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**SUBJECT:** Distribution and Delivery of TEFAP Commodities by State-Contracted Recipient Agency

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**A. Scope.** This policy applies to the distribution and delivery of all TEFAP commodities by state-contracted Recipient Agencies.

**B. Distribution of TEFAP Commodities by State-Contracted Recipient Agency to its sub-distributors.**

1. The state-contracted RA is responsible for the distribution of TEFAP commodities in its contracted service area. RAs serving more than one county shall ensure that each of its contracted counties receives its equitable share of available commodities according to the percentage breakdown chart provided annually by the Bureau.
2. The state-contracted RA must enter into a written agreement with any eligible recipient agency in its contracted service area to which it plans to provide TEFAP commodities. Any sub-distributor allowed to further distribute TEFAP commodities to another agency, must also enter into a written agreement with that agency. (See P & P 251.2)
3. TEFAP commodities must be distributed to other eligible recipient agencies in the state-contracted service area according to the priority system established by the State and described in P & P 251.2-4.
4. The state-contracted RA will distribute TEFAP commodities equitably among its sub-distributors in its contracted service area. The amount of TEFAP commodities distributed to any sub-distributor may be contingent on:
  - a. The county's total allocation of TEFAP food.
  - b. Amount of TEFAP commodities available in inventory.
  - c. Number of households served at each site.
  - d. Availability of adequate storage facilities (dry, freezer, and cooler).
  - e. Number and type of other sub-distributors in the EFOs service area.
  - f. Any pending unfilled orders.
5. The state-contracted RA is responsible for ensuring that all TEFAP commodities are distributed only within its contracted service area. Sub-distributors serving and receiving TEFAP food for more than one county, must store that food separately for distribution to eligible residents of the particular county.

**C. Transportation and Delivery of TEFAP Commodities by State-Contracted Recipient Agency.**

1. The RA is responsible for providing adequate access to TEFAP commodities to sub-distributors. This includes providing delivery of TEFAP commodities to at least one (1) central location per contracted county.
2. The RA's transportation and delivery of USDA TEFAP food to its sub-distributors must be made in adequate and secure delivery vehicles and at proper temperatures as follows:
  - (a) Van trucks for delivery of dry groceries.
  - (b) Refrigerated trucks for delivery of refrigerated items.
  - (c) Dual compartment trucks for combination deliveries of dry groceries and refrigerated items.
  - (d) Delivery vehicles to accommodate unloading at small sites, as needed.
3. RA will make every effort to meet the sub-distributors' needs so as to ensure no additional hardship or expense for either party.