

TEFAP Intake Options 2025

OVERVIEW:

OPTION 1	OPTION 2
Annual TEFAP Eligibility Form	Every Visit TEFAP Eligibility Form
Eligibility assessed at participant's first visit and once every 12 months ongoing at a minimum using the <u>Annual TEFAP Eligibility Form</u> .	Eligibility assessed at every visit using the <u>Every Visit TEFAP Eligibility Form</u> .
The <u>Annual TEFAP Eligibility Form</u> , <u>Every Visit TEFAP Eligibility Form</u> , and <u>Federal Poverty Guideline Posting</u> are updated every July 1, at a minimum.	
All TEFAP Postings are required for both options.	
All TEFAP Regulations apply to both options.	

Option 1: Annual TEFAP Eligibility Form and Process

- Uses current Annual TEFAP Eligibility Form.
 - The Annual TEFAP Eligibility Form is used the first time a participant visits a food shelf and every 12 months ongoing at minimum.
 - All information is Self-Declared.
 - Information and eligibility is verified via verbal self-declaration or signature.
- Current TEFAP Federal Poverty Guidelines (300%) posted and used (updated annually in July).
- All non-TEFAP required forms/questions are clearly labeled as optional AND there is a clear process in place for all non-TEFAP required forms and questions to be skipped.

Option 2: Every Visit TEFAP Eligibility Form and Process (Visual/Verbal Verification and Sign-In Log)

- Uses current Every Visit TEFAP Eligibility Form.
 - The Every Visit Eligibility Form is used during every food shelf distribution for all participants who access services regardless of when they last visited.
 - All information is Self-Declared.
 - Information and eligibility is verified via verbal self-declaration or signature.
- All non-TEFAP required forms/questions are clearly labeled as optional AND there is a clear process in place for all non-TEFAP required forms and questions to be skipped.

Both Option 1 and Option 2: All Postings are required and All TEFAP Regulations apply in both options

- All required posting and print materials are visible, available, compliant.
- See Compliance Checklist for postings.
- See TEFAP Manual for regulations.