



# Arizona State Plan

## The Emergency Food Assistance Program



DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*



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State of Arizona  
Department of Economic Security  
Division of Aging and Adult Services  
Coordinated Hunger Relief Program

## I. PROGRAM

The Emergency Food Assistance Program (TEFAP) is a Federal program through the US Department of Agriculture (USDA) Food and Nutrition Services that helps supplement the diets of low-income Americans, including elderly people, by providing them with emergency food assistance at no cost. The USDA purchases a variety of nutritious, high quality USDA foods, and makes those foods available to State Distributing Agencies.

The amount of food each State receives out of the total amount of food 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. States also provide the food to other types of local organizations, such as community action agencies, which distribute the foods directly to low-income households.

## II. DESIGNATION

Department of Economic Security (DES), Division of Aging and Adult Services (DAAS), Coordinated Hunger Relief Program (CHRP) is the State Distributing Agency in Arizona.

Arizona Department of Economic Security  
Division of Aging and Adult Services  
Coordinated Hunger Relief Program  
1789 West Jefferson Street, Mail Drop 6282  
Phoenix, AZ 85007  
[CoordinatedHungerReliefProgram@azdes.gov](mailto:CoordinatedHungerReliefProgram@azdes.gov)

## III. OPERATIONS AND ADMINISTRATION

### Goal and Objectives:

The goal for the Coordinated Hunger Relief Program is to facilitate the maximum volume of United States Department of Agriculture (USDA) commodity products, donated food and Arizona Statewide Gleaning products to reach individuals most in need through an efficient and effective system that complies with State and Federal rules and regulations.

Comprehensive objectives include:

- integrating The Emergency Food Assistance Program (TEFAP) into CHRP activities in order to maximize and leverage additional resources for hungry people;
- implementing and maintaining consistent and realistic program eligibility and distribution procedures statewide for regional food bank warehouses, congregate meal sites and distribution sites;
- coordinating with other food programs internally within DES, and externally with other public and private agencies;
- increasing the amount of fresh fruits and vegetables distributed to low-income recipients of the CHRP;
- developing and maintaining a reliable and cost effective statewide food distribution system; and
- ensuring compliance with all TEFAP requirements by DES and all distribution points of access.

#### **IV. STANDARDS OF ELIGIBILITY**

##### **Regional Food Bank Warehouse:**

The DES/CHRP contracts with Regional Food Banks's (RFB) on a competitive basis in accordance with the Arizona Procurement Code, Arizona Revised Statutes (ARS)§41- 2500, based on the Food Administration Service Specification. Regional Food Banks's must:

1. Have a signed contract/agreement on file with the Arizona DES<sup>1</sup>;
2. Comply with all applicable federal and state laws and regulations governing TEFAP and food warehouses;
3. Comply with all contract components to include reporting requirements and budget items; and
4. Comply with all policies and procedures as outlined in the TEFAP Policies and Procedures Manual<sup>2</sup>.

CHRP contracts with RFB warehouses (Eligible Recipient Agencies (ERA)) to receive direct shipments of commodities from the USDA, and distributes emergency food directly to households, congregate meal sites or distribution sites in their respective service region. CHRP coordinates with each RFB to order TEFAP commodities throughout the year. The RFB has the opportunity to submit their orders in to CHRP which allows them the opportunity to provide input on their needs and preferences.

<sup>1</sup> Annual USDA Commodity Food Service Application and Agreement [Click Here](#)

<sup>2</sup> TEFAP Policies and Procedures Manual

## **V. COMMODITY ALLOCATION TO REGIONAL SERVICE AREAS**

DES/CHRP apportions the yearly USDA allocation of food to each Regional according to its fair share. The amount of commodities provided to each region is roughly based on 60 percent of the number of persons in households within the region distribution area having incomes below the Federal Poverty Level and 40 percent on the number of unemployed persons within that area, adjusted by commodity availability, demographics, geographic impact and historical data.

Each Regional Food Bank has an assigned geographic area that consists of counties or portions of counties. Regional Food Banks must have secure DES/CHRP agreements with its Distribution Sites and Congregate Meal Sites for commodity distribution to eligible households or congregate meal.

Arizona includes the following service regions:

### **St. Mary's Food Bank Alliance Region 1:**

Maricopa County West of Central Avenue, Coconino County, Yavapai County, Mohave County, Apache County North of I-40 and Navajo County North of I-40 and La Paz County

### **Community Food Bank of Southern Arizona Region 2:**

Pima County, Graham County, Santa Cruz County, Greenlee County, Cochise County and Yuma County

### **United Food Bank Region 3:**

Maricopa County East of Central Avenue, Gila County, Pinal County, Apache County South of I-40 and Navajo County South of I-40

### **St. Vincent de Paul Congregate Meal Sites:**

Metro Phoenix and surrounding area<sup>3</sup>

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<sup>3</sup> DES/CHRP has an agreement with St. Vincent de Paul to accept direct shipments from USDA to utilize in congregate meals only and receives no administrative funds.

## VI. ELIGIBILITY CRITERIA FOR HOUSEHOLDS

CHRP has established eligibility criteria and procedures for receipt of USDA commodities under TEFAP in accordance with 7 CFR, Part 251.

Eligibility for home consumption of commodities is based on self-declared income and geographical location. A household that is at or below 185% of the Federal Poverty Income Guidelines may receive Emergency Food if they reside in the state and there is no length of residency required. Any household receiving Nutrition Assistance/Food Stamps is categorically eligible to receive TEFAP commodities. If a child in the household receives free or reduced-price meals through the National School Lunch Program (NSLP) the household is categorically eligible to receive TEFAP commodities.

Current eligibility requirements are available and listed on the Household Distribution Sign-in Sheets<sup>4</sup> at each location that distributes emergency food. Sign in Sheets are maintained at each distribution site to record households receiving commodities. Commodities are incorporated in to the emergency food boxes.

Congregate Meal Sites providing prepared meals (soup kitchens) must demonstrate to DES/CHRP or the contracting Regional Food Bank that they serve predominantly needy persons. The sites are required to report meal or plate count served. Federal regulations prohibit DES/CHRP from requiring a means test of income eligibility. (Final Rule, Sec. 251.5).

Distribution Sites must report monthly to the Regional Food Banks the number of households, individuals served and the number of emergency food boxes distributed and the types and amounts of commodities distributed along with any inventory balances.

The Regional Food Bank provides a monthly summary report to CHRP along with a report that indicates, by type of commodity, amounts distributed to the sites and any inventory balances at the Regional Food Bank warehouses as well as the total number of households, individuals served and emergency food boxes distributed.

CHRP requires the Regional Food Banks to distribute all CHRP emergency food within five months of receipt of that product.

### **Definitions:**

*Coordinated Hunger Relief Program Emergency Food* is inclusive of any of the following: USDA TEFAP commodities, private donations, gleaned or purchased food for direct distribution to eligible individuals or distribution sites and congregate meal sites from a CHRP Regional Food Bank warehouse for distribution to eligible individuals and families for home use or congregate meals.

<sup>4</sup> HRP-1013A TEFAP Distribution Site Sign-In Sheet [Click Here](#)

*Coordinated Hunger Relief Program Emergency Food Box* is a 3-4 day supply of emergency food for eligible families or individuals for home use distributed from a CHRP Regional Food Bank warehouse that may consist of any of the following; USDA TEFAP commodities, private donations, gleaned or purchased food.

## **VII. ARIZONA REGIONAL FOOD BANK CONTACTS**

### **Region 1:**

St. Mary's Food Bank Alliance  
2831 North 31st Avenue, Phoenix, AZ 85009  
(602) 343-3102  
Director: Tom Kertis  
[Website](#)

### **Region 2:**

Community Food Bank of Southern Arizona  
3003 North Country Club Road, Tucson, AZ 85726  
(520) 622-0525  
Director: Michael McDonald  
[Website](#)

### **Region 3:**

United Food Bank  
245 South Nina Drive, Mesa, AZ 85210  
(480) 926-4897  
Director: Dave Richins  
[Website](#)

### **Metro Phoenix Meal Sites:**

St. Vincent de Paul  
420 West Watkins  
Phoenix, AZ 85003  
[Website](#)