

THE EMERGENCY FOOD ASSISTANCE PROGRAM

POLICY AND PROCEDURES MANUAL

DEFINITIONS

Charitable Institution means an organization which (1) is public or (2) is private, possessing federal tax-exempt status; and (3) is not a penal institution; and (4) provides food assistance to needy persons.

Commodities means foods donated or available for donation by the United States Department of Agriculture (see USDA-Donated Foods).

Disaster Organizations means organizations authorized by appropriate federal or State officials to assist disaster victims.

Distress means a situation of anxiety or suffering. A household in need of food assistance because of inadequate household income qualifies as being in a situation of distress.

Distribution Site means an eligible recipient agency (see below) which actually distributes commodities to needy persons for household consumption or serves prepared meals to needy persons.

Eligible Recipient Agency (ERA) means a charitable institution which has entered into a TEFAP agreement with the State Agency for the receipt of commodities or administrative funds (food banks and disaster relief organizations), or receives commodities or administrative funds under a TEFAP agreement with an eligible food bank (i.e. food pantries, soup kitchens, homeless shelters, domestic violence shelters, Kids Cafes, second tier agencies and disaster relief organizations).

Emergency means a combination of circumstances or the resulting state that calls for immediate action/federal assistance to protect health and safety.

Emergency Feeding Organization (EFO) means an eligible recipient agency which provides nutrition assistance to relieve situations of emergency and distress through the provision of food to needy persons including low-income and unemployed persons (food banks, first tier agencies and disaster relief organizations).

Federal Fiscal Year means the period of 12 months beginning October 1 of any calendar year and ending September 30 of the following year.

First Tier Agencies means TEFAP eligible food pantries, soup kitchens, homeless shelters, domestic violence shelters and Kids Cafes (first priority distribution sites).

Food Bank means a public or charitable institution that maintains an established operation involving the provision of food or edible commodities, or the products of food or edible commodities, to food pantries, soup kitchens, hunger relief centers, or other food or feeding centers that, as an integral part of their normal activities, provide meals or food to feed needy persons on a regular basis.

Food Pantry means a public or private nonprofit organization that distributes food to low-income and unemployed households, including food from sources other than the U. S. Department of Agriculture, to relieve situations of emergency and distress.

Homeless Individual means

- (A) an individual who lacks a fixed and regular nighttime residence; or
- (B) an individual whose primary nighttime residence is
 - a supervised publicly or privately operated shelter designed to provide temporary living accommodations (such as a homeless shelter);
 - an institution that provides a temporary residence for individuals intended to be institutionalized;
 - a temporary accommodation in the residence of another person for no more than 90 days; or
 - a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Household means a group of related or non-related individuals, exclusive of boarders, who are not residents of an institution, but who are living as one economic unit and for whom food is customarily purchased and prepared in common. It also means a single individual living alone.

In-Kind Replacement means replacement of lost commodities with a quantity of the same foods of U.S. origin that are of equal or better quality than the lost commodities and that are of at least equal monetary value to USDA's cost of replacing the lost foods.

Income In-Kind means any gain or benefit which is not in the form of money.

MO HealthNet means medical assistance in compliance with Title XIX, Public Law 89-97, 1965 amendments to the Social Security Act, as amended.

Needy Persons means

- (A) persons provided service by charitable institutions, who, because of their economic status, are in need of food assistance,

- (B) all members of a household who are certified as in need of food assistance, and
- (C) disaster victims.

Poverty Guidelines means a version of the federal poverty measure. Poverty guidelines are issued each year in the Federal Register by the Department of Health and Human Services (HHS). The guidelines are a simplification of the poverty thresholds for use for administrative purposes – for instance, determining financial eligibility for certain federal programs.

Public Assistance Household means any household in which all members receive, or are eligible to receive, one or more forms of public assistance. Public assistance programs include, but are not limited to:

- Temporary Assistance (TA)
- Food Stamps (FS)
- Low Income Home Energy Assistance (LIHEAP)
- MO HealthNet
- Public Housing Assistance
- Supplemental Aid to the Blind (SAB)
- Blind Pension (BP)
- Supplemental Payments (SP)
- Supplemental Security Income (SSI)
- Special Supplemental Nutrition Program for Women Infants and Children (WIC)

Second Tier Agencies means eligible recipient agencies that provide food assistance predominantly to needy persons in the form of prepared meals. This excludes soup kitchens, homeless shelters, domestic violence shelters and Kids Cafes, which are first tier (first priority) agencies.

Similar Replacement means replacement of lost commodities with a quantity of similar foods of U.S. origin of the same types as those normally donated by USDA and of at least equal monetary value to USDA's cost of replacing the lost foods.

Soup Kitchen means a public or charitable institution that, as an integral part of the normal activities of the institution, maintains an established feeding operation to provide food to needy homeless persons on a regular basis.

State Agency means that State government unit designated by the Governor or other appropriate State executive authority which has entered into an agreement with the United States Department of Agriculture (USDA) to administer The Emergency Food Assistance Program (TEFAP). In Missouri, the TEFAP State Agency is the Department of Social Services, Family Support Division (FSD).

USDA-Donated Foods means foods donated or available for donation by the United States Department of Agriculture (see Commodities).

Value of Commodities means USDA's cost of acquiring commodities for distribution under The Emergency Food Assistance Program. Note: For internal reports, audits, claims, etc., the Family Support Division (FSD), food banks, food pantries, soup kitchens, and other eligible recipient agencies shall use the applicable USDA Commodity Listing provided each calendar year.

Vendor Payment means a payment made in money on behalf of a household. A payment shall be considered a vendor payment whenever a person or organization outside of the household uses its own funds to make a direct payment to either the household's creditors or a person or organization providing a service to the household. Note: Monies that are legally obligated and otherwise payable to the household, but which are diverted by the provider of the payment to a third party for a household expense, shall be counted as income to the household and not considered a vendor payment.