Kentucky Department of Agriculture

The Emergency Feeding Assistance Program Handbook

PANTRY OPERATORS COMMODITY DISTRIBUTION POLICIES HANDBOOK

ELIGIBILITY REQUIREMENTS FOR USDA FOODS

DEFINITION

The 1980 Farm Bill defines a Food Pantry as "a public or private nonprofit organization that distributes food to low income and unemployed households including foods from services other than USDA to relieve situations of emergencies and distress."

ELIGIBIITY FACTORS

- Nonprofit organization must sign an agreement with the State's approved Emergency feeding organization agreeing to comply with the Donated Foods Program Guideline for eligible households.

- Provide civil rights assurances, and comply with civil rights regulations.

- Maintain accountability records, statistics, and receipts for foods received, disposed, and inventory or commodities received. <u>Inventory is to show Quantities of foods received, quantities released, and balance on hand at the end of each month.</u>

- Eligibility is determined by self-declaration of income. INCOME REQUIREMENTS CANNOT EXCEED GUIDELIINES ESTABLISHED ANNUALLY BY USDA.

EQUITABLE DISTRIBUTIONS

Policy

The Food Pantry will distribute equitably to all eligible households.

Procedures

Using the schedule of Monthly Distribution (KY-FD-54-FB), each pantry will be required to allocate commodity food according to established guidelines, or based on amount food available if a shortage occurs.

Household Distribution Rate of USDA Commodities
Monthly Distribution

Commodity	Unit Size	Household Size 1-3	Household Size 4-6	Household Size 7 & Up
*Cereals	13oz/15oz/16oz/18oz	2 Max	3 MAX	3 MAX
Dried Beans	2#	1	1	2
Figs/Prunes/Raisins/Dates	1#	2	2	3
NFD Milk/Flour Mix	1#.4oz	1	1	1
Frozen Fruits	2#	1	1	2
Frozen Meats	1# to 3#	1	2	3
*Fruits	#2cn - 300cn - 303cn	2EA. MAX 4	3 EA MAX 6	3 EA MAX 6
*Juices	46 oz	1 EA MAX 2	1 EA MAX 4	2 EA MAX 4
*Macaroni/Spaghetti	1# - 2#	2 MAX	3 MAX	4 MAX
*Meats/Fish/tuna/Beef Stew	29oz - 14.75oz - 12oz	2 MAX	2 MAX	3 MAX
Peanut Butter	18oz - 2#	1	2	2
*Rice/Potatoes	#300cn - #303 - 2#	2 MAX	3 MAX	3 MAX
Roasted Nuts/Soup	12oz - 1# - #300cn	2	3	3
*SpaghettiSauce/TomatoSauce	#300cn - #303cn	2 MAX	3 MAX	4 MAX
Vegetable Oil	48 oz	1	2	2
*Vegetables	#300cn - #303cn	2 EA MAX 4	3 EA MAX 6	3 EA MAX 6
Walnuts/Trail Mix	1#	1	2	2

Household Distribution Rate of USDA Commodities Monthly Distribution

- **These foods have a maximum amount that can be issued. For example if you have three (3) different vegetables you can only issue a total of four (4) cans of vegetables for (1-3) and a total of six (6) cans of vegetables for the other household categories.**

- **To eliminate the possibility of food losses you should always issue the oldest pack date first when issuing like items. Clients should be issued food according to the pack dates and not as a choice of products you have on hand. Clients should have the option to refuse an item, but not to exchange it for something they prefer more.**

- **For bi-monthly distribution each item may be doubled. For quarterly distribution each item may be multiplied by three.**

EQUITABLE DISTRIBUTIONS

- **The Eligibility Guidelines Chart will be displayed in the pantry for households to review. The gross income cannot exceed the guidelines on the Income Chart of this Handbook.**

INCOME GUIDELINE

Household Size	Gross Monthly Income (March 2015)
1	$2,413
2	$3,261
3	$4,109
4	$4,957
5	$5,805
6	$6,653
7	$7,501
8	$8,349
For each additional household member, add...	$848

Pantry Application Process

- **Interested agencies should contact the EFO serving your location and request an application package. (See Appendix VII for listing.)**

- **The EFO representative will determine the eligibility, and upon approval, enter into a contract and provide a copy of the current Commodity Distribution Handbook.**

How USDA Commodities are Allocated

- **The donated foods program will allocate USDA foods to each county based on the formula 60% of the households under the poverty guidelines plus 40% of unemployed persons as reported in the Economic Summary. The contracting EFO will allocate each pantry their fair share based on household participation.**

Application Process

- ## Policy
  A food pantry is responsible for the safe storage, accountability of inventory, and distribution of commodities within the guidelines.

Record Keeping/Accountability

- **Pantries or EFO's will retain all applications, inventory records for three (3) years from the end of the federal fiscal year in which it originates.**

- **A status report will be submitted to the EFO monthly showing the number of households served, inventory on hand, damages, losses, and transfers.**

- **Failure to report will delay receipt of food for the following month.**

- **If the person whose signature on the contract is no longer with the agency a new contract must be in place by July 1, of each year.**

- **A representative from each agency must attend a Food Bank training session each year.**

Damages Foods

- Foods damaged during shipment or distribution must be disposed of, if unfit for human consumption. A Food Loss Report shall be filled out for each food loss.

- Foods that are severely damaged will be destroyed by appropriate agency personnel in the following manner.

- Remove food from wrapper, pour on bleach and dispose in trash container

- One or more witnesses are to be present when action occurs.

- All losses must be reported within 10 days to the Frankfort office.

Losses

- **All <u>Food Losses are to be reported within 10 days</u> to the KY Dept. of Agriculture on a Food Loss Report (KY-FD-25).**

- **The EFO will review the Food Loss Report from all sub-outlet agencies for excessive losses and evaluate the need for corrective action.**

- **If an agency continues to report excessive losses, the EFO will notify the Department of Agriculture Food Distribution Program.**

- **If necessary the Department of Agriculture may investigate any loss.**

Transfer of Excess Foods

- Excess foods may be transferred from one approved pantry to another approved pantry in the county. Contact the Food Bank prior to transferring food to make sure the pantry is approved.
- Excess foods already on pantry inventory may be transferred from one county to another with prior approval of the Food Bank.
- The form KY-FD-7 will be used to transfer foods.

Civil Rights Compliance

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have a speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

How to file a Civil Rights Complaint

- To file a program compliant of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found on-line at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your form to USDA by:

  Mail: U.S. Department of Agriculture

   Offices of the Assistant Secretary for Civil Rights

   1400 Independence Avenue, SW

   Washington, D.C. 20250-9410

  Fax:(202) 690-7442; or

  Email: program.intake@usda.gov

- This institution is an equal opportunity provider.

STORAGE PRACTICES

- **Certain standard storage practices will help maintain the quality in stored commodities.**

- **Store like items together.**

- **Keep USDA foods separate from other foods.**

- **All foods should be stored away from chemicals & cleaning supplies.**

FIRST IN, FIRST OUT

- **The practice known as first in, first out (FIFO) refers to the order in which commodities are used. Food must be stored so that the cases with the oldest pack dates are in front and used first. Most USDA commodities have the pack date on the case, if not rely on first in, first out.**

STACKING

- **The basic rules for stacking commodities:**
- **Limit the height of the stack so that cases of foods on the bottom layers are not crushed.**
- **Cross-stack the cases of commodities to ensure that the stack will be steady and solid.**
- **Stack commodities away from sources of heat or steam.**

FOOD BANKS

GOD'S PANTRY
Danielle Bozarth
1685 JAGGIE FOX WAY
LEXINGTON, KY 40511

PHONE (859)-255 6592

DARE TO CARE
Dave Schlosser
5803 FERN VALLEY ROAD
LOUISVILLE, KY 40232
PHONE (502)-966-3821

AMERICAN'S SECOND HARVEST of KY'S HEARTLAND
Milissa French
313 PETERSON DRIVE
ELIZABETHTOWN, KY 42701
(270)-769-6997

NORTHERN KY ADD
Crystal Cottrill
ONE SPERTI DRIVE
EDGEWOOD, KY 41017
(859)-282-2700

FOOD BANKS

PURCHASE ADD

Clay Black

1213 FULTON ROAD

MAYFIELD, KY 42066

PHONE (270)-251-6124