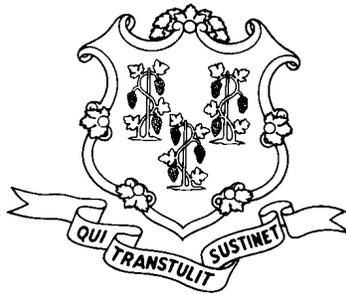


STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
THE EMERGENCY FOOD ASSISTANCE PROGRAM
STATE DISTRIBUTION PLAN
FOR FEDERAL FISCAL YEAR 2005
PLAN PERIOD 10/01/2004 - 09/30/2008
AS APPROVED 01/27/05



M. Jodi Rell
Governor

Patricia A. Wilson-Coker
Commissioner

**STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES**

THE EMERGENCY FOOD ASSISTANCE PROGRAM

STATE DISTRIBUTION PLAN

FOR FEDERAL FISCAL YEAR 2005

PLAN PERIOD 10/01/2004 - 09/30/2008

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
COMMUNITY SERVICES
AND CAPITAL PROGRAMS
25 SIGOURNEY STREET
10TH FLOOR
HARTFORD, CT 06106-5033
TEL: 860 424-5881

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
Capital Programs Unit
25 Sigourney Street
10th Floor
Hartford, CT 06106-5033
Attention: Marion K. Wojick, Program Manager
Tel: 860 424-5329, Fax: 860 424-4952

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 and 251. 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 (<http://www.fns.usda.gov>). 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.

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. There are over 250 eligible recipient agencies, which consist of food pantries, soup kitchens, emergency shelters, homeless shelters, and other food banks. 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 document the receipt, distribution, disposal and inventory of TEFAP commodities.

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. For example, a Salvation Army soup kitchen might use TEFAP commodities in the meals it cooks and serves to participants (prepared meals). TEFAP commodities 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, 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. In order to be eligible to receive household TEFAP commodities, the total household income for all household members must be at or below 235% of federal poverty guidelines (Attachment 1).
3. Applicants who participate in one or more of the following programs - food stamps, energy assistance, State Administered General Assistance (SAGA), WIC, Temporary Assistance to Needy Families (TANF), Healthcare for Uninsured Kids and Youth (HUSKY) Part A and Part B, Aid to the Blind or Disabled, Section 8 Rental Assistance Program or Social Security Supplemental are automatically eligible for the TEFAP program.

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), the attached TEFAP Self-Declaratory Form is to be used by eligible recipient agencies in determining TEFAP program eligibility (Attachment 1).

Each household applicant is required to complete the self-declaratory form. 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, which conduct household distributions, must keep a record, for each day on which they distribute commodities, of the names of all households, which receive 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.

Participants who get food to take home do not have to sign a receipt to document that they have received it. Nor is it necessary to record the specific food, e.g. two cans of green beans to each individual household.

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 eligible recipient agencies, e.g. 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 (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. VOLUNTEERS 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 not anticipate retaining any USDA federal funds; therefore, no state match is required. If in the event funds do need to be retained for program operation, then the Department will provide the required match per USDA federal regulations.

IX. MISCELLANEOUS

- Catalog of Federal Domestic Assistance (CFDA) Number is 10.568, 10.569
- Anticipated value of USDA donated foods for FFY 2005 is \$1,184,667
- Anticipated Administrative Funding Amount for FFY 2005 is \$424,381
- Amendments to State Distribution Plan will be made when necessary and/or if requested by USDA
- For program information contact Mary L. Plaskonka, (860) 424-5881, email: mary.plaskonka@po.state.ct.us

USDA Nondiscrimination Statement

Notice:

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 (voice) or (202) 720-7808 (TDD). To file a complaint of discrimination, write the Secretary of Agriculture, U.S. Department of Agriculture, Washington, DC 20250, or call (202) 720-7327 (voice) or (202) 720-1127 (TDD). USDA is an equal employment opportunity employer.

Attachments:

Self-Declaratory Form (Both English and Spanish)

Federal Register, Rules and Regulations, 12/29/99, pg. 72898-72907

http://www.access.gpo.gov/su_docs/fedreg/frcont99.html

http://www.access.gpo.gov/su_docs/fedreg/frcont99.html

http://www.access.gpo.gov/su_docs/fedreg/a050218c.html

http://www.access.gpo.gov/su_docs/fedreg/a050322c.html

<http://www.ctfoodbank.org>

<http://www.foodshare.org>

The Emergency Food Assistance Program (TEFAP) Household Eligibility Form	
Name	No. of people in household
Street	No. of Elderly (60+) in household?
Town	No. of Disabled in household
State	
Tel. ()	

The table below shows a yearly gross income for each family size. If your household income is at or below the income listed for the number of people in your household, you are eligible to receive TEFAP commodities.

Household Size	1	2	3	4	5	6	7	8*
Annual Income	22,490	30,151	37,812	45,473	60,794	68,456	76,117	83,778

- for each additional person add \$7,661.00

You are also eligible to receive TEFAP commodities if your household participates in any of the following programs. If you participate in any one of these programs, please check the box(s) next to it.

- Food Stamps
- Energy Assistance
- WIC
- School Meals
- Husky Part A, Part B
- State Administered General Assistance (SAGA)
- Temporary Assistance to Needy Families (TANF)
- Aid to the Blind or Disabled
- Social Security Supplemental (SSI)
- Section 8 Rental Assistance Program

Please read the following statement, then sign the form and write in today's date.

I certify that my yearly gross household income is at or below the income listed on this form for households of the same number of people as my household, OR that my household participates in the program that I have checked on this form. This certification form is being submitted in connection with the receipt of Federal assistance. Program officials may verify what I have certified to be true. I understand that making a false certification may result in having to pay the State agency for the value of the food improperly issued to me and may subject me to civil or criminal prosecution under State and Federal law. I also certify that, as of today, my household lives in Connecticut.

Signature

Today's Date

FORMA DECLARATIVA POR SI MISMA

Guía Actualizada a partir de 07/01/2005

Programa de Asistencia de Emergencia para Alimentos(TEFAP) Forma de Elegibilidad del Hogar	
Nombre	No. de personas en el hogar
Calle	No. de Ancianos (60 +) en el hogar
Pueblo	No. de Incapacitados en el hogar
Estado	No. de Niños en el hogar
Tel. ()	

La tabla de abajo muestra el ingreso bruto anual para el tamaño de cada familiar. Si el ingreso en su hogar es o está por debajo del ingreso listado para el número de las personas en su hogar, usted es elegible para recibir los artículos de TEFAP.

Tamaño o Familiar	1	2	3	4	5	6	7	8*
Ingreso Anual	22,490	30,151	37,812	45,473	60,794	68,456	76,117	83,778

* para cada persona adicional agregue \$7,661.00

Usted también es elegible para recibir los artículos del TEFAP si su hogar participa en cualquiera de los siguientes programas. Si usted participa en cualquier de estos programas, programas, por favor marque la(s) caja(s) que está junto al programa.

- Cupones para Alimentos
- Ayuda de Energía
- WIC
- Comidas Escolares
- Husky Parte A, Parte B
- Asistencia General Administrada por el Estado (SAGA)
- Asistencia Temporera a Familias Necesitadas (TANF)
- Ayuda a los Ciegos o Incapacitados
- Seguro Social Suplemental (SSI)
- Sección 8 Programa de Asistencia de Renta

Por favor lea la declaración siguiente, entonces firme la forma y escriba la fecha de hoy.

Yo certifico que mi ingreso bruto anual del hogar es o está por debajo del ingreso listado en esta forma para los hogares con el mismo número de personas como mi hogar, O que mi hogar participa en el programa que yo he marcado en esta forma. Esta forma de certificación está sometiéndose en relación con el recibo de asistencia Federal. Oficiales del programa pueden verificar que lo que yo he certificado sea verdad. Yo entiendo que haciendo una certificación falsa puede resultar en tener que pagar a la agencia Estatal por el valor del alimento que emitieron a mí inadecuadamente y puede hacerme sujeto a prosecución civil o criminal bajo la ley Estatal y Federal. Yo también certifico que, a partir de hoy, mi hogar vive en Connecticut.

Firma

Fecha de Hoy