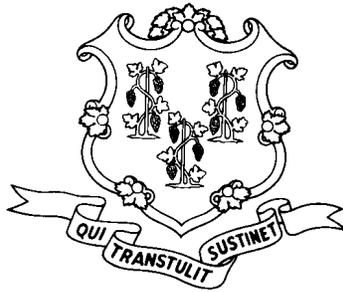


STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
THE EMERGENCY FOOD ASSISTANCE PROGRAM
STATE DISTRIBUTION PLAN
Amended as of February 5, 2025



**THE EMERGENCY FOOD ASSISTANCE
PROGRAM STATE DISTRIBUTION PLAN
Amended as of February 5, 2025**

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
Program Oversight & Grant Administration
55 Farmington Avenue
10TH FLOOR HARTFORD, CT 06105
TEL: (860) 424-5119 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 Program Oversight & Grant Administration
55 Farmington Avenue, 10th Floor
Hartford, CT 06105
Attention: Donna Switz, Program Coordinator
Tel: (860) 424-5480, Fax: (860) 424-4979

II. PROGRAM ADMINISTRATION:

The Department of Social Services (DSS) by virtue of its primary responsibility to human services, will administer the Emergency Food Assistance program (TEFAP). DSS will operate TEFAP as provided in the final rule of 7 CFR, Parts 250 ([Donation of Foods for Use in the United States, Its Territories and Possessions and Areas Under Its Jurisdiction](#)) and 251 ([The Emergency Food Assistance Program](#)). In order to carry out the provisions of the final rule, DSS will place food orders with the [United States Department of Agriculture \(USDA\)](#). DSS 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. DSS will contract for the receipt, storage, and shipment of USDA commodities to eligible recipient agencies.

A. Contracts/Agreements (7 CFR 251.2)

DSS will contract with Connecticut Foodshare Inc. to distribute TEFAP Commodities 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. Sub-recipient agencies must have a signed agreement on file with the food bank. DSS 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 an annual 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 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 DSS on a quarterly basis that documents the receipt, distribution, disposal, and inventory of TEFAP commodities. The 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)

DSS 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.

DSS will provide to eligible recipient agencies, which have entered a contract with the department, not less than 40 percent of the Federal TEFAP administrative funds allocated to the State as required by [7 CFR 251.8 \(e\)\(4\)](#). 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 (7 CFR 251.5)

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\(a\)\(3\)](#), as amended by the [Food Distribution Programs: Improving Access and Parity Final Rule](#), DSS has established eligibility criteria which must be met for a household to qualify to receive commodities.

For the 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 **300%** of the Federal Poverty Guidelines
3. Applicants who participate in one or more of the following programs are automatically eligible for TEFAP:
 - Medicaid
 - Energy Assistance
 - HUSKY Health
 - Section 8 Rental Assistance Program
 - Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
 - State Administered General Assistance (SAGA)
 - Supplemental Nutrition Assistance Program (SNAP)
 - Supplemental Security Income (SSI)
 - Temporary Assistance to Needy Families (TANF) / Temporary Family Assistance (TFA)

IV. RECORDKEEPING (7 CFR 251.10)

Federal regulations do not require that an applicant household provide independent income verifications, such as pay stubs. As a result, DSS does not impose stricter eligibility standards. Eligible recipient sites must capture the applicant's name, town of residence, number of persons in the household, and income eligibility attestation. Participants will verbally attest to income eligibility as federal poverty guidelines change and self-declare their town of residence.

Eligible recipient sites must maintain a record of participants which includes the information above. 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 (7 CFR 251.4(h))

DSS does not expect to meet all eligible recipient agencies' requests for TEFAP commodities. Therefore, **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\(e\)](#)). Additional site distribution may include but is not limited to drive up distributions, tailgate distributions, and delivery to isolated or homebound individuals.

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\(h\)\(1\)\(ii\)](#)).

V. MONITORING PROCEDURES (7 CFR 251.11)

An annual review will be conducted of each eligible recipient agency that DSS has entered into agreement with to distribute TEFAP commodities.

An annual review will be conducted of one-tenth or twenty (20), whichever is fewer, of all eligible recipient agencies that 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, DSS 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
8. Civil rights

VI. CORRECTIVE ACTION (7 CFR 251.11(e))

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

DSS 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 any deficiencies have been rectified.

VII. VOLUNTEER WORKERS (7 CFR 251.14 (c))

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 to reduce administrative costs.

VIII. FUNDING MATCH (7 CFR 251.9)

DSS does retain a small amount of administrative funding each year. The state of Connecticut provides state dollars to Connecticut Foodshare, 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 Donna Switz at (860) 424-5480 or by email: Donna.Switz@ct.gov

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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; or
- 2. fax:**
(833) 256-1665 or (202) 690-7442; or
- 3. email:**
program.intake@usda.gov

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