



## Partner Compliance Blast

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### Compliance Update



### Extension Announcement: Temporary TEFAP Intake Form & Signature Waivers

Texas Department of Agriculture (TDA) has extended the TEFAP Signature waiver to remove the required signatures from

participants/proxies on TEFAP intake forms until **March 31, 2022**.

Please use this extension as a **transition period** to help your intake staff & volunteers transition back to collecting participant signatures on TEFAP intake forms by **March 31, 2022**.

Agencies must still obtain federally required intake criteria to properly determine and document eligibility. All information is self-declared by the participant and documentation to determine eligibility is never required.

#### Important Intake Document Links:

- Temporary TEFAP Intake [Form and Sign In Sheet](#) (Extended until 3/31/22)
- Temporary TEFAP Intake Form [Instructions](#)
- Regular TEFAP Intake Form ([English/Spanish](#))
- Regular Client [Sign In Sheet](#)
- TEFAP Intake [FAQs](#)

Please be sure 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.

As reminder, all partners must publicly post and/or share the [Participants Rights and Responsibilities](#) with participants during the intake process. All staff & volunteers collecting participant information must have a current Civil Rights Training on file with CTFB. You can find a link to this important training [here](#).

If you have any questions regarding the intake process or TEFAP eligibility, please reach out to your CTFB relationship manager or call the AR Hotline 512-684-2503.

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## Contact the Team

512.684.2503 | [agencies@centraltexasfoodbank.org](mailto:agencies@centraltexasfoodbank.org)

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6500 Metropolis Drive, Austin, TX 78744

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