

DEPARTMENT OF AGRICULTURE & CONSUMER SVCS
BUREAU OF FOOD DISTRIBUTION
407 SOUTH CALHOUN STREET, M-39, 2ND FLOOR
TALLAHASSEE, FLORIDA 32399-0800

P & P NUMBER: 251.2-5
EFFECTIVE DATE: April 1, 2004
REVISED: October 15, 2007
PAGE NUMBER: 1 of 1

SUBJECT: TEFAP Commodity Acceptability Progress Report (CAP) - TEFAP

- A. Purpose.** This policy provides for the collection and compilation of information concerning USDA TEFAP commodities.
- B. Scope.** The Bureau will collect certain information about USDA commodities from participants in The Emergency Food Assistance Program (TEFAP).
- C. Authority.** Southeast Regional Office (SERO), USDA, Atlanta letter FD 10-1, Commodity Acceptability Report, of April 26, 1998.
- D. Requirement.** As needed or requested by USDA SERO, the Bureau will prepare a report based on TEFAP commodity information provided by the state-contracted RAs participating in the TEFAP program. The information will be collected based on the USDA TEFAP commodities that the RAs received in the previous and current Federal Fiscal Year.
- E. Guidelines.**
1. As needed, the Bureau will collect TEFAP commodity information from at least 10% of the total eligible RAs or 100 eligible RAs, whichever is less. Normally, the Bureau will canvas all participants in the program.
 2. The Commodity Acceptability Progress Report (CAP) form will be provided to each state-contracted RA to capture the information.
 3. The Bureau will compile the results received from the RAs and submit the CAP to SERO, USDA, as requested. The Bureau will provide each state-contracted RA with a copy of the final report.