*See all recent Agency communications.*

# Compliance Blast

## Reminders for Verifying Eligibility and Reporting Service Totals

Partner Agencies must verify participant eligibility by completing an intake form on an annual basis (or every 6 months if eligibility is based on crisis rather than categorical or income criteria).

The TEFAP Signature Waiver expired on 3/31/2022, therefore Partner Agencies need to complete one of the following forms of intake with all neighbors:

- Complete the **"Regular" TEFAP Intake form**.
- Complete the **"Alternate" TEFAP Intake Form** (may be preferred for drive thru models).
- Complete TEFAP Intake in Oasis.
  - Option 1- Electronically enter intake information directly into Oasis.
  - Option 2- Use Regular Intake Form plus CTFB Core Supplemental Intake form, then transfer data from paper forms into Oasis.

- If your agency wishes to use an intake form specific to your organization, please submit your agency intake form to the Partner Portal for review and compliance recommendation.

Remember to publicly post and/or share the Participant Rights and Responsibilities form with all participants during the intake process.

All staff and volunteers collecting participant information must have a current Civil Rights Training (English; Spanish) on file.

Partner Agencies may collect additional data (such as employment status) for other services – for example, clothing aid or assistance with bills. The federally required information to determine USDA TEFAP eligibility must be collected before the Partner Agency requests additional data. The collection of additional data must not be a real or perceived barrier to participation in USDA TEFAP.

Partner Agencies must report to CTFB the total number of individuals, households, and new households served each month. A household should only be recorded as "new" during their first lifetime visit to your agency – this does not reset each year or eligibility period. Click here for a sample sign in sheet for tracking service totals. Click here for additional instructions on monthly reporting.

Please contact the Agency Relations Hotline with any questions: 512-684-2503.

## Contact the Team

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