

UTAH STATE PLAN FOR TEFAP ADMINISTRATION FOOD DISTRIBUTION PROGRAM

Utah State Board of Education Child Nutrition Programs has outlined a plan including the required elements per 7 CFR 251.6.

Designation

The state agency responsible for distributing USDA Foods and administrative funds provided for the Emergency Food Assistance Program is the Utah State Board of Education (USBE), Child Nutrition Programs at PO Box 144200, 250 E 500 S, Salt Lake City, UT 84114-4200.

Operations and Administration

Staffing Table

Number of staff	Title	Role	Time Spent
1	Director	Oversight	Less than .25 FTE
2	Coordinators	Administration	Less than .25 FTE
2	Program Managers	TEFAP Grant management, TEFAP monitoring, and reporting	Less than .25 FTE
2	Food Distribution Specialists	Request and manage USDA Foods, as offered by the USDA Food Distribution Program	Less than .25 FTE
8	Child Nutrition Programs Specialists	Conduct monitoring and reporting	Less than .25 FTE
2	Financial Operations	Financial management and reporting	Less than .25 FTE

The Utah Food Bank (UFB) serves as the primary emergency feeding organization (EFO) responsible for distributing USDA Foods to various pantries and soup kitchens across the state according to 7 CFR 251.4(h). From the UFB, USDA Foods are released for shipment on a regular schedule.

The UFB has distribution sites and warehouses located throughout the state. The organization has the capacity to reach urban, rural, remote, and Tribal areas throughout the state (7 CFR 251.4). The UFB holds agreements with sub-eligible recipient agencies (sub-ERAs) to reach as many eligible program participants as possible. Eligibility of EFOs is determined according to 7 CFR Part 251.3(d).

At a minimum, USBE CNP will annually post information on all eligible recipient agencies that have an agreement and participant eligibility information on the USBE public website, www.schools.utah.gov (251.4(l)).

Data Collection

USBE will coordinate with the UFB to collect data on a quarterly basis. The data will include the number of individuals (i.e., site visits) served by each TEFAP distribution site providing USDA Foods for home consumption per month (7 CFR 251.10(b)(4)).

Confidentiality

USBE CNP will include confidentiality in the EFO agreement(s) including a provision they must ensure TEFAP participant information is kept confidential, and limits are established on the disclosure of information obtained from applicants or participants and the identity of persons making a complaint or allegation against persons participating in or administering the program (7 CFR 251.10(c)). This requirement will be assessed by USBE CNP during compliance reviews.

Trade Mitigation

Trade Mitigation program foods distributed through TEFAP are treated as TEFAP foods. The same flexibilities that exist for the distribution of TEFAP entitlement and bonus foods exist for TEFAP Trade Mitigation foods. All TEFAP regulations must be followed when distributing these foods. TEFAP administrative funds may be used to support operational expenses associated with TEFAP Trade Mitigation Program foods, as well as operational expenses associated with TEFAP entitlement and bonus foods and privately donated foods. Trade Mitigation Program ERA Operational Funds may only be used for TEFAP ERA operational expenses associated with Trade Mitigation Program foods. The Utah Food Bank is not required to pass through any of the Trade Mitigation related funding. Most of the incremental costs associated with the surge of USDA Foods from Trade Mitigation is incurred by the Utah Food Bank.

Farms to Food Banks

Section 4018 of the 2018 Farm Bill established projects within TEFAP to harvest, process, package or transport donated USDA Foods for use by Emergency Feeding Organizations. On October 4, 2019, the final rule [The Emergency Food Assistance Program: Implementation of the Agriculture Improvement Act of 2018](#), implementing Section 4018 was published in the Federal Register.

Currently, the Utah Food Bank receives donations from orchards and farms and has weekly donations from local grocery stores. The Utah Food Bank is at capacity for fresh produce. If a truck load of produce is needed, the Utah Food Bank can obtain at a low cost per pound. Utah does not currently participate in Farms to Food Banks, nor contribute a match.

Standards of Eligibility for Recipient Agencies

The Utah Food Bank has been delegated to allocate the foods based on the number of meals distributed through the pantries, by need of product and ability to store products. Distribution of food is approximately 94% to food banks for distribution for home consumption and 6% to soup kitchens and shelters for congregate feeding. There is no distribution to ERAs that are not EFOs.

All administrative funds are passed through to the Utah Food Bank to be further allocated based on these approved percentages.

Administrative Funds Allocations Table

Organization	Allocation Percentage
Utah Food Bank	70%
Catholic Community Services (CCS)	6%
Community Action Services (CAS)	5%
Five County AOG	4%
Open Doors	4%
Tabitha's Way	2%
Uintah Basin AOG	3%
Cache Community Pantry	2%
Southeastern AOG	2%
Central Utah Food Share	2%

Household Eligibility

Households whose income is at or below 185% of the Federal Poverty Income Guidelines are eligible to receive donated foods for home consumption by self- declaration according to 7 CFR Part 251.5(b). Participants will be asked to self-declare residency and are not required to provide an address or identification to confirm residency (7 CFR 251.5(b)(3) (FD-120)).

Households will be required to recertify eligibility at least annually when the new Poverty Income Guidelines are effective. After July 1st, all households must recertify eligibility at the next distribution site.

Automatic eligibility is given to clients who currently participate in one of these programs: Supplemental Nutrition Assistance Program (SNAP), Medicaid (based on household size and gross income at or less than 185% of the federal poverty level), receive Free or Reduced-Price School Meal benefits or have a child enrolled in the Federal Head Start Program. Households are also required to report any changes throughout the year to confirm eligibility to participate in TEFAP.

During times of disaster and pandemic, applications may be completed by pantry staff through

social distancing, either by phone or on a spreadsheet to eliminate individual applications.