

SUBJECT: Ordering TEFAP Commodities

A. State-Contracted Recipient Agencies.

1. Requisitioning of Commodities. Each year, RAs will be provided with an entitlement or Planned Assistance Level (PAL) based on the population in poverty (60%) and unemployment (40%) in their service area. RAs will requisition (request) and/or refuse commodities for TEFAP distribution using the system established by the Bureau for that purpose. Each RA is responsible for requisitioning those TEFAP commodities, including bonus items, that it can use and the maximum quantity needed for its contracted service area. Unless otherwise instructed by the Bureau, RAs may not exceed their total entitlement or Planned Assistance Level (PAL) when placing requisitions for commodities. Requisitions in excess of the RAs PAL may be declined by the Bureau, as necessary.

State-contracted RA shall not requisition, receive or accept TEFAP commodities in excess of anticipated use, based on inventory records and controls, or in excess of its ability to accept, store, and distribute such commodities in its contracted service area.

2. Allocation of TEFAP Commodities. TEFAP commodities will be ordered and allocated by the Bureau based on the 60% poverty and 40% unemployment formula established by DACS. Each state-contracted RA will be allocated the TEFAP commodities for its contracted county or counties. In counties served by more than one state-contracted RA, the county's fair share shall be equitably distributed among the RAs awarded the state contract. State-contracted RAs serving more than one county shall ensure that each of its contracted counties receives its equitable share of available TEFAP commodities. Annually, the RAs will be provided a chart indicating the percentage breakdown for each county in their service area.
3. Notice of Allocation. As the Bureau orders the TEFAP commodities from USDA, the information will be reflected on the designated electronic commodity ordering system, i.e. ECOS. The RA is responsible for accessing the information on the appropriate electronic system on a regular basis to determine what TEFAP commodities have been ordered, amounts, anticipated shipment dates and destination, order status, and if arrived at its destination. While the Bureau will endeavor to ship directly to the state-contracted RA's storage facilities, it is not always possible. Depending on quantities ordered and RA's allocations, shipments of TEFAP commodities may have to be delivered to the state-contracted warehouse for further allocation into each state-contracted RA's account.
4. Arrival of Commodities. The warehouse or RA receiving commodities directly from USDA is responsible for reporting receipt on the USDA's Electronic Commodity

Ordering System (ECOS) or other designated electronic system within 24 hours of receipt. For RAs unable to enter the information timely into ECOS, shipments will be delivered to the state-contracted warehouse. The state-contracted RA is responsible for monitoring ECOS on a regular basis (i.e., at least weekly) to determine that the commodity(s) has been received in the warehouse and is ready for delivery to the RA. RAs should allow 3-5 days from the date the commodity arrives at the warehouse for it to be placed in their account and be available for delivery.

4. Warehouse Storage and Delivery. While the Bureau will endeavor to ship orders directly to the state-contracted RA's storage facilities, it is not always possible. In those cases where direct shipment is not feasible, TEFAP commodities will be shipped to the state-contracted warehouse and allocated to the appropriate RA's account.

The state-contracted RA is responsible for all storage and delivery costs for the TEFAP commodities allocated to them. For commodities stored at the state-contracted warehouse, the RA may pick up the commodity at the warehouse or have the warehouse deliver it. It is extremely important that the state-contracted RA contact the warehouse and arrange for prompt deliveries of the commodity(s). **TEFAP commodities should not remain in the warehouse for longer than 60-90 days.** If the state-contracted RA ascertains that it cannot distribute or use the commodity(s) in a timely manner, it must promptly notify the Bureau of that fact and advise what actions will be taken to distribute the commodities in the required area.