TEFAP Intake Form

FAQ's

What is the process for new clients?

- Collect Name, Address, number of people in the household and determine TEFAP Eligibility

How do you determine eligibility?

- Household participates in one of the government program listed on the top right of the form
- Emergency need declaration ((Household Crisis)
- Declaring household income is at or below 185%of Federal Poverty Guidelines

What is emergency need declaration (Household Crisis)?

- The client self declares that they are in need of food assistance due to the loss of employment, housing, due to COVID-19, etc.

What information do we collect for existing client?

- If a client has previously received assistance at your agency and they have a current USDA intake form on file with you – collect their name and the number of people in the household only.

How do I verify that the client has an intake form on file?

- This information is self-declared by the client.

Can I restrict to zip code and/or county?

- You must serve clients who attend your distribution but you can refer them to pantries for their future food assistance needs.

PROXY - Can clients pick up for other clients?

- If the client they want to pick up for is an existing client with a current intake form on file with your agency, the proxy only needs a handwritten note from the clients that would like to proxy for.

PROXY - What if the client is not an existing client of my agency?

- Give the proxy an intake form for the client to complete. Ask them to return this completed form at the next distribtuion