

FOOD PANTRY OPERATORS
COMMODITY DISTRIBUTION
POLICY HANDBOOK



**TEFAP: THE
EMERGENCY
FOOD
ASSISTANCE
PROGRAM**

ELIGIBILITY REQUIREMENTS FOR USDA FOODS DISTRIBUTION

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."

PANTRY ELIGIBILITY 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. Inventory is to show Quantities of foods received, quantities released, and balance on hand at the end of each month.
- Properly determine client eligibility and ensure equal access

EQUITABLE DISTRIBUTIONS

Policy:

The Food Pantry will distribute equitably to all eligible households.

Procedures:

Using the Schedule of Monthly Distribution (FD_EFAP_KY_54) located in Appendix IV, each pantry will be required to allocate commodity food according to established guidelines, or based on amount of food available if a shortage occurs.

EQUITABLE DISTRIBUTIONS

- The Eligibility Guidelines Chart will be displayed in the pantry for households to review.
- Client eligibility is determined by self-declaration of income.
- **INCOME REQUIREMENTS CANNOT EXCEED GUIDELINES ESTABLISHED ANNUALLY BY USDA.**
(See Appendix I)

PANTRY APPLICATION PROCESS

- Interested agencies should contact the Emergency Feeding Organization (EFO aka food bank) serving your location and request an application package. (See Appendix VIII 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 2020 poverty guidelines plus 40% of unemployed persons as reported in the Economic Summary for April 2020. The contracting EFO will allocate each pantry their fair share based on household participation.

PANTRY OPERATING PROCEDURES

- A food pantry is responsible for the safe storage of foods including maintenance of Temperature Recording Charts (KY-FD-8 Appendix V)
- A pantry is responsible for accountability of inventory (KY-FD-27 Appendix VII)
- A pantry is responsible for distribution of commodities to clients within the guidelines using the Commodity Application Register or similar approved form (KY-FD-30-FB Appendix II)

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.
- On or about July 1, of each state fiscal year, the Food Pantry will sign a new contract with the EFO and attend a required training session.

DAMAGED FOODS

- Foods damaged during shipment or distribution can be disposed of or given to eligible recipients as a bonus. Damaged foods can be given to eligible recipients as a bonus item in addition to their allocation.
- 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.
- Memo submitted separately to the Food Bank which notifies him/her of the amount destroyed and the persons involved in the procedures, list the amount of food damaged, and the method of elimination on the monthly distribution report.

LOSSES

All losses are to be reported on a Food Loss Report (KY-FD-25, Appendix VI). The EFO will review the Food Loss Report for excessive losses and evaluate the need for corrective action. If necessary the Department of Agriculture may investigate the loss. If a pantry continues to report excessive losses, the contracting agency will notify the Department of Agriculture Food Distribution Program.

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. See Appendix III.

CIVIL RIGHTS COMPLIANCE

- In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
- Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

CIVIL RIGHTS COMPLIANCE

- To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:
 - **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
 - **fax:**
(833) 256-1665 or (202) 690-7442; or
 - **email:**
program.intake@usda.gov
- This institution is an equal opportunity provider.

AND JUSTICE FOR ALL



In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and receipt or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiocassette, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's Technical Center at (800) 795-2888 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at www.usda.gov/eisaisaffairs/pdfs/USDA%20complaint%20form%20ad-3027.pdf from any USDA office, by calling (800) 833-8222, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA at:

mail:
USDA, Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-4810 or

fax:
(800) 285-1468 or (202) 696-7442 or

email:
program.intake@usda.gov

This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas (derechos civiles del Departamento de Agricultura Unidos (USDA), esta institución discriminador por motivos de raza, color, origen étnico, sexo (incluyendo género identidad y orientación sexual) o retención por actividades relacionadas con el civil de derechos civiles.

La información del programa puede estar disponible en idiomas otros que el inglés. Las personas con discapacidades que requieren medios de comunicación alternativos información sobre el programa (por ejemplo, Braille, impresión de grandes y lenguaje de señas) deben comunicarse con la agencia estatal o administradora el programa o con el ASACR al (800) 795-2888 (voz y TTY) o comunicarse con el Servicio Federal de Traducción de idiomas.

Para presentar una queja por discriminación, el reclamante debe completar con la información que se requiere en el formulario AD-3027 que se encuentra en el programa de la USDA. Este formulario puede obtenerse en:

mail:
USDA, Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-4810 or

fax:
(800) 285-1468 or (202) 696-7442 or

email:
program.intake@usda.gov

This institution is an equal opportunity provider.

AND JUSTICE FOR ALL POSTER

- All brochures and news releases must have the civil rights clause included. "...And Justice For All" posters will be supplied and must be posted in all facilities approved for USDA food distribution.

STORAGE PRACTICES

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

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.

APPENDIX

- I. Income Guidelines ([link](#))
- II. Commodity Application Register ([KY-FD-30-FB](#))
- III. Transfer of Commodities ([KY-FD-7](#))
- IV. Monthly Household Distribution Rate ([KY-FD-54-FB](#))
- V. Temperature Recording Chart ([KY-FD-8](#))
- VI. Donated Food Loss Report ([KY-FD-25-FB](#))
- VII. Monthly Inventory Report ([KY-FD-27](#))
- VIII. Food Bank/EFO Listing

I. INCOME GUIDELINES (2026)

Household Size	Gross Monthly Income
1	\$2,461
2	\$3,337
3	\$4,212
4	\$5,088
5	\$5,964
6	\$6,839
7	\$7,715
8	\$8,591
For each additional household member, add...	\$876

III. TRANSFER OF COMMODITIES

TRANSFER OF COMMODITIES

Authorization has been received from (1) _____ on (2) _____ for the transfer of excess donated foods listed below between the following Recipient Agencies.

TRANSFERRED FROM: (3) R/A _____
 (4) Authorized Representative _____

TRANSFERRED TO: (5) R/A _____
 (6) Authorized Representative _____

(7) Commodity	(8) Number of Cases	(9) Pack Date

(10) _____ Name of Person Making Transfer (11) _____ Date
 (12) _____ Name of Person Receiving Transfer (13) _____ Date

This form is to be prepared in triplicate. One copy is to be mailed to EFAP office, one copy will be retained by the R/A transferring food and one copy is to be given to the R/A receiving the food.

IV. HOUSEHOLD DISTRIBUTION RATE

KY-FD-54-FB
REV.1/18

Attachment A

HOUSEHOLD DISTRIBUTION RATE OF USDA COMMODITIES

MONTHLY DISTRIBUTION

Commodity	Unit Size	Household Size		
		1-3	4-6	7 & Up
Cereals	13oz/15oz/16oz/18oz	2 Max	3 Max	3 Max
Cheese	2# Block	1 Max	1 Max	1 Max
Dried Beans	2#	1	1	2
Figs/Prunes/Raisins/Dates	1#	2	2	3
Raisins	1.33 oz	24	24	36
Dried Fruit	2#	1	1	2
NFD Milk/Flour Mix /Potatoes	1#.4oz	1	1	1
Fresh Products	1unit	12	18	18
*Fresh Potatoes	5lb Bags	2	4	6
Frozen Fruits	2#	1	1	2
Frozen Meats	1# to 3#	1	2	3
Frozen Juice or Fruit Cups	4 oz	11	11	22
Fruits	#2cn - <u>300cn</u> - 303cn	2 Ea. Max 4	3 Ea. Max 6	3 Ea. Max 6
Juices Canned	46 oz	1Ea. Max 2	1 Ea. Max 4	2 Ea. Max 4
Juices Bottles	64 oz Bottles	1 Ea. Max 1	1 Ea. Max 2	2 Ea. Max 3
Macaroni/Spaghetti	1# - <u>2#</u>	2 Max	3 Max	4 Max
Meats/Fish/Tuna/Beef Stew	<u>29oz</u> - 14.75oz - 12oz	2Max	2 Max	3 Max
*Milk Fresh	Half Gallon	1	2	3
Peanut Butter	18oz - <u>2#</u>	1	2	2
Pudding	3.5 oz	8	10	12
Rice/Potatoes	#300cn - <u>#303</u> - 2#	2 Max	3 Max	3 Max
Roasted Nuts/Soup	<u>12oz</u> - 1# - #300cn	2	3	3
Soup 32oz	32 oz Carton	1	2	2
Shelf Stable Milk	Quart	2	4	6
Shelf Stable Milk 8oz	8oz	6	6	8
Spaghetti Sauce/Tomato Sauce	#300cn - #303cn	2 <u>max</u>	3 Max	4 Max
Vegetables	#300cn - #303cn	2 EA Max 4	3 Ea Max 6	3 Ea Max 6
Walnuts/Trail Mix	1#	1	2	2

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.

* Please note that if you do not have enough of these items you can reduce it.

VI. DONATED FOOD LOSS REPORT

KY-FD-25-FB
(Rev. 7/06)

DONATED FOOD LOSS REPORT

For Office Use Only

State Claim # _____

Total Value \$ _____

Name of Food Bank/Food Pantry/Soup Kitchen where loss occurred: _____

THE INFORMATION YOU PROVIDE IN THIS REPORT WILL BE USED TO DETERMINE WHETHER OR NOT A CLAIM IS PLACED AGAINST YOUR AGENCY. *BE SPECIFIC, ATTACH ADDITIONAL PAGES IF NECESSARY. CONTACT THIS OFFICE PRIOR TO SUBMITTING THIS REPORT IF YOU HAVE QUESTIONS.*

I. GENERAL:

Date of this report: _____ Date this loss occurred: _____
(All food losses must be reported to the Food Distribution Office within ten days of the date of loss)

Was food examined when received: Yes No If not, why _____

Is First In/First Out practiced Yes No If not, why _____

Food _____
Pack Date _____
Date Received _____
Cases + Units Lost _____
Case Value (from KY-FD-26-FB) _____
Total Value _____

(attach additional Sheets) _____ Grand Total \$ _____ (from all apges)

Circumstances surrounding this loss. Be as detailed as possible. Attach additional pages as needed.

*** THIS SECTION MUST BE COMPLETED FOR ALL FOOD LOSSES ***

In your opinion was negligence involved in this loss? Yes No

Reasoning: _____

Name of Representative

Title

Date

** Page 1 of 2 **

COMPLETE ONE OF THE FOLLOWING SECTIONS APPLICABLE TO THIS FOOD LOSS

II. FREEZER/COOLER FAILURE:

A COPY OF THE CURRENT TEMPERATURE RECORDING CHART AND THE PRIOR TWO MONTHS TEMPERATURE RECORDING CHARTS MUST ACCOMPANY THIS LOSS REPORT.

Temperature Checks:

Frequency which temperatures are checked and recorded: _____
Readings Taken From: Yes No
Internal Thermometer
External Thermometer
Is there an Electronic Warning System

III. INFESTATION/SPOILAGE/CONTAMINATION:

Loss was caused by:
Insects infestation: Rodent damage: Other: (specify) _____
Extermination treatment provided: Yes No Service provided by: _____
Frequency of treatment: _____
Date of last treatment: _____
Storage Conditions: Yes No
Palletized
Ventilated

PLEASE ATTACH COPIES OF THE PERPETUAL INVENTORY REPORT (KY-FD-20) FOR EACH ITEM, AND THE TEMPERATURE RECORDING CHART FOR THE PAST TWO MONTHS.

IV. THEFT:

Were the Police Informed:
Yes A copy of the Police Report must be attached.
No If no, why: _____
Thief's Method of Entry: _____
Were Locks and/or Alarms Used: _____

V. DISPOSITION OF FOOD:

Was Food Inspected by the Health Department:
Yes By _____ (Attach Report)
No If not, why: _____
Finding of Inspection: Food Condemned Other _____
Food Destroyed:
On whose authority was food destroyed: _____
How was food destroyed: _____

VI. RECOMMENDATION OF THE FOOD BANK:

No Claim Claim Comments: _____

Signature _____ Date _____

RECOMMENDATION OF THE STATE AGENCY:

No Claim Claim Comments: _____

Signature _____ Date _____

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VII. MONTHLY INVENTORY REPORT

	B	C	D	E	F	G	H	I	J
1		FD_TEFAP_27							
2		(revised 01/26)					NAME AND ADDRESS OF AGENCY		
3									
4		Monthly Distribution and Inventory Report							
5		Month/Year							
6									
7					(enter as positive #)	(- out/ + in)			
8			Beginning	(enter as positive #)	Direct	Transfers	(enter as positive #)	(enter as positive #)	Ending
9			Inventory (+)	Disbursed (-)	Shipment (+)	In/Out (+/-)	Losses (-)	Adjustments(+)	Inventory
10	Material	Material Desc.	Qty	Qty	Qty	Qty	Qty	Qty	Qty
11	100393	ALMONDS ROASTED WHOLE SHELL PKG-12/2 LB							0
12	110470	APPLE SLICES FRZ CTN-12/2.5 LB							0
13	110561	APPLES FRESH PKG-12/3 LB							0
14	110151	APPLES FRESH VARIOUS TYPE CTN-37-40 LB							0
15	100207	APPLESAUCE CAN- 24/300							0
16	110361	APPLESAUCE CUP-96/4.5							0
17	100261	APRICOT FRZ CUP-96/4.5 OZ							0
18	100210	APRICOT HALVES CAN-24/300							0
19	100305	ASPARAGUS CAN-24/300							0
20	110020	BEANS CAN BLACK-24/300							0
21	111031	BEANS CAN DARK RED KIDNEY-24/300							0
22	111060	BEANS CAN GARBANZO-24/300							0
23	100306	BEANS CAN GREEN-24/300							0
24	110021	BEANS CAN PINTO -24/300							0
25	100363	BEANS CAN VEGETARIAN 24/#300							0
26	111010	BEANS DRY BLACK TURTLE PKG- 12/2 LB							0
27	111066	BEANS DRY DARK RED KIDNEY PKG-24/1 LB							0
28	111069	BEANS DRY GARBANZO PKG-24/1 LB							0
29	100380	BEANS DRY GREAT NORTHERN PKG-12/2 LB							0
30	100388	BEANS DRY LENTILS PKG 12/2 LB							0

VIII. LIST OF EMERGENCY FEEDING ORGANIZATIONS (EFO) IN KENTUCKY

God's Pantry

**2201 Innovation Drive
Lexington, KY 40511
(859)255-6592**

Dare to Care

**5803 Fern Valley Road
Louisville, KY 40232
(502)-966-3821**

Purchase ADD

**PO Box 588
Mayfield, KY 42066
(270)-251-6141**

Feeding America- KY's Heartland

**313 Peterson Drive
Elizabethtown, KY 42701
(270)-769-6997**

Northern KY ADD

**22 Spiral Drive
Florence, KY 41042
(859)-282-2709**

Tri-State Food Bank

**2504 Lynch Road
Evansville, IN 47711
(812)-425-0775**