Second Harvest Heartland Agency Online Exchange: TEFAP

Courteney Roessler DHS OEO  Jeannette Fernandez-Baca HSM
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Agenda

1. DHS OEO and HSM Contacts
2. TEFAP Program—Courteney Roessler DHS OEO
3. TEFAP Foods and Ordering—Jeannette Fernandez-Baca HSM
4. ARPA Food Support Grant—Courteney Roessler DHS OEO
**DHS OEO Staff**

Courteney Roessler-TEFAP Grant Manager  
Amy Doyle-TEFAP Grant Manager  
Nora Gordon-Food Programs Manager  

**HSM Staff**

Jeannette Fernandez-Baca-TEFAP Program Manager
Purpose: To provide clarity, current information, and the opportunity to provide answers to questions regarding TEFAP
Section 1: TEFAP Program

When you know your **why**, the **how** becomes more clear.

Your **what** has more impact because you are moving towards your **purpose**.
Purpose: Improve food shelf experience for participants

What?
Can only request required TEFAP information during intake

Why?
To provide low barrier service
Purpose: Improve food shelf experience for participants

What?
You suspect that participants are not providing honest info

Why?
Thinking that there is some penalty for being on the side of the participant
Purpose: Improve food shelf experience for participants

What?
No signatures needed to get food

Why?
Makes intake safer and faster
Purpose: Improve food shelf experience for staff and volunteers

What?
Reduce required monthly stats

Why?
Simpler intake and reporting process
Purpose: Improve food shelf experience for staff and volunteers

What?

2 TEFAP intake models

Why?

More flexibility with food distributions
Drive-up Intake

Food shelf staff make the Federal Poverty Guidelines and Data Privacy available for participants to view. Allowing them to visually verify their eligibility.

Food shelf staff record name and address of the head of household and the number of kids, adults, seniors, and pounds.
Traditional Intake

Food shelf staff make the Federal Poverty Guidelines and Data Privacy available for participants to view.

This can be done with the paper TEFAP Eligibility Form or by allowing them to visually verify their eligibility on posted documents.

Food shelf staff record name and address of head of household, and the number of kids, adults, seniors, and pounds.
Purpose: Raise awareness of the landscape of food shelf usage in MN

What?

Complete monthly food shelf stats reports accurately and on time

Why?

The accuracy of your stats have a direct connection to funding
What?

Follow program regulations
MN TEFAP Policy and Operations Manual

Why?

Remain in good standing for grants

Purpose: Maintain state and federal compliance
Purpose: Provide tools that help DHS OEO, HSM, Tribal Nations, food banks, and food shelves do our jobs better

What? TEFAP Calendar

Why? Assist with program planning
Purpose: Provide tools that help DHS OEO, HSM, Tribal Nations, food banks, and food shelves do our jobs better
Purpose: Streamline a program without losing its complexity

What? Putting together this presentation

Why? Using this model helped me see connections between what we do and why we do it
Section 2: TEFAP Foods and Ordering

- Entitlement = purchased
- Bonus = donated
How are TEFAP foods chosen?

- USDA provides a list of products available
- Use resources to assist in decision making
  - Historical data provided by HSM on product movement, cancelations
  - Feedback from food banks and agencies
  - Feedback from clients via MN Food Shelf Survey
  - Our main focus being the top 5 food categories clients want
  - Packaging of products (ex. Chicken breast only offered in 5 lb pkgs vs 1 lb pork chop or ground beef pkgs)
- Avg. food budget for an entire year: $3.3 mil
Where is all the TEFAP food this year?

• Increased cost, decreased funding, cancellations

• COVID funding no longer available
  • Pre-pandemic funding amounts + rise in cost = less food we are able to purchase

• Some reasons for cancellations:
  • Scarcity of product, vendors, and drivers
Commodity Food Availability by Pounds in MN

2017 2018 2019 2020 2021 2022

Build Back Better
CRRSA
FFCRA
CARES
Trade Mitigation
TEFAP

7,238,125
9,124,766
7,308,247
9,068,521
8,384,803
4,990,887

3,603,361
1,797,781
146,156

2,612,989

7.6 M - 3/4 of orders placed so far
TEFAP Product Schedule

• Donated = more variety/less quantity
  • Typically order 2-4 months in advance
• Purchased = less variety/more quantity
  • Typically order 4-6 months in advance
• Our goal: to provide consistency, so we choose less products and try to stick to those that are consistently available
TEFAP Product Schedule: Budget and Breakdown

- $3.3 mil for 12 months
- Example of how we decide: Nutrition value and how many people it can reach
  - Ground Beef: $136,150 for 1,000 cases – higher nutrition (chose ground beef over chicken breast due to packaging – 40/1 lb vs 6/5 lb per case)
  - Mac and Cheese: $29,615 for 3,276 cases – can reach more
The TEFAP calendar shows certain products coming in this month, but I don’t see it at my food bank, why?

- TEFAP calendar is a statewide view of what products we requested over the next 12 months
- Contact your bank if you need information on when they expect certain products. They have access to a list of what is ordered for their bank.
- Website: [https://www.hungersolutions.org/food-shelf-resources/tefap/](https://www.hungersolutions.org/food-shelf-resources/tefap/) under TEFAP Product Calendar

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- We try to always have a protein, vegetable and fruit come in each month to the state.
- Updated at least once a month
  - Reminder: the USDA can cancel orders anytime
## Top 5 Foods

According to the most recent food shelf survey (2019):

- 1. Meat, poultry, fish
- 2. Fresh fruits/vegetables
- 3. Dairy
- 4. Eggs
- 5. Cooking/baking

Purchased products goal: large enough quantity for everyone

Donated products: enough quantity for everyone not guaranteed, but adds variety
Q. Should we only provide a budget for the $12,000 base for the food shelf grant?

A. Yes. Because we don’t know how many applicants we will have, just complete your budget using the base. You will report on additional funds on the final report. Refer to allowable expenses.
Q. Our CAP agency has more than 1 food shelf site. Should we apply separately like we normally do each year for MFSP funding?

A. Yes. We’re mirroring this grant process like MFSP.
Q. Salvation Army A is an agency that has a food shelf, 2 mobiles, and 2 onsite meal programs. How many grants are they eligible for?

A. They can apply for 1 food shelf grant. Their mobile program stats will be included with the food shelf stats giving them more funding.

They would apply for 1 onsite meal program grant, regardless of how many on-site meal programs the agency has.
Q. What if we apply for money for food, but then change our minds and want to buy a freezer?

A. That’s ok! Things happen and plans change. All funds must be spent on allowable things (refer to allowable expense list). Send a quick email to Courteney or Amy any time during the grant year to track budget changes.
Q. We serve a small number of families each month, I don’t think we can spend $12,000.

A. Don’t miss out on this grant opportunity! There are plenty of people that can help you come up with ways to spend the money. Reach out to your food bank Agency Relations rep, staff at (FFEN) Foundation for Essential Needs, DHS OEO staff, and/or HSM staff before April 1st.
Q. What does it mean to be monitored for the ARPA Grant?

A. DHS OEO will choose 10% of grantees to monitor. If chosen, you will be contacted via email, a meeting will be set up, and receipts will be requested.
Thank You!

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