assist survivors of such catastrophe or other event. A situation of distress may include, for example, a hurricane, flood, snowstorm, or explosion.

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Regional Distributing Agency	A State agency, a public agency, or a nonprofit organization selected by the state distributing agency to perform one or more activities required of the distributing agency in this part, in accordance with a written agreement between the parties. A distributing agency may also be a recipient agency.
Sub Distributing Agency	An emergency feeding organization (food bank, food pantry, soup kitchen, or homeless shelter) that enters into an agreement with a distributing agency to distribute TEFAP commodities to eligible recipients.
Local Distributing Agency	An eligible recipient agency (food pantry, soup kitchen, etc.) that has entered into an agreement with a Regional Distributing Agency to receive TEFAP USDA donated food to distribute in a designated service area, and to which no administrative dollars are provided.
USDA Foods	Donated foods.
<b><i>Additional Abbreviations</i></b>	
EFO	Emergency Feeding Organization
ERA	Eligible Recipient Agency
FND	Food and Nutrition Division
FNS	Food and Nutrition Service (of USDA)
LDA	Local Distributing Agency
NDA	Nevada Department of Agriculture
NPO	Non-Profit Organization
RDA	Regional Distributing Agency
SDA	Sub-Recipient Agency
TEFAP	The Emergency Food Assistance Program
USDA	United States Department of Agriculture

## Contracts/Agreements (7CFR 251.2)

The Nevada Department of Agriculture will sub grant with a regional distributing agency (RDA) in northern and southern Nevada to manage the distribution of The Emergency Food Assistance Program (TEFAP) to eligible sub distributing agencies (SDAs) and local distributing agencies (LDAs).

As required by 7 CFR 251.2 each agency that receives and distributes TEFAP donated foods and/or administrative funds must enter into an agreement with all eligible sub distributing agencies. There are at least 65 eligible sub distributing agencies which consist of food pantries, soup kitchens, emergency shelters, and food banks. The northern and southern RDA selected to distribute TEFAP will maintain a signed agreement with each eligible sub distributing agency that receives TEFAP commodities. Agreements must adhere to the provisions of 7 CFR 250 and 251 governing the TEFAP program.

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**USDA Funding Formula**

The amount of funding provided to each State is based 60 percent on the number of persons in households within the State having incomes below the Federal poverty level and 40 percent of the number of unemployed persons within the State (7 CFR 251.3).

The Nevada Department of Agriculture will reimburse RDAs for ordering, shipping, storage and other related costs incurred in the distribution of TEFAP commodities up to the level of federal administrative funds available. NDA will use this same funding formula to determine the amount of administrative funds allocated to each RDA. The funding is contingent upon the availability of federal funds.

**USDA Two-tier Priority System Requirements**

The Federal regulations contain a Two-tier Priority System in the allocation of TEFAP food to ERAs. ERAs that are EFOs have priority in receiving TEFAP food over ERAs that are not EFOs. Therefore, the first priority will be given to emergency feeding organizations that provide nutrition assistance to relieve situations of distress, e.g. food banks, pantries, soup kitchens.

If NDA cannot meet the commodity needs of all ERAs, priority in the allocation of USDA commodities must be given to EFOs. NDA may concentrate commodity resources upon a certain type or types of such organizations, to the exclusion of others (Final Rule, Sec. 251.4).

**Allocations**

The State is divided into two regions: northern and southern Nevada. Allocations are based on the USDA required funding formula of 60 percent of the number of persons in households within the State having incomes below the Federal poverty level and 40 percent of the number of unemployed persons within the State. The fair share allocation will be reviewed at least annually and will be passed along to the RDAs.

**Distribution Method**

The State of Nevada has moved to a distribution plan that utilizes a RDA approach for the distribution of TEFAP commodities. The state will no longer conduct TEFAP distribution on odd months and pantry distribution on even months. The RDAs selected for northern and southern Nevada will distribute TEFAP commodities and donated food on a monthly basis for all qualified SDAs or LDAs that are also emergency feeding organizations. The RDA will be required to enter into an agreement with the SDA and LDA that receive and distribute TEFAP commodities. In addition, RDAs will ensure that all counties in their region have at least one distribution site and are equitably served.

NDA will sub grant with one agency to service the northern region and one agency to service the southern region of Nevada. The selected agencies will distribute TEFAP USDA foods equitably and expeditiously in each county in their region. All TEFAP USDA foods will be ordered by an authorized staff member of the selected distributing agencies and approved by a FND staff member. All TEFAP foods will be delivered to the selected distributing agencies which will store, allocate (in accordance with state approved allocations) and deliver the USDA foods monthly to the qualified SDAs or LDAs as described in 7 CFR 250.13 within their region.

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As part of this agreement, the following are the roles and responsibilities of RDAs. These distributing agencies must agree to and complete these responsibilities and actions.

Successful applicants will be required to provide the following deliverables:

- Order, receipt, and distribute its share of USDA TEFAP foods received by Nevada regardless of the number of pounds;
- Establish and maintain agreements with SDAs and LDAs;
- Monitor recipient agencies for program compliance.
- Distribute donated food to pantries, soup kitchens, and homeless shelters at least once a month through pickup and delivery services in accordance with the USDA policy of non-discrimination;
- Maintain accurate receipt and distribution records for TEFAP commodities with at least 99% product accountability;
- Provide recipient agencies with invoices showing USDA food values monthly and annual USDA food values report;
- Assure that each distribution site has a contract to distribute USDA commodities which must include a policy of non-discrimination and an assurance that donated food is made available to all eligible households to the extent that such food is available;
- Provide storage facilities and insurance for TEFAP products as outlined in 7 CFR 250.14;
- Assure that each storage site used by the RDA is sufficient to accommodate projected amounts of refrigerated, frozen, and dry products and the distribution sites comply with storage requirements in terms of temperature, security and rodent control;
- Comply with all program rules, policies and procedures in accordance with TEFAP policy manual provided annually by the Nevada Department of Agriculture, Food and Nutrition Division;
- Provide annual training to all to recipient agency staff and volunteers at least once each year to assure adherence to program policies; training includes formal TEFAP policy and procedure training (in accordance with the TEFAP policy manual provided annually by NDA), regulations and civil rights; and provide technical assistance to recipient agency staff an ongoing basis;
- Track financial expenditures, pounds of food distributed, inventory, and service data (number of individuals and households served by county) on a monthly basis and submit monthly reimbursement and program reports to the Food and Nutrition Division;
- Annually monitor one-tenth or twenty; whichever is fewer each year of TEFAP distribution sites to ensure that all required TEFAP criteria are met as specified in the TEFAP Sub-Distributing and Local Agency Compliance Review;
- Provide nutrition education which may include recipes and demonstrations using TEFAP products to all recipient agencies;
- Conduct at least three types of structured outreach activities in the service area on an ongoing basis to make the community aware of donated food resources (e.g., printed materials, brochures, flyers, and media appearances);

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- Verify receipt, location, and condition of all equipment, funded wholly or in part with TEFAP federal administrative funding, at least once every year;
- Expend and/or obligate TEFAP administrative funding on a monthly basis; document and isolate all TEFAP program expenditures in the RDA's accounting records and maintain all expenditure documentation;
- Track the pounds of privately donated/purchased (non-government) food distributed on a monthly basis;
- Distribute food to counties and distribution sites in the assigned service area in accordance with fair-share allocation percentages provided annually by NDA;
- Assure that pantries and soup kitchens maintain regularly scheduled hours and adhere to other program requirements;
- Ensure that food commodities are distributed to eligible participants according to established program guidelines through receiving, tracking and verifying the accuracy of completed NDA signature sheets on a monthly basis;
- Maintain accurate warehousing and inventory records for all TEFAP food commodities;
- Investigate and handle 100% of complaints and irregularities and provide reports to the NDA as needed;
- Submit required accurate reports on timely basis;
- Distribute SNAP applications to food pantries, soup kitchens, and homeless shelters for distribution to potentially eligible clients;
- Compile information from client signature sheets which includes the number of individuals and households served as well as those that receive/do not receive public assistance benefits based on household self-declaration.

**ERA Commodity Allocation to Distribution Sites**

RDAs selected to provide TEFAP products in the northern and southern regions must ensure that they distribute USDA commodities to their SDA and LDA sites in accordance with the requirements of the two-tier priority system. Therefore the RDAs will only distribute USDA commodities to SDA and LDA sites that are EFOs, i.e., organizations such as food banks, food pantries, and soup kitchens that provide nutrition assistance to relieve situations of emergency and distress of needy persons (Final Rule, Sec. 251.4).

The RDAs must maintain records to demonstrate that over time there is equity in issuance of commodities among all sites.

**Distribution Sites**

NDA does not expect to meet all of the eligible recipient agencies' requests for TEFAP products. Therefore the **first priority** will be given to the emergency feeding organizations that provide nutrition assistance to relieve situations of distress, e.g. food banks, pantries, soup kitchens, etc. (7CFR 251.3 (e)).

If after 60 days, TEFAP commodities have been distributed in sufficient quantities to meet the needs of all emergency feeding organizations, commodities will then be made available to the

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**second priority** of eligible recipient agencies, e.g., other public and private non-profit organizations that serve needy people but do not relieve situations of emergency and distress. (7CFR 251.4 (h) (ii).

**Program Eligibility Criteria**

TEFAP commodities may be used in two ways. They may be used to prepare meals, which are served in a congregate setting or given to participants who take them home for use by their families. The Nevada Department of Agriculture has established the eligibility criteria for individuals participating in a prepared meal service or receiving TEFAP products for household distribution.

**Eligibility for Prepared Meals**

There are no federal standards or procedures for determining an individual's eligibility to receive prepared meals. They are presumed to be needy because they seek meals at an approved TEFAP site. Sites do not have to maintain records of the names of participants to whom they serve meals but must keep a count of the number of meals served.

**Eligibility for Household Distribution**

In accordance with federal regulations 7 CFR 251.5(b) and 251.10 (a) (3), The Nevada Department of Agriculture has established eligibility criteria which must be met in order for a household to qualify to receive TEFAP products. (**For the purposes of this program**, household is defined as all individuals living together under one roof regardless of their relationship to one another.)

- The household must reside in Nevada. Length of residency is not used as an eligibility criterion.

**And meet one of the following criteria:**

- In order to be eligible to receive household TEFAP products, the total household income for all household members must be at or below 185% of federal poverty guidelines.
- Applicants who participate in one or more of the following programs – Supplemental Nutrition Assistance Program (SNAP), Women, Infants, and Children (WIC), Food Distribution Programs on Indian Reservations (FDPIR), Temporary Assistance to Needy Families (TNAF), Medicaid, or Supplemental Security Income are automatically eligible for the TEFAP program.

Federal regulations do not require that an applicant household provide independent verification of income, for example, pay stubs. Therefore, the Department of Agriculture does not impose stricter eligibility standards. However, in compliance with 7 CFR 251.10(a) (4), the attached TEFAP Self-Declaration Form is to be used by eligible recipient agencies in determining TEFAP program eligibility. (Attachment 1)

Each household applicant is required to complete the self-declaration form. This form includes the applicant's name, address, the number of persons in the household, and the applicant's signature.

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Eligible recipient sites which conduct household distributions must keep a record for each day on which they distribute commodities of the names of all households, which receive food. Site staff can meet this requirement by writing down the name of the household or placing a mark next to the household's name on a pre-printed form.

Participants who receive food to take home do not have to sign a receipt to document that they received the TEFAP products. Nor is it necessary to record the specific food, e.g., two cans of green beans, to each individual household.

### **Civil Rights**

There must be no discrimination in the distribution of foods donated under this part because of race, color, national origin, sex, age, or handicap (7 CFR, 251.10). Every two years, or more frequently when deemed necessary, the RDA must notify the public, including minority and grass roots organizations in their service area, of the availability of TEFAP distributions in their area and eligibility requirements for the program (FNS Instruction 113).

Changes in location of TEFAP distributions, times of service, or any significant program changes, as transmitted to the RDA by NDA, must be transmitted to potential TEFAP participants as appropriate and in a timely manner. This can be done through media advertising, public service announcements, distribution sites, or directly to individuals (FNS Instruction 113).

Applications and agreements made by the RDA with organizations or individuals for TEFAP distribution must contain a statement that the distribution site cannot discriminate in handing out TEFAP food (FNS Instruction 113).

### **ERA/EFO Responsibility**

Pursuant to [FNS Policy Memo FD-113](#), RDAs are responsible for providing their staff and volunteers that interact with clients and/or who handle personal information of clients with training on civil rights. The RDAs will also set up policies to ensure their SDAs' and LDAs' staff and volunteers that interact with clients, and/or who handle personal information of clients, receive the same training. NDA will provide a training checklist on its website for all agencies that distribute TEFAP product to use as a minimum standard for civil rights training.

### **Monitoring Procedures**

A bi-annual review will be conducted for each RDA that the Nevada Department of Agriculture has entered into an agreement with to distribute TEFAP products (7CFR 251.10(e) and 251.10 (e) (2) (i) (ii)).

The bi-annual review of the RDA will include the review of one-tenth or twenty (20), whichever is fewer, of all eligible SDAs and LDAs that receive TEFAP products and/or administrative funds. Reviews will be conducted to the maximum extent feasible simultaneously with actual distribution of commodities and/or meal service.

Should conditions warrant, the Nevada Department of Agriculture reserves the right to conduct more frequent monitoring reviews than describe above.

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The RDA will conduct annual reviews of one-tenth or twenty (20), whichever is fewer, of all eligible SDAs and LDAs that receive TEFAP commodities and/or administrative funds. Reviews will be conducted to the maximum extent feasible simultaneously with actual distribution of commodities and/or meal service.

At a minimum, the bi-annual RDA review and the annual review of the sub distributing agencies will include:

- Eligibility determinations;
- Food ordering procedures;
- Storage and warehouse procedures (where appropriate);
- Delivery;
- Inventory controls (where appropriate);
- Approval of distribution sites;
- Reporting and record keeping procedure;
- Allowable cost determinations, and
- Civil rights.

**Corrective Action**

If deficiencies are disclosed through the monitoring review, the RDA will be provided with a written report of the review findings and must submit a corrective action plan. At a minimum, this report will include:

- A description of each deficiency found;
- Requirements for the submission and approval of a corrective action plan; and
- A timeframe for the submission of a corrective plan, which will not be less than thirty (30) days from the date of the issuance of the written report of findings

The Nevada Department of Agriculture will conduct a monitoring follow-up visit within (60) days of the date that the corrective action plan was approved to ensure that the recipient agency's corrective action plan has been implemented and that the deficiencies have been rectified.

**Volunteer Workers**

Eligible RDAs, SDAs and LDAs will continue to use, to the extent practicable, volunteer workers, and other organizations in the operation of the TEFAP program in order to reduce administrative cost.

**Other Program Information**

All other program policies and procedures are described in the State of Nevada TEFAP Policies and Procedures Manual, including current legislation and regulations. This manual is considered the "how-to" or operational part of the State Plan.

# Attachment 1



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**FORM INSTRUCTIONS**

Agency staff must complete the lines for agency name and certify the household as Approved Public Assistance (PA), Approved Income (AI), or Denied.

The head of household (or authorized representative) will print their name and sign one row on the front of this form and complete the following: Household size, street address, city, phone (if applicable) and date.

A household may meet TEFAP income-based standards in either of the following two ways:

1. Participate in one of these public assistance programs (PA).
  - SNAP, Supplemental Nutrition Assistance Program
  - WIC, Women, Infant and Children
  - School Meals Free or Reduced Eligible
  - TANF, Temporary Assistance to Needy Families
  - SSI, Social Security Supplemental
  
2. If the household does not participate in any of the above public assistance programs, the household must have a combined gross income that does not exceed the maximum income limit for the applicable household size. (AI)

**2017-18 Income Eligibility Guidelines**

Household Size	Maximum Weekly Household Income	Maximum Monthly Household Income	Maximum Annual Household Income
1	\$430	\$1,860	\$22,311
2	\$578	\$2,504	\$30,044
3	\$727	\$3,149	\$37,777
4	\$876	\$3,793	\$45,510
5	\$1,024	\$4,437	\$53,243
6	\$1,173	\$5,082	\$60,976
7	\$1,322	\$5,726	\$68,709
8	\$1,471	\$6,371	\$76,442
For each additional family member, add	\$149	\$645	\$7,733

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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