



USDA (TEFAP) Food Program Agency Agreement

The Agency understands that in order to receive USDA food from Gleaners, it must adhere to the following:

- Agency agrees that it will not discriminate against any person in need of food.
- Agency will ensure that, on an annual basis, each staff person and volunteer interacting with program applicants and participants completes the Civil Rights Training (online or in person) before they begin to work on a regular basis.
 - Annually, agency will submit to Gleaners proof of trainings.
- Agency will require clients to sign the USDA self-declaration form to receive USDA food items.
 - Agency will maintain these forms for a minimum of three years, and will provide past sign-in sheets to Gleaners, upon request.
- Agency will post in a location visible to all clients, the Civil Rights “And Justice for All” poster provided by Gleaners.
- Agency will distribute USDA food items within 90 days of receiving an order from Gleaners.
- When storing USDA food, Agency will have it clearly marked “USDA”, and distinguishable from other food items in storage.
- Agency will practice “First-in, First-out” (FIFO) inventory management.
- Agency will maintain a language support plan in to assist clients who speak a different language.

If Agency is a faith-based or religious organization, it also agrees to adhere to the following:

- Agency agrees to post the Written Notice of Beneficiary Rights poster, provided by Gleaners.
- Agency will use the Beneficiary Referral Request form, in case clients request a referral to a different pantry. Agency will make a reasonable effort to refer the client to an alternate service provider.



Agency Name

Agency Reference #

Print Name and Title of Agency Representative

Agency Signature

Date