



The Emergency Food Assistance Program (TEFAP)

The Emergency Food Assistance Program (TEFAP) is a Federal program that helps supplement the diets of low-income Americans, including elderly people, by providing them with emergency food and nutrition assistance at no cost.

Through TEFAP, the U.S. Department of Agriculture (USDA) purchases USDA Foods and makes it available to State Distributing Agencies. The amount of food that each State receives, out of the total amount of food that is provided, is based on the number of unemployed persons and the number of people with incomes below the poverty level in the State. States provide the food to local agencies that they have selected, usually food banks, which in turn, distribute the food to local organizations such as soup kitchens and food pantries that directly serve the public.

Food Banks in New York State

There are currently eight (8) Food Banks operating in New York State.

NEW YORK STATE REGIONAL FOOD BANKS BY COUNTY

Food Bank For New York City	Regional Food Bank of Northeastern NY	Food Bank of Western NY	Food Bank of Central NY	FoodLink	Long Island Cares	Food Bank of the Southern	Food Bank for Westchester
718-991-4300	518-786-3691	716-852-1305	315-437-1899	585-328-3380	631-582-3663	607-796-6061	914-923-1100
Bronx	Albany	Cattaraugus	Cayuga	Allegany	Nassau	Broome	Westchester
Kings	Clinton	Chatauqua	Chenango	Genesee	Suffolk	Chemung	
New York	Columbia	Erie	Cortland	Livingston		Schuyler	
Queens	Delaware	Niagara	Herkimer	Monroe		Steuben	
Richmond	Dutchess		Jefferson	Ontario		Tioga	
	Essex		Lewis	Orleans		Tompkins	
	Franklin		Madison	Seneca			
	Fulton		Oneida	Wayne			
	Greene		Onondaga	Wyoming			
	Hamilton		Oswego	Yates			
	Montgomery		St.Lawrence				
	Orange						
	Otsego						
	Putnam						
	Rensselaer						
	Rockland						
	Saratoga						
	Schenectady						
	Schoharie						
	Sullivan						
	Ulster						
	Warren						
	Washington						

Anyone calling for food assistance should be directed to the food bank serving the county they live in. The food bank will provide the location of the food pantry or soup kitchen nearest to their address.

Reporting Requirements

The TEFAP fiscal year mirrors that of the Federal fiscal year and runs October 1st – September 30th.

- Food Banks are required to submit Financial Reports to Office of General Services (OGS) Food Distribution every year. Reports must be submitted no later than nine (9) months from their fiscal year end.
- Food Banks are required to submit one monthly performance report each month. This report must be received by OGS Food Distribution no later than the 10th of the month following the month being reported on. The monthly performance report must include: beginning balance; shipments received (including date received, sales order number and good quantity); distribution data; correct USDA commodity/material codes; adjustment column for damages; and remaining balance.
- **All** damages must be reported and approved by the OGS TEFAP Specialist before discarding. A Commodity Complaint Form must be completed for all **hidden** damage and submitted to OGS. A Commodity Damage Report must be completed for all **warehouse** damage and submitted to OGS. These forms can be found on the OGS Food Distribution website at:
<http://www.ogs.ny.gov/BU/SS/GDF/>
- Food Bank Contact information must be kept up-to-date with the OGS TEFAP Specialist, including contact information for back-up personnel for timely issues such as commodity ordering.
- A current listing of all Food Bank Recipient Agencies must be supplied to OGS once a year.
- Receipting in WBSCM of all USDA Commodities received must be completed within two (2) calendar days. ([FNS 709-5 Rev2 – Shipment and Receipt of USDA Foods](#))

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