ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Division of Community Assistance and Development (DCAD)– Coordinated Hunger Relief Program

TEFAP MONTHLY INVENTORY AND PARTICIPATION REPORT (MIPR) INSTRUCTIONS

DEFINITIONS

TEFAP	The Emergency Food Assistance Program. Federally funded by the USDA.
DES	Department of Economic Security. DES has state oversight of TEFAP.
Distribution Site (DS)	A Distribution Site (DS) is an organization that distributes TEFAP food.
Commodities	General term for all TEFAP foods.
Bulk Commodities	TEFAP foods that are generally sent to Distribution Sites in case form. This is not the same thing as EFB.
Emergency Food Box (EFB)	General term for a package of TEFAP food (commodities) typically packed in a box or grocery sack. EFBs usually come to DSs prepackaged by the Food Bank, but some DSs will receive bulk commodities to use in meal preparation or make EFBs with.
Large Family Bag	Large Family Bags (sometimes called supplemental bags) are prepackaged by the Food Bank. Not all Distribution Sites use these.

EMERGENCY FOOD BOXES (EFB)

This section captures the reporting month's EFB inventory activity.

For distribution sites that utilize Large Family Bags, fill out this section as it relates to the EFBs only. You will also fill out the LARGE FAMILY BAGS section. Contact your Food Bank if more guidance is needed.

IN STOCK AT THE BEGINNING OF THE MONTH
This number should match the prior reporting month's "Remaining end of the month count." If it doesn't, it indicates there is/was either a reporting error, or a loss occurred. *Discrepancies should be addressed and resolved by the RFB.*

RECEIVED THIS MONTH
Report how many EFBs were received from the Food Bank this month.

DISTRIBUTED THIS MONTH
Report how many EFBs were distributed this month.

LOSSES
Report any EFB losses.

REMAINING END OF MONTH COUNT
It is expected that a physical EFB count be conducted at the end of each reporting month. This number should match next month's.

"In stock at the beginning of the month" count.

CHECK THE MATH
In stock at the beginning of the month

\+ Received this month

\-Distributed this month

\-Losses

_____

= Remaining end of month count

LIST REASONS FOR ANY LOSSES
Report reason(s) for any loss. Losses can be a result of theft, spoilage, disappearance, etc.

See page 3 for USDA/EOE/ADA disclosures

LARGE FAMILY BAGS

For distribution sites that utilize large family bags, fill out this section. Contact your Food Bank if more guidance is needed.

IN STOCK AT THE BEGINNING OF THE MONTH

This number should match the prior reporting month's "Remaining end of the month count." If it doesn't, it indicates there is/was either a reporting error, or a loss occurred. *Discrepancies should be addressed and resolved by the Food Bank.*

RECEIVED THIS MONTH

Report how many large family bags were received from the Food Bank this month.

DISTRIBUTED THIS MONTH

Report how many large family bags were distributed this month.

LOSSES

Report any large family bag losses.

REMAINING END OF MONTH COUNT

It is expected that a physical large family bag count be conducted at the end of each reporting month. *This number should match next month's "In stock at the beginning of the month" count.*

CHECK THE MATH

In stock at the beginning of the month

+ Received this month

-Distributed this month

-Losses

_____

= Remaining end of month count

LIST REASONS FOR ANY LOSSES

Report reason(s) for any loss. Losses can be a result of theft, spoilage, disappearance, etc.

LARGE FAMILY BAGS

Bulk commodities are TEFAP foods that are received from the Food Bank NOT pre-packaged in EFBs or large family bags.

WERE THERE BULK ITEMS LEFT OVER FROM LAST MONTH?

Report if there were any remaining bulk commodities remaining in stock at the end of the month.

IF YES, WERE THEY COMPLETELY DISTRIBUTED/USED THIS MONTH?

Report if the bulk commodities left over from the previous month were utilized. It should be the practice of the DS to utilize the oldest inventory first. (First In-First Out)

Context: It is the goal of DES to minimize waste. If a DS has a lot of left-over inventory, it may indicate that they don't need as much food as they are receiving. Food that is on hand too long may expire, and the Food Bank needs to know so they may adjust deliveries to meet the needs of the DS and minimize waste.

LIST REASONS FOR ANY LOSSES

Report reason(s) for any size loss. Losses can be a result of vandalism, theft, spoilage, etc.

BULK COMMODITES TABLE

This section includes any commodities left over from the previous month as well as those received in the reporting month. *List each commodity by date received; oldest first.*

DATE RECEIVED

Date the shipment was received. Include any cases received from the previous reporting month; listing those first.

It is the goal of DES to minimize waste, and food that is on hand too long expires. If a DS regularly has a lot of left-over inventory, it may indicate that it doesn't need as much food delivered each month.

ITEM NAME

Name of the commodity. *List the name as it appears on the delivery receipt from the Food Bank.*

CASES ON-HAND OR RECEIVED

Report the number of cases on-hand or received. *List On-Hand commodities first.*

CASES USED

List how many cases were used during the reporting month.

LOSSES (IF ANY)

Report any size loss. Losses can be a result of theft, spoilage, disappearance, etc.

CASES REMAINING

Report the number of cases remaining for each commodity.

CHECK THE MATH

Cases on-Hand or Received

-Cases Used

-Losses

_____

= Cases Remaining (per line item)

SIGNATURE

Signature of person who put the report together and date when it was signed. The signer affirms the data provided on this form is accurate to the best of his/her knowledge and that he/she has seen the required USDA Non-Discrimination Statement on the next page.

FOOD BANK USE

This section is filled out by the Food Bank. It compares the information a DS provides with the information in Link2Feed to affirm equitable distribution occurred.

NOTES:

• The second page of this report does not have to be provided to the Food Bank if not filled out.

• Between pages 1 and 2, there are 40 lines available to list out Bulk Commodities. If more lines are required, page 2 can be copied as many times as needed.