

DEPARTMENT OF AGRICULTURE & CONSUMER SVCS  
BUREAU OF FOOD DISTRIBUTION  
407 SOUTH CALHOUN STREET, M-39, 2<sup>ND</sup> FLOOR  
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**SUBJECT:** Use of USDA TEFAP Commodities

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**A. Accountability.** After receipt of TEFAP commodities, the state-contracted Recipient Agency is responsible for properly accounting for them until they are distributed. Inventory controls must be established and maintained, at all distribution levels, in order to properly account for the TEFAP commodities. A continuous audit trail must be established whereby TEFAP commodities can be traced from the time they are received until the time they are distributed.

**B. Improper Use of USDA TEFAP Commodities**

1. TEFAP commodities shall be distributed and used only in accordance with the provisions of 7CFR 251 and this manual. TEFAP commodities shall not be transferred, sold, exchanged, or otherwise disposed of without the approval of the Bureau. Emergency Feeding Organizations (EFOs) may not ask for payment or solicit voluntary contributions or donations from households or persons in exchange for USDA TEFAP commodities.
2. Anyone who embezzles, misuses or obtains by fraud TEFAP commodities or TEFAP administrative funds, assets or property shall be subject to Federal criminal prosecution. Legal action may also be taken under applicable State and local laws for any of the foregoing infractions.
3. In addition to legal action, if a person or household is discovered to be selling USDA TEFAP commodities, participation by that person or household shall be terminated immediately.

**C. Use of TEFAP Commodities for Demonstrations.** USDA has officially sanctioned the use of TEFAP commodities for use in cooking demonstrations. Such demonstrations are seen to enhance commodity acceptability and to promote TEFAP commodity use by recipients. This includes demonstrations conducted by the Cooperative Extension Service. **Any state-contracted RA or EFO desiring to conduct a cooking demonstration using USDA TEFAP commodities must submit a request in writing to the Bureau outlining the purpose for using the commodities and requesting approval.**