



Alabama State Department of Education
State Plan
The Emergency Food Assistance Program



The Alabama State Department of Education (ALSDE), in its capacity as administering agency for the Emergency Food Assistance Program (TEFAP) will implement the procedures herein described effective immediately and will be submitted to USDA, Food and Nutrition Service (FNS) for approval. Once submitted and approved, the State Plan is considered permanent, with amendments submitted at the State agency's initiative, or at FNS's request. All amendments are subject to FNS approval.

The terms "eligible recipient agency (ERA)" and "distribution site" shall have the meaning ascribed by the 7 CFR, Part 251.

I. General Information:

The Food Distribution Program staff is composed of five full time personnel. TEFAP is a part time responsibility for four of these personnel. The administrator allocates 5% of his/her time, two surplus commodity administrators allocate 5% of their time, and the secretary allocates 5% of his/her time for TEFAP. Our auditors allocate approximately 13.62% of their time to meet the monitoring requirement for TEFAP.

The state encourages the ERAs to provide newsletters or information flyers to outline the benefits and the responsibilities of participation in TEFAP to its non-participating agencies. ERAs are also asked to recruit new members through word of mouth and local community awareness efforts.

TEFAP will be administered by the ALSDE Food Distribution (FD) Program section which is the distributing agency for the United States Department of Agriculture (USDA) Foods. Mailing address is 5303 Gordon Persons Building, P. O. Box 302101, Montgomery, AL 36130-2101; Street address 50 North Ripley Street, Montgomery, AL 36104; Telephone: (334) 694-4659; Fax: (334) 694-4955; Contact: Angelice Lowe, email address: alowe@alsde.edu.

II. Distribution System – Food Bank:

ALSDE FD will allocate USDA Foods to four main ERAs (Food Banks), which will receive direct shipments from the USDA. The food banks allocation percentages will be determined by the number of people determined to be in poverty in their respective service areas according to the poverty information from the 2010 census or more current governmental poverty guideline information as it becomes available. These four Food Banks are the only ERAs for TEFAP with whom ALSDE will enter into USDA Food agreements. In order to determine what available USDA Foods works best for each Food Banks distribution system, the ALSDE FD staff will garner the Food Bank's program coordinator interest through several communication methods (i.e., email, survey and/or poll), whichever deems most appropriate at the time. This process will occur once or twice each calendar year as well as each time there is a bonus offering of TEFAP Foods.

Allocation System:

The Soup Kitchens and the Food Pantries as well as smaller Food Banks will all pull USDA Foods from the four main Food Banks identified in section V. Each of these sub-agencies must enter into a USDA Foods Agreement with one of the four main Food Banks that receive direct delivery shipments from USDA.

The Soup Kitchens and Food Pantries are required to pay a shared maintenance fee to the Food Bank on USDA Foods pulled from that Food Bank.

These ERAs will be allocated and shall accept only the amount of USDA Foods that can be used without waste as well as to prevent excess inventory of 6 months or more.

There is no state-mandated distribution rate of TEFAP USDA Foods per household. Each ERA is responsible for determining the quantity and types of TEFAP USDA Foods and other donated foods issued to a household. Among the factors that maybe considered are (1) the amount of food available on inventory, (2) number of persons in the household, (3) number of clients served by the ERA, (4) frequency of distribution, etc. Households will be permitted to refuse any part of an allotment that they do not intend to use

Records will be maintained by these ERAs for the required period (three years plus current from the close of the Federal Fiscal Year to which they pertain or longer if related to an audit or investigation in progress) and will be examined by the State during the agency review.

Eligibility Criteria:

The state eligibility criteria for the receipt of USDA food by the households are as follows:

1. Proof of eligibility to receive Supplemental Nutritional Assistance Program (SNAP) (Formerly Food Stamps), or
2. Proof of eligibility to receive Temporary Assistance for Needy Families (TANF) (Formerly AFDC), or
3. Proof of eligibility to receive Supplemental Security Income (SSI), or
4. Self-Declaration Statement attesting that total household income falls below 130% of the poverty Guideline Index.

Examples of documents which are acceptable for proving eligibility for a means-tested assistance program (eligibility criteria under #1 - #3 above) are A program identification card, an award letter of official benefits statement from the administering agency of the application program, or a benefit check. In the case of SNAP eligibility, an authorization-to-participate (ATP) card or voucher is also enough proof.

If the household member does not have such documents with him/her at the time of application, or the household does not participate in any of the above mentioned programs among the State's eligibility criteria, the ERA will be required to provide him/her with an application form that includes a self-declaration statement to sign, attesting that the total amount of household income is below 130% the current income poverty guidelines (eligibility criteria, under #4 above), using the income poverty guidelines provided annually by the USDA.

The State eligibility criteria, as described above, will be specified in the Program agreement between The ERA and ALSDE.

III. Financial Management:

ALSDE agrees to distribute to ERAs in accordance with 7 CFR, Parts 250 and 251 and regulations set forth by the USDA, those USDA Foods that are made available from the USDA. ALSDE will disburse a minimum of 40% of TEFAP Administrative grant money to reimburse the ERAs for the payment of actual storage/distribution costs or any other allowable administrative costs, which the agency may incur. The

remainder of the Administrative Grant not used for state or recipient agency administrative purposes will be used for additional food purchases.

State Matching Requirements:

As required by PL 99-198, TEFAP administrative funds spent for State-level expenses annually will be matched, dollar for dollar with State funds.

IV. Monitoring and Review:

A. Personnel Staffing:

Responsibility for monitoring ERAs lies with the Child Nutrition Program (CNP) of ALSDE. CNP personnel will be utilized to accomplish on site program reviews. Staff coordination and correspondence with ERAs, as well as reviewer training, will be the responsibility of CNP.

B. Eligible Recipient Agency Reviews:

At least 25 percent of the four Food Banks with whom the state has USDA Foods Agreements will be reviewed annually. These Food Banks are listed below:

Montgomery Area Food Bank

521 Trade Center Street
Montgomery, AL 36108-2107
(334) 263-3784
(800) 768-3784 Toll Free
(334) 262-6854 FAX

Community Food Bank of Central Alabama

107 Walter Davis Drive
Birmingham, AL 35209
(205) 942-8911
(205) 942-8838 FAX

Food Bank of North Alabama

Mailing Address: P.O. Box 18607
Huntsville, AL 35804
Physical Address: 2000-B Vernon Ave. Huntsville, AL 35805
(256) 539-2256
(256) 539-1437 FAX

Feeding the Gulf Coast

5248 Mobile South Street
Theodore, AL 36582
(251) 653-1617
(888) 704-3663 Toll Free
(251) 653-4208 FAX

The state will also annually review the lesser of one-tenth or 20 of all ERAs that have commodity agreements with the four main Food Banks listed above.

ERAs review instruments are attached as shown below:

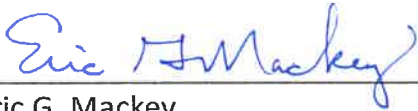
- Food Bank Review (Attached)
- Food Pantry Review (Attached)
- Soup Kitchen Review (Attached)

C. Corrective Action Procedures:

At the completion of each emergency feeding organization review or site review, an exit conference will be held with the ERA director, assistant director, and/or TEFAP coordinator. A confirming letter will be sent to the ERA outlining the following: (1) A description of deficiencies found (as well as program strengths) and factors contributing to each; (2) specific recommendations for corrective action and, (3) the timetable for corrective action. The ERA will be required to respond in writing within a given time period, describing corrective action that has been taken. If necessary, follow-up reviews will be scheduled in order to close the review.

ALABAMA STATE DEPARTMENT OF EDUCATION

FOOD AND NUTRITION SERVICE



Eric G. Mackey
State Superintendent



June B. Barrett
Child Nutrition Program Coordinator

8/23/19

Date

Title

Date