



# TEFAP Ordering and Reporting

# TEFAP - The Emergency Food Assistance Program

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- ▶ Ordering Procedure and Allocations
- ▶ Monthly Reporting - What is required?
- ▶ Report Spreadsheets and PDFs
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# What is it?

The Emergency Food Assistance Program was established in 1981 to increase food availability to at risk populations experiencing hunger. Nearly 100 God's Pantry Food Bank agency partners participate in distributions in their areas.

The US Department of Agriculture purchases and distributes foods at no cost to food banks and feeding organizations nationwide.

Available foods are nonperishables such as canned and boxed items like canned and frozen vegetables, rice, beans as well as canned and frozen beef, chicken, pork and fish.

In Kentucky, God's Pantry Food Bank and other food banks across the commonwealth receive USDA foods the Kentucky Department of Agriculture.

## TEFAP Allocations

All USDA foods in the TEFAP program are allocated according to county population, unemployment and poverty statistics to determine the allowance for each county.

This is updated every 6 months to a year to reflect changes in the measures used to set the allocations.

Pantries in any given county will divide the county's allocations between them. The amount sent to each will reflect your number of households and participants served. As your household numbers change your allocation may be altered to help you serve your neighbors.



To find the allocation list, go to the Agency Resources link at the top left of the God's Pantry home page.

When you scroll down the page you will see buttons on the left side of the screen.

Select "Commodity Allocations and Postings".



# Allocation Sheets

When placing an order for TEFAP items, you must check the allocation tables posted on our website.

Each item is listed by county, pantry name and number of cases allotted.

You may order from each allocation sheet once and once only. Each allocation is separate from all others.

If the same item is posted twice, you may order from both postings.

Each post is a link that will open the sheet on your device.

<b>TEFAP Canned Applesauce</b>		
4100002071		
24x#300 Cans		
October 8, 2025		
County	Agencies	Allocation
Anderson	Open Hands Community Food Pantry	16
Bath	Christian Social Services	5
	The People's Food Bank	5
Bell	Henderson Settlement Foodbox	14
	Henderson Settlement Kitchen	4
	Cooperative Christian Minsitries	8
Bourbon	Paris Church of Christ	14
	River of Life Food Pantry	5
Boyle	New Hope Danville	16
Breathitt	Soldiers of Jesus Christ Church Pantry	15
Carter	Bethany House Christian Center	15
	Willard Church of Christ	4
Clark	Clark County Community Services	18
	Ark of Mercy	10
Clay	Remnant Bread of Life	16
	Red Bird Mission	7
Elliott	Direct Service Program	0
	Elliot County CCCFP	9
Estill	God's Outreach Estill County	11



# Monthly Inventory Reporting

		USDA COMMODITY FOODS					
1 Program	2 Material	3 Material Description and Pack Size	4 Case Weight (Pounds)	5 Beginning Inventory	6 Units Received by Direct Shipment	7 Units Received from the Warehouse	8 Inventory Adjustments (+ or -) Losses, etc.
TEFAP	100907	ALMOND NATURAL WHOLE SHELL CTN-12/2 LB	24				
TEFAP	100393	ALMONDS ROASTED WHOLE SHELL PKG-12/2 LB	24				
TEFAP	100893	APPLE JUICE PLST BTL-8/64 FL OZ	32				
TEFAP	110470	APPLE SLICES FRZ CTN-12/2.5 LB	30				
TEFAP	110561	APPLES FRESH PKG-12/3 LB	36				
TEFAP	110151	APPLES FRESH VARIOUS TYPE CTN-37-40 LB	40				
TEFAP	100207	APPLESAUCE CAN- 24/300	23				
TEFAP	110361	APPLESAUCE CUP-96/4.5 OZ	27				
TEFAP	100261	APRICOT FRZ CUP-96/4.5 OZ	27				
TEFAP	100210	APRICOT HALVES CAN-24/300	23				
TEFAP	100305	ASPARAGUS CAN-24/300	23				
TEFAP	110020	BEANS BLACK CAN-24/300	23				
TEFAP	111069	BEANS DRY GARBANZO PKG-24/1 LB	24				
TEFAP	111055	BEANS DRY SPLIT PEA GREEN PKG-12/2LB	24				
TEFAP	111057	BEANS DRY SPLIT PEA YELLOW PKG-12/2 LB	24				
TEFAP	111060	BEANS GARBANZO CAN-24/300	23				
TEFAP	100380	BEANS GREAT NORTHERN DRY PKG-12/2 LB	24				
TEFAP	100306	BEANS GREEN CAN-24/300	23				
TEFAP	111063	BEANS PINTO DRY PKG-24/1 LB	24				
TEFAP	100382	BEANS PINTO DRY PKG-24/2 LB	48				
TEFAP	100127	BEEF CAN-24/24 OZ	36				

Inventory reports are due at God's Pantry Food Bank no later than the 5th of each month.

In addition to keeping inventory records, you are required to report the number of households served during that month. If you wish, you may also report the number of individuals served.

The form you see at right is provided to us by the Kentucky Department of Agriculture.

This is updated periodically to add new items to the list. There is an Excel file of the report that you may edit to add items yourself if an item is missing.

Put in your inventory as it is at the first of each month. Then add in your numbers of cases of each item you received, and the amount you distributed. What remains is your starting inventory for the following month.

KY-FD-27-FB  
(Revised 01/24)

Monthly Report of Distribution of Commodities  
Month/Year: \_\_\_\_\_

Contract Number: \_\_\_\_\_

CONSOLIDATE

USDA COMMODITY FOODS								
1	2	3	4	5	6	7	8	
Program	Material	Material Description and Pack Size	Case Weight (Pounds)	Beginning Inventory	Units Received by Direct Shipment	Units Received from the Warehouse	Inventory Adjustments (+ or -) Losses, etc.	
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# Income Guidelines and Information Requirements

USDA commodities programs have income requirements that are to be met by participants in the program.

These guidelines are updated each year to reflect changes in costs of living.

Participants must be at or below the income guidelines for their household.

This is self reported. Providing proof of income is not required.



# HOUSEHOLD INCOME GUIDELINES FOR USDA COMMODITIES

Effective February 2025

Based on 185% Poverty Income Guidelines For 2025

Household Size	Per Month
1	\$2,413
2	\$3,261
3	\$4,109
4	\$4,957
5	\$5,805
6	\$6,653
7	\$7,501
8	\$8,349

Each Additional Household Member - \$848

# Income Guidelines and Information Requirements

KY-FD-30.1

## THE EMERGENCY FEEDING ASSISTANCE PROGRAM COMMODITY APPLICATION

Name of Head of Household: \_\_\_\_\_

Address: \_\_\_\_\_

in the Household: \_\_\_\_\_ Income of the Household \_\_\_\_\_ Number

Household Size	Income Per Month
1	\$2,322
2	\$3,152
3	\$3,981
4	\$4,810
5	\$5,640
6	\$6,469
7	\$7,299
8	\$8,128
Each Additional Family member	+\$830

**Please read:** I certify that my monthly gross household income is at or below the guideline listed, based on the number in my household. I also certify that, as of today, my household resides in the geographic area served by this Kentucky Emergency Food Assistance Program agency as determined by the administering Food Bank and that I have not previously participated in the Program this month. This form is being completed in connection with the receipt of Federal assistance. I understand that making false certification may result in having to pay the State for the value of the food improperly issued to me and may subject me to criminal prosecution under State and Federal law.

Please check that you have read the above statement: Yes  No

Each year, participants must fill out a new copy of the commodity allocation application.

You are or a volunteer may fill out the information at the top. Each head of household must be shown this and attest that they meet the income qualifications.



# Income Guidelines and Information Requirements

All records that pertain to the TEFAP program must be kept for three years. You may keep these records in paper or electronic form.

The TEFAP Commodity Register provides the basic information required for each participant. Their name and the number of persons in the household is all that is required. You should have this information for every time you have a distribution of TEFAP foods.





**GOD'S PANTRY  
FOOD  
BANK**