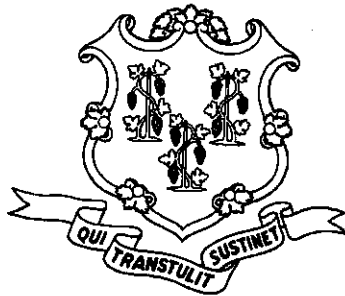


**STATE OF CONNECTICUT**  
**DEPARTMENT OF SOCIAL SERVICES**  
**THE EMERGENCY FOOD ASSISTANCE PROGRAM**  
**STATE DISTRIBUTION PLAN**  
**Amended as of May 31, 2019**



STATE OF CONNECTICUT  
DEPARTMENT OF SOCIAL SERVICES

THE EMERGENCY FOOD ASSISTANCE PROGRAM

STATE DISTRIBUTION PLAN

Amended as of March 25, 2019

DESIGNATED STATE AGENCY  
RESPONSIBLE FOR THE DISTRIBUTION OF  
EMERGENCY FOOD ASSISTANCE  
COMMODITIES AND ADMINISTRATIVE  
FUNDING AS REQUIRED BY 7 CFR 251.6

DEPARTMENT OF SOCIAL SERVICES  
Division of Eligibility Policy & Program Support  
55 Farmington Avenue  
10<sup>TH</sup> FLOOR  
HARTFORD, CT 06105  
TEL: (860) 424-5429 or 424-4992

In order to implement the provisions of Titles I and II of Public Law 98-8, which incorporates the Presidential surplus food distribution initiated in November 1981 into an expanded surplus food distribution and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193 (Welfare Reform) and in accordance with 7 CFR 250 and 251, USDA Final Rule as published in Federal Register, Vol. 64, No. 249, pg. 72898-72907), the Department of Social Services submits the following plan of operation for the Emergency Food Assistance Program (TEFAP):

I. **DESIGNATED STATE AGENCY:**

Department of Social Services  
Division of Eligibility Policy & Program Support  
55 Farmington Avenue  
10<sup>th</sup> Floor  
Hartford, CT 06105  
Attention: Jana Engle and Susan Gwiazda, Program Coordinators  
Tel: (860) 424-5429 or 424-4992, Fax: (860) 424-4979

II. **PROGRAM ADMINISTRATION:**

The Department of Social Services by virtue of its primary responsibility to human services, will administer the Emergency Food Assistance program (TEFAP). The Department of Social Services will operate the Emergency Food Assistance program (TEFAP) as provided in the final rule of 7 CFR, Parts 250 <https://www.fns.usda.gov/part-250—donation-foods-use-united-states-its-territories-and-possessions> and 251 <https://www.fns.usda.gov/part-251—emergency-food-assistance-program>. In order to carry out the provisions of the final rule, the Department of Social Services will place food orders with the United States Department of Agriculture <https://www.fns.usda.gov/tefap/about-tefap>. The Department of Social Services will organize and coordinate a network of emergency feeding organizations eligible to receive and distribute donated food for use in accordance with 7 CFR 251. The Department of Social Services will contract for the receipt, storage, and shipment of USDA commodities to eligible recipient agencies.

## **A. Contracts/Agreements (7 CFR 251.2)**

The Department of Social Services will contract with Connecticut Food Bank, Inc. and Foodshare, Inc. to distribute the Emergency Food Assistance Commodities (TEFAP) to eligible recipient agencies.

1. As required by 7 CFR 251.2, each food bank that receives and distributes TEFAP donated foods and/or administrative funds must enter into an agreement with all eligible sub recipient agencies. Sub-recipient agencies must have a signed agreement on file with the food bank. The Department shall be notified as recipient agencies are added and has the right to deny the addition of any recipient agency. Eligible recipient agencies must agree not to impose additional restrictions for receiving USDA commodities or limit distribution of TEFAP products to the public. The food bank shall also conduct a biennial review of the IRS revocation status of all recipient agencies. The food bank shall have written procedures in place for notifying eligible recipient agencies of any USDA food recalls or holds placed on USDA products. Connecticut Food Bank Inc., and Foodshare, Inc. will maintain signed agreements with each eligible recipient agency that receives TEFAP commodities. Agreements must adhere to the provisions of 7 CFR 250 and 251 governing the TEFAP program.

All eligible recipient agencies must provide reports to the Department of Social Services on a quarterly basis that documents the receipt, distribution, disposal and inventory of TEFAP commodities. Both food banks have access to the full commodity catalog in the Web-Based Supply Chain Management (WBSCM) system for ordering USDA food products. Additionally, each food bank will survey eligible recipient agencies with signed agreements to ensure TEFAP products ordered by the food banks, serve the needs of households that shop at eligible recipient agencies.

## **B. Payment of Funds for Administrative Costs (7 CFR 251.8)**

The Department of Social Services will reimburse eligible recipient food banks for shipping, storage and other related costs incurred in the distribution of TEFAP commodities up to the level of available federal administrative funds. The actual reimbursement is contingent upon the availability of federal funds.

The Department of Social Services will provide, to eligible recipient agencies, which have entered into a contract with the department, not less than 40 percent of the Federal Emergency Food Assistance Program administrative funds allocated to the State as required by 7 CFR 251.8 (4). It is anticipated that the total level of administrative funds allocated to the state will be passed through less any costs incurred by the state on behalf of the eligible recipient agencies.

## **III. PROGRAM ELIGIBILITY CRITERIA**

TEFAP commodities may be used in two ways. They may be used to prepare meals, which are served to a group, such as a soup kitchen using TEFAP commodities in the meals it cooks and serves to participants (prepared meals), or they can also be given to participants who take them home for use by their families (household distribution).

### **A. 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.

## **B. Eligibility for Household Distribution**

In accordance with federal regulations 7 CFR 251.5(b) and 251.10(a)(3), The Department of Social Services has established eligibility criteria which must be met in order for a household to qualify to receive commodities (FOR PURPOSES OF THIS PROGRAM, a household is defined as all individuals living together under one roof regardless of their relationship to one another).

1. The household must reside in Connecticut. Length of residency **is not** used as an eligibility criterion.
2. The total household income for all household members must be at or below 235% of Federal Poverty Guidelines
3. Applicants who participate in one or more of the following programs are automatically eligible for the TEFAP program:
  - Aid to the Aged, Blind or Disabled,
  - Energy Assistance,
  - HUSKY Health,
  - Section 8 Rental Assistance Program,
  - State Administered General Assistance (SAGA),
  - Supplemental Nutrition Assistance Program (SNAP),
  - Supplemental Security Income (SSI),
  - Temporary Assistance to Needy Families (TANF), or
  - WIC

## **IV. RECORDKEEPING**

Federal regulations do not require that an applicant household provide independent verification of income, for example, pay stubs. Therefore, the Department of Social Services does not impose stricter eligibility standards. However, in compliance with 7 CFR 251.10(a)(4), a TEFAP Self-Declaratory Form provided by the department is to be used by eligible recipient agencies in determining TEFAP program eligibility. Income guidelines will be updated as federal poverty guidelines change. The TEFAP Self-Declaratory Form must be updated on a yearly basis.

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

Eligible recipient sites must maintain the household applicant's yearly self-declaration form. In addition, eligible recipient sites that conduct household distributions, must keep a record of each distribution with the names of household members that received 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.

## **IV. Commodity Distribution (CFR 251.4(h))**

The Department does not expect to meet all of the eligible recipient agencies' requests for TEFAP commodities. 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, etc. (7 CFR 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 **second priority** of TEFAP eligible recipient agencies; other public or private non-profit organizations that serve needy people, but do not relieve situations of emergency and distress (7 CFR 251.4(h)(ii)).

## **V. MONITORING PROCEDURES**

An annual review will be conducted of each eligible recipient agency that the Department of Social Services has entered into agreement with to distribute TEFAP commodities (7 CFR 251.10(e) and 251.10(e)(2)(i)(ii)).

An annual review will be conducted of one-tenth or twenty (20) whichever is fewer, of all eligible recipient agencies which receive TEFAP commodities and/or administrative funds pursuant to an agreement with another eligible recipient agency. Reviews will be conducted, to the maximum extent feasible, simultaneously with actual distribution of commodities and/or meal service eligibility determinations, if applicable.

Should conditions warrant, the Department of Social Services reserves the right to conduct more frequent monitoring reviews than described above.

At minimum, the annual recipient agency review will include:

1. Eligibility determinations;
2. Food ordering procedures;
3. Storage and warehousing procedures (where appropriate);
4. Inventory controls (where appropriate);
5. Approval of distribution sites;
6. Reporting and record keeping procedures
7. Allowable costs determinations, and,
8. Civil rights

## **VI. CORRECTIVE ACTION (7 CFR 251.10(e)(5))**

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

1. A description of each deficiency found and those factors which, in the opinion of the reviewer, are contributing to any deficiency;
2. Requirements for the submission and approval of a corrective action plan; and,
3. A timeframe for the submission of a corrective action, which will be not less than thirty (30) days from the date of the issuance of the written report of findings.

The Department of Social Services will conduct a monitoring follow-up visit within sixty (60) days of the date of the review in which deficiencies were noted to ensure that the recipient agency's corrective action plan has been implemented and that the deficiency(cies) has (have) been rectified.

## **VII. VOLUNTEER WORKERS**

Eligible recipient agencies will continue to use, to the extent practicable, volunteer workers, as well as commodities and other foodstuffs donated by charitable and other organizations in the operation of the TEFAP program in order to reduce administrative costs.

## **VIII. FUNDING MATCH**

The Department of Social Services does retain a small amount of administrative funding each year. The state of Connecticut provides state dollars to Connecticut Food Bank, Inc. to provide a nutrition assistance program for state residents. The state dollars for this contract are the match for the administrative funds the department retains.

## **IX. MISCELLANEOUS**

- Catalog of Federal Domestic Assistance (CFDA) Number is 10.568, 10.569
- Amendments to State Distribution Plan will be made when necessary and/or if requested by USDA
- For program information contact Jana Engle at (860) 424-5429 or by email: [jana.engle@ct.gov](mailto:jana.engle@ct.gov) or Susan Gwiazda at (860) 424-4992 or by email: [susan.gwiazda@ct.gov](mailto:susan.gwiazda@ct.gov)

### USDA Nondiscrimination Statement

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- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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