



April 30, 2020

The following are important updates regarding operations during coronavirus (COVID-19), effective April 30, 2020.

Policy Update

Thank you to everyone that was able to join us for the webinar about the Paycheck Protection Program (PPP). If you were unable to join but are interested in accessing the resources that were shared, you can find those linked below. If eligible, your organization is encouraged to apply soon as possible as funds will run out quickly.

- [The slides from the presentation](#)
- [A summary and resources for the PPP](#)
- [A list of the PPP Lenders](#)
- [A FAQ for Faith-Based Organizations](#)

TEFAP Temporary Intake Form

The TDA waiver to remove the required signatures from participants/proxies on TEFAP intake forms has been extended through May 31, 2020. Agencies must still obtain federally required intake criteria to properly determine and document eligibility. Please see the revised temporary intake form linked on the Agency section of our website [here](#).

Please ensure to determine eligibility based on categorical and/or income first. If the participant does not qualify from those two, please utilize the household crisis option and document the reason: lost job, furloughed/laid off, etc. If you have any questions regarding the intake process or TEFAP eligibility, please reach out to your relationship manager.

Reminder: PPE and Social Distancing Guidelines

As some businesses start to re-open, we would like to remind the network that CTFB continues to recommend that your agency staff and volunteers follow the CDC guidelines for practicing social distancing and using PPE such as masks & gloves. Please continue to use alternative distribution models outlined in our "[Guidance for Alternative Distribution Models](#)" tool online.

Agencies will still be required to wear facial coverings at the time they pick-up orders from the CTFB warehouse or on regional deliveries, no exceptions.

Partner Agency Spotlight

We've started 'Agency Spotlights' to highlight the incredible work partners are doing across the network. See our first Agency Spotlight on the CTFB [Facebook](#), [Twitter](#) and [Instagram](#) accounts to learn more about what Hill Country Community Ministries is doing to help with emergency response efforts.

We want to hear from you! We'd love to highlight some of the great work your staff and volunteers are doing to meet the need across our Central Texas community. If your organization is interested in being featured, reach out to us at agencies@centraltexasfoodbank.org.

Emergency Box Update

As you know, items move quickly on our shopping list. If you do not see Emergency Food Boxes on the shopping list when you're placing your order, please contact the AR Hotline *before* you place your order. We are working with our Food Sourcing Team to update the inventory and make them available for agencies to order as quickly as possible.

Please take into consideration that one pallet holds 42 Emergency Food Boxes. Come prepared to pick up the number of boxes on your order. If you order more than the 84 box limit, it's possible your order will be cut based on truck capacity.

Partner Resources:

Media Relations Guide

Navigate a relationship with the media during emergency response work can have many steps. We have pulled together a guide full of resources you can use to pitch and promote your next event with a little more ease. The guide includes sample media releases and talking point documents. Find our [Media Relations guide here.](#)

General Reminders

We want to know if your distribution has changed (or is going to change) due to COVID-19. If you're closing, re-opening, adjusting hours, or modifying your distribution model, please reach out to your Agency Relations Specialist with that updated information or share it via email at agencies@centraltexasfoodbank.org or our partner agency hotline by calling (512) 684-2503.

Remember, we will be sharing COVID-19 resources for partners and our most updated communications on our website here: <https://www.centraltexasfoodbank.org/agencies>

Contact the Team:

By phone: (512) 684 - 2503

By email: agencies@centraltexasfoodbank.org
