



Indiana State
Department of Health

The Emergency Food Assistance Program (TEFAP)

STATE PLAN 2016

INDIANA TEFAP STATE PLAN

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Section 1

INTRODUCTION

The United States Department of Agriculture (USDA), The Emergency Food Assistance Program (TEFAP) has been distributing food products to households in Indiana since 1982. Recipients are served a minimum of once per month, but pantries are encouraged to serve bi-weekly or weekly. Recipients receive food products through food pantries, soup kitchens, and homeless shelters.

Indiana requires Eligible Recipient Agencies (ERAs) to pass on two percent (2%) of their administrative funds to their food outlets. Funds may be used to pay the costs for handling, transporting, and storage of non-TEFAP food from the local food banks.

TEFAP delivers over 13 million pounds of food products valued at \$11 million dollars each year.

The ERAs consist of nine Indiana Food Banks and two Food Banks bordering Indiana that service the southern regions of the state. The Current Program Directory of ERAs and counties served is listed in section eleven (**See Appendix A**). Indiana currently serves approximately 435 food pantries and soup kitchens in all of Indiana's 92 counties. (**See Appendix B**).

Section 2

ADMINISTRATION

STATE ADMINISTRATION

The Indiana State Department of Health (ISDH) manages The Emergency Food Assistance Program (TEFAP). Primary program functions are currently managed by the WIC/TEFAP Division Director, TEFAP Program Director, and TEFAP Program Coordinator. The duties include placing orders through USDA's Web Based Supply Chain Management system (WBSCM); arranging food shipments to ERAs; accounting for food products distributed throughout Indiana; contracting with and monitoring all ERAs serving Indiana; determining that all USDA products are distributed to food outlets and are meeting the criteria stated in the TEFAP Policy and Procedures Manual and any other approved policies, assuring that food pantries use self-declaration for income eligibility, and ensuring recipients sign the Eligibility Certificate in order to receive an allocation of food products (soup kitchens do not collect signatures); and determining if all ERAs are monitoring food outlets in their service area for the criteria set forth in the TEFAP Policy and Procedures manual.

Beginning October 1, 2015, ISDH will contract TEFAP services with eleven (11) ERAs to distribute, monitor, and transport USDA food products to food outlets in their awarded counties. USDA products annually serve 1,248,841 households and 2,103,738 soup kitchen meals. ISDH reimburses each ERA monthly, and invoices include the following categories of allowable costs: salaries, fringe, space cost, transportation/travel, supplies, and contract services.

During emergencies such as floods and tornadoes TEFAP food is utilized for temporary help in providing meals and food boxes for victims with the approval of USDA.

The ERAs and food outlets can act as a referral system for anyone needing food. The ISDH provides resources through websites to provide directories of food assistance organizations. Anyone seeking food assistance can search for food assistance organizations by county. These databases contains TEFAP food outlets and soup kitchen locations, hours of operation, and contact information.

<http://www.in.gov/isdh/25941.htm>

<https://www.purdue.edu/indianasefrnetwork/>

<http://www.in.gov/isdh/24779.htm>

LOCAL ADMINISTRATION

ERAs arrange for delivery of TEFAP food shipments from shipping companies and provide adequate storage for all dry, refrigerated or frozen products. During times of excessive shipments, the ISDH contracts with two or more central distribution locations for receipt of food products. The products are broken down into service area fair share of product and then shipped from the central location(s).

ERA contracts require signed agreements and submission of required reports to the ISDH WIC/TEFAP Division on a timely basis, including but not limited to the following:

1. Notice of Delivery signed and dated by an ERA representative and by the driver indicating any shortages, overages, and damages of food product.
2. The Bill of Lading for direct shipments from USDA must be emailed to the ISDH WIC/TEFAP Division office within two days of receipt.
3. The Inventory Workbook is completed by the ERA and is then electronically submitted within 30 days of product distribution.
4. Assume the responsibility and accountability for all USDA food products from time of receipt through distribution to households or utilized in meals. The ERA must have a current Certificate of Insurance in each of the food outlet's files.
5. Coordinate the transportation and/or pick-ups by the food outlet in their service area.
6. The Memorandum of Agreement between the ERA and the food outlet must be renewed every two years stating acceptance of responsibility for storage and proper care of the TEFAP food products and the policies set forth in the TEFAP Policy and Procedures Manual. The food outlets agree to abide by all USDA and the ISDH requirements **(See Appendix C)**.
7. Arrange to store food products that are not immediately distributed.
8. Monitor each site to make certain that USDA and ISDH TEFAP policies and procedures are being adhered to and appropriate records are maintained.
9. Make certain that food pantries post information indicating the amount of each item to be allocated to families. The amount of food available could vary daily but family size as it relates to food allocation must be posted.

Section 3

ELIGIBILITY DETERMINATION

INCOME

Households are eligible to receive TEFAP food products if the total gross household income is within federal income guidelines of 185% of the poverty level. Eligibility guidelines are updated each year in April. The ERA must require all of the food pantries in their service area to use current guidelines. Households are considered eligible if they sign the Eligibility Certificate. Indiana uses the method of self-declaration to determine eligibility. Food outlets will not require any other documentation for income verification purposes. Social Security numbers are not allowed for identification or for tracking purposes. Recipients cannot be pre-certified or be required to have a voucher for receipt of items from any TEFAP food outlet.

RESIDENCY REQUIREMENTS

All eligible recipients must be residents of Indiana for at least one day, food outlets may not stipulate an additional length of the residency requirement. Food outlets may require recipients be residents of the county in which they receive product, some food outlets require further residency requirements within zip codes or neighborhoods. This is allowable, provided all eligible recipients have a food outlet to receive their fair share of items.

ELIGIBILITY CERTIFICATE

To receive TEFAP food products, the recipient must sign the Eligibility Certificate which states that the total household income falls within the posted guidelines of the program **(See Eligibility Certificates, Appendices D and E)**.

Eligibility Certificates for food pantries are to be retained by the pantry for three (3) years, plus the current year. The Eligibility Certificate must be available for viewing by the ERA, ISDH, and USDA monitors.

Food pantries may require recipients to provide identification showing their current local address. Signatures are not required in soup kitchens or shelters.

Section 4

STORAGE, TRANSPORTATION, AND DISTRIBUTION

STATE STORAGE

ISDH retains TEFAP administrative funds and contracts with two or more ERAs to receive, store and distribute USDA commodities when excessive product is available, shipments need to be distributed over time, or when smaller ERAs cannot meet direct shipment requirements.

It is the responsibility of the ERA to conduct annual monitoring of the storage facilities they are utilizing for state storage. The ISDH provides the ERA with a Storage Facility Monitoring Tool. **(See Appendix F)**. A State storage facility must also be equipped to handle shipments by truck and have storage capabilities to handle dry, refrigerated, and frozen food products.

The agreement with the storage and transportation facility contains language for payment. Transportation to each ERA is included in the agreement with the state contracted facility. All federal guidelines are followed for both storage and transportation. The transportation rate is charged as stated in the current agreement. TEFAP State Storage ships food products to the ERA's designated facility for further distribution in their service area, at least quarterly. Refrigerated and frozen food products are particularly perishable and require following USDA Standards for Storage and Handling Procedures to avoid food product loss. This includes that each food outlet maintain weekly temperature readings of storage area(s).

STORAGE FOR ERAs

Written contracts are required between USDA, ISDH, and ERAs for approved delivery destinations. USDA approval must be in place before the delivery or storage of USDA commodities can begin. The ERAs must have established procedures for receiving shipments and are responsible for the security, insurance, and condition of the food products. USDA Standards for Storage and Handling procedures must be maintained at all times. Temperature control for dry, refrigerated, and frozen products must be maintained according to USDA procedure document FNS-501 (Ch. 7).

Other matters such as staging food products for loading, provision of temporary labor, arranging for pallets, and transportation are also the responsibility of the ERA.

Maintaining shipment appointments scheduled between USDA, ISDH for the ERA and managing shipment appointments between the ERA and their food outlets are the responsibility of the ERA.

STORAGE FOR FOOD OUTLETS

Food outlets must be able to provide a secure area for the storage of food products to insure against theft and other product losses. Food products are to be stored in a clean, dry, cool area. USDA's Standards for Storage and Handling procedures must be maintained at all times. Meals using food products must be prepared in sanitary facilities that meet Indiana Department of Health and other applicable health regulations. When food products are transported by the ERA, or between food outlets, they must be transported in a clean temperature controlled vehicle with protection from inclement weather. Food pantries will not repackage TEFAP food products without permission prior to distribution. It is the responsibility of the ERA to monitor the storage facilities of all food outlets in their designated service area. An ERA may store food products for food outlets that do not have enough storage space.

LOSSES, DAMAGES, & COMPLAINTS FOR USDA PRODUCTS

Out-of-condition products are those food products that appear to come from the packer contaminated, deteriorated, spoiled, infested or having a latent defect. All food products must be inspected upon receipt. Bulging cans or cans with sharp dents and rust on the seams are examples of out of condition products. If foreign matter such as glass or metal is found in a product, then the ISDH TEFAP staff should be called immediately for guidance. Any loss, damage, or complaint concerning TEFAP food products must be reported to the ISDH on the FNS-57 Report of Shipment Receive Over, Short and/or Damaged (**See Appendix G**), and reported to the ISDH TEFAP staff by phone, immediately. The ERA shall not dispose of any out-of-condition food products until advised to do so by ISDH TEFAP Staff. USDA may require samples of out-of-condition food product. When conditions present a health hazard to food nearby, the out-of-condition product must be isolated. ISDH TEFAP Staff will notify each ERA within 24 hours, via email, after receiving a FOOD SAFETY ALERT. The ERA must respond by email to the State TEFAP office that the notification was relayed to their respective food outlets.

PROGRAM COMPLAINT PROCEDURE

When the State TEFAP Staff or ERA receive program complaints, staff will attempt to resolve the issue at the time of the complaint. The complaint may be resolved with a conference call between the TEFAP Staff, appropriate ERA, and the recipient. If the issue cannot be resolved, then the participant will be informed of their rights and procedures on filing a formal complaint with the ISDH and the USDA. Written program complaints will receive a written response from ISDH TEFAP Staff.

Section 5

ALLOCATION AND CRITERIA FOR TEFAP

GUIDELINES FOR ALLOCATION TO ERA

ISDH allocates food product by applying a formula, which is 60% of the poverty level and 40% of the unemployment population in each ERA's geographic service area living at 185% of the poverty level. This includes entitlement and bonus product. Adjustments are made based on the amount utilized in each ERA service area. Adjustments may be made for crisis situations, if an area is designated a disaster area by the Governor, and if there are available food products.

ERA CRITERIA

Each ERA must have a current contract with ISDH in order to receive and distribute USDA food products. A current Memorandum of Agreement must be in place with each food outlet that is to receive an allotment of USDA food products from the ERA, and there must be at least one food pantry in each county in the ERA's TEFAP service area. USDA food products cannot be distributed to a food outlet without a current signed Memorandum of Agreement. The ERA will ensure each food outlet meets all the established criteria in the TEFAP Policy and Procedures Manual and any Policy Memorandums. The ERA must have access to the internet and Microsoft software products.

FOOD OUTLET CRITERIA

The food outlet or distribution site is the location where donated food is distributed to eligible persons. Distribution sites for the TEFAP food products are food pantries, soup kitchens, domestic violence, or homeless shelters. No private residential facilities or correctional facilities are allowed for distribution of USDA products. Distribution sites are to be established and in operation for a minimum of two years, and be open to the public a minimum of two hours each month, have 501(c)3 status or be a local government entity to qualify as a food outlet. All food pantries are Client Choice, must keep regular posted hours, and may not require an appointment for service. Food outlets must serve eligible persons from the community who walk in and request food and must serve eligible recipients a minimum of every thirty days. All food pantries will determine and post allocations offered to households with a minimum of two household breaks. Food outlets must meet all guidelines that are established in the TEFAP Policy and Procedures Manual, Policy Memorandums and the MOA. ERAs must provide each food outlet with a copy of the TEFAP Policy and Procedures Manual. The Manual is also available via the internet at:

http://www.in.gov/isdh/files/2013_ISDH_TEFAP_MANUAL.pdf

Section 6

PROGRAM MONITORING

ISDH TEFAP ERA & FOOD OUTLET MONITORING

The TEFAP Outlet Assessment Form is an effective tool for clarifying TEFAP rules, as well as communicating distribution problems from the outlet to the ERA (**See Appendix H**). ISDH will monitor a minimum of twenty-five percent of ERAs each fiscal year starting October 1st with completion by September 30th. Each ERA will be monitored no less than every two years. ISDH will monitor a minimum of ten percent or 20 food outlets, whichever is fewer, each fiscal year starting October 1st with completion by September 30th. The ERA must respond to the ISDH review findings letter within 45 days. Response times may be adjusted by ISDH depending on the nature of the findings. The response must detail the corrective action taken by the ERA or the outlet for compliance. Each ERA is responsible for reviewing their respective food outlet. An ERA with 20 or less food outlets must annually review 100% of its outlets. An ERA with 21 or more food outlet must review 100% within a two-year period. This monitoring schedule is repeated every two years on a continuous basis. The ERA reviews food outlets in their service area to insure compliance.

Section 7

FUNDING

BUDGET REQUEST, AWARD AMOUNT & CONTRACT AGREEMENTS

Contract award amounts are based on the federal funding level for each funding period, and divided by each county in the ERA's service area. Each ERA completes an annual budget request during the prior fiscal year. When the ERA's budget request is approved, the ISDH Contracts Division issues a contract to the ERA for signature. Each contract contains the Grant Agreement boilerplate language outlining State requirements, the signature page, Attachment A - Duties of the Grantee TEFAP which is the ERA scope of work, Attachment B - ERA TEFAP Budget Request which is an itemized budget and Attachment C - CFDA Title: Emergency Food Assistance Program which outlines the rules, regulations and laws pertaining to funding provided through the Federal Governments Catalog of Federal Domestic Assistance. Signed contracts approved by the ERA, State Health Commissioner, Indiana Department of Administration, Indiana State Budget Agency and Office of the Attorney General are issued a Purchase Order number and sent to the ERA. At this time the ERA may begin TEFAP work and will bill for services rendered monthly beginning the first day after the first month of services are performed.

Section 8

TEFAP PROGRAM TRAINING

ISDH TEFAP Staff requires each ERA to conduct annual TEFAP and Civil Rights training for all staff and volunteers that interact with program participants. ISDH TEFAP Staff provides each ERA with training modules and encourages ERAs to conduct trainings. ISDH TEFAP Staff attends these trainings to provide additional information, updates and support. ERAs conduct one-on-one training for new volunteers, outlet directors, and/or new food outlets. Food outlet staff conduct training for all new staff and volunteers on an ongoing basis and annually for existing staff and volunteers thereafter.

ISDH TEFAP Staff training requirements and materials are based on FNS instruction 113-1 section XI (**See Exhibit I**). Program training is an ongoing process that should include individuals who represent nutrition, safety, State and USDA policies pertaining to TEFAP. During trainings the ERA is encouraged to provide information to the food outlets on how to utilize County Extension Offices, Local Health Departments, and individuals representing Food Protection Services.

Section 9

NON-DISCRIMINATION

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability. Eligibility certificates and USDA products that have been translated to Spanish are supplied to each ERA and their food outlets that might have a Spanish speaking population. Additional language materials may be requested by the ERA. The ISDH will have program materials translated into the requested language(s).

Complaints involving discrimination are initially handled at the local level. Complaints not satisfactorily resolved will be investigated by ISDH TEFAP Staff. Every effort will be made to resolve the complaint. This includes assisting the participant in filing the complaint with the State or Federal Government. Every outlet and organization that participates in TEFAP must display the "And Justice for All" poster. The ISDH TEFAP staff will ensure, during monitoring, that these posters are displayed.

All contracts between the ISDH and the ERAs, and MOAs between the ERA and outlets contain a clause requiring that all parties comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.); Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); and all provisions required by the implementing regulations of the Department of Agriculture (7 CFR Part 15), Department of Justice (28 CFR Parts 42 and 50), and FNS directives and guidelines to the effect that: The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Section 10

INITIATIVES FOR THE FUTURE

The ISDH guides the TEFAP grant to help reduce infant mortality by improving diet and nutrition of pregnant and postpartum women. The grant also helps to reduce adult obesity by providing nutrition education to needy citizens, as well as providing access to nutritious and healthy foods for low-income and unemployed citizens by focusing on whole fresh foods.

With the increased need for food items in the food outlet, Indiana will continue to expand and make changes that will augment the program in the coming four years. These changes can include the increased number of food outlets across Indiana which could decrease travel and would allow recipients to access the pantry once a week. This could increase the number of available volunteer bases, create more flexible hours of operation, which can include evening and Saturday for recipients who work, and would increase the base for donations. The ISDH encourages and will work with the food outlet to offer services that will enhance the self-sufficiency of our recipients by encouraging the ERAs to establish pantries that are more efficient.

Section 11

APPENDICES

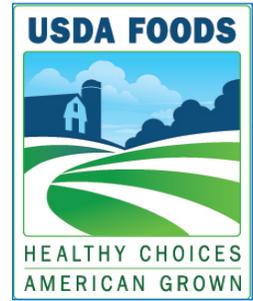
- Appendix A Current Program Directory of ERAs & Counties Served
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Indiana State Department of Health
An Equal Opportunity Employer

Food Bank of Northern Indiana

Executive Director: Milton Lee
Contact: Jamie Owen
jowen@feedingamerica.org
702 S. Chapin Street
South Bend, IN 46601
574-232-9986 or 800-879-7040



Food Bank of Northwest Indiana

Executive Director: Arleen Peterson
apeterson@foodbanknwi.org
Contact: Tricia Sheaks
tsheaks84@yahoo.com
2248 West 35th Avenue
Gary, Indiana 46408
219-980-1777 or 888-728-2453

Food Finders Food Bank, Inc.

Executive Director: Katy Bunder
kbunder@food-finders.org
Contact: Adam Meyer
ameyer@food-finders.org
50 Olympia Court
Lafayette, IN 47909
765-471-0062

Terre Haute Catholic Charities

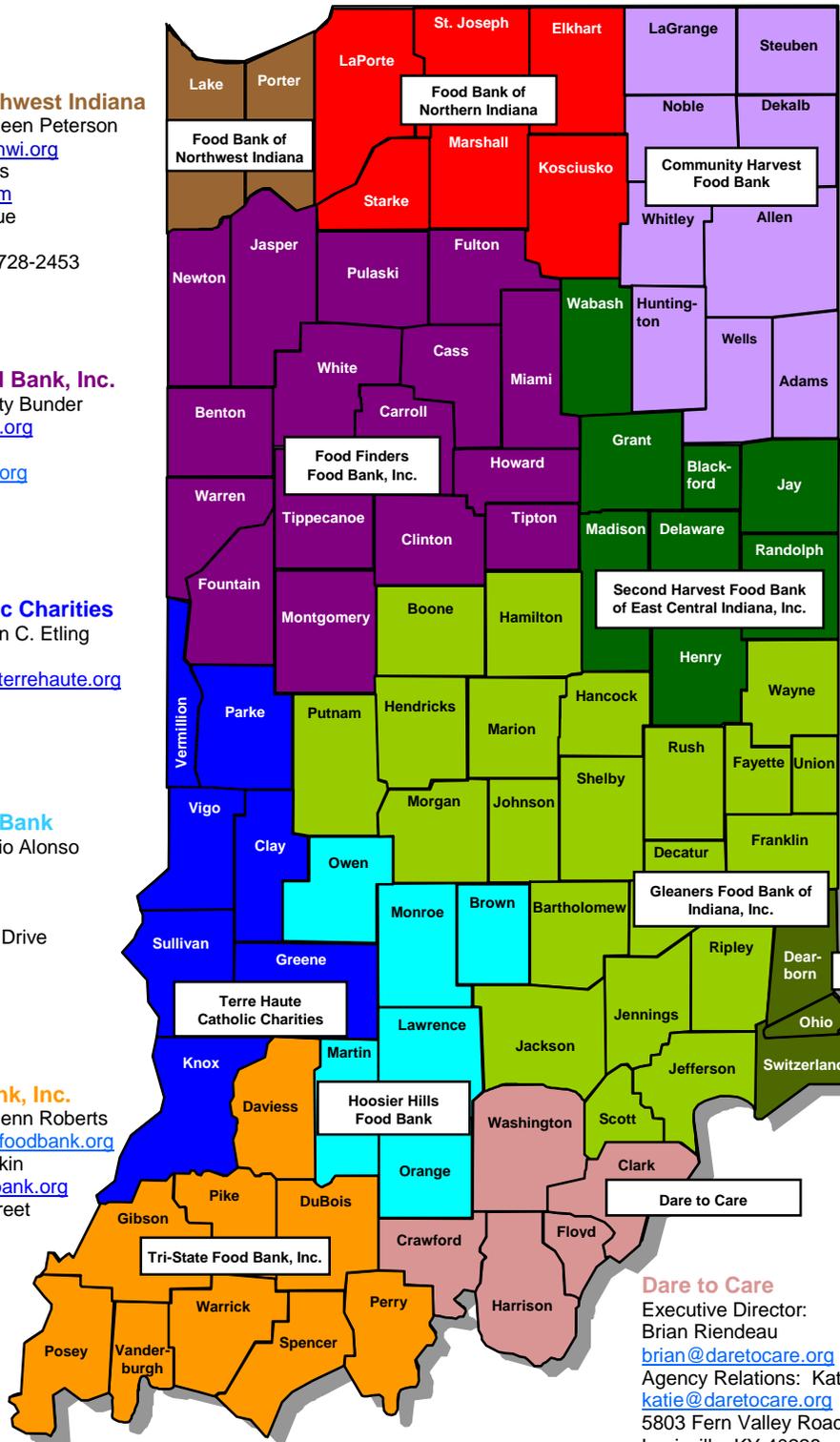
Executive Director: John C. Etling
Contact: Thomas Kuhl
tkuhl@catholiccharitiesterrehaute.org
1356 Locust Street
Terre Haute, IN 47807
812-235-3424

Hoosier Hills Food Bank

Executive Director: Julio Alonso
julio@hhfoodbank.org
Contact: Casey Sturey
usda@hhfb.org
2333 W Industrial Park Drive
Bloomington, IN 47404
812-334-8374

Tri-State Food Bank, Inc.

Executive Director: Glenn Roberts
glennroberts@tristatefoodbank.org
Contact: Barbara Tonkin
btonkin@tristatefoodbank.org
801 East Michigan Street
Evansville, IN 47711
812-425-0775



Community Harvest Food Bank

Executive Director: Jane Avery
javery@communityharvest.org
Contact: Mary Carpenter
mcarpenter@communityharvest.org
999 E. Tillman Road
Ft. Wayne, IN 46855
260-447-3696 or 888-774-1465

Second Harvest Food Bank of East Central Indiana, Inc.

Executive Director: Tim Kean
tkean@curehunger.org
Contact: Samantha Bilbrey
sbilbrey@curehunger.org
6621 N Old State Road 3
Muncie, IN 47303
765-287-8698 or 800-886-0882

Gleaners Food Bank of Indiana

President/CEO: Cindy Hubert
chubert@gleaners.org
Agency Relations: Kathy Hahn-Keiner
khahnkeiner@gleaners.org
3737 Waldemere Ave.
Indianapolis, IN 46241
317-925-0191 or 800-944-9166

FreeStore

President/CEO: Kurt Reiber
kreiber@freestorefoodbank.org
Agency Relations: Pam Mawhinney
pmawhinney@freestorefoodbank.org
Administrative Offices
1141 Central Parkway
Cincinnati, OH 45202

Distribution Center
1250 Tennessee Ave.
Cincinnati, OH 45229
513-482-4500

Dare to Care

Executive Director: Brian Riendeau
brian@daretocare.org
Agency Relations: Katherine Wilson
katie@daretocare.org
5803 Fern Valley Road
Louisville, KY 40228
502-962-6674

The Emergency Food Assistance Program (TEFAP) Indiana Food Banks

2 North Meridian Street-5E, Indianapolis, IN 46204
1-800-522-0874

Listing of Food Outlets and Numbers Served

County	Name	Address	City	Type	Households	Meals
Adams	Decatur Church of Christ	700 E Monroe	Decatur	Pantry	52	0
Adams	Monroe United Methodist Church Bread of Life Food Pantry	201 S Van Buren St	Monroe	Pantry	73	0
Adams	Operation Help	313 W Jefferson St	Decatur	Pantry	118	0
Allen	Adventist Community Services	228 W Lexington Ave	Fort Wayne	Pantry	52	0
Allen	Avalon Missionary Church	7103 Premiere Dr	Fort Wayne	Pantry	314	0
Allen	Charis House	431 Fairmount Place	Fort Wayne	Kitchen	0	0
Allen	Emmanuel Lutheran Church	917 W Jefferson Blvd	Fort Wayne	Pantry	33	0
Allen	Forest Park United Methodist Church	2100 Kentucky Ave	Fort Wayne	Pantry	276	0
Allen	Fort Wayne Rescue Mission	301 W Superior St	Fort Wayne	Kitchen	0	
Allen	Franciscan Center	4643 Gaywood	Fort Wayne	Pantry	840	0
Allen	Harvester Avenue Missionary Church	3331 Harvester Ave	Fort Wayne	Pantry	0	0
Allen	Huntertown United Methodist Church	1601 W Cedar Canyons Rd	Huntertown	Pantry	118	0
Allen	Light of the Cross Outreach Ministries	2936 South Anthony Blvd	Fort Wayne	Pantry	145	0
Allen	Mission House (Miss Virginia's)	1312 S Hanna	Fort Wayne	Pantry	2585	0
Allen	Oakridge Temple	2808 Evans St	Fort Wayne	Pantry	90	0
Allen	Salvation Army - Fort Wayne (Clinton)	2901 N Clinton Street	Fort Wayne	Pantry	73	0
Allen	St Andrews Soup Kitchen	2714 New Haven Ave	Fort Wayne	Kitchen	883	0
Allen	St Joseph Hessen Cassel	11337 Old US 27 S	Fort Wayne	Pantry	151	0
Allen	St Peter's Church	510 E Dewald St	Fort Wayne	Pantry	294	0
Allen	St Therese / St Vincent DePaul	2304 Lower Huntington Rd	Fort Wayne	Pantry	141	0
Allen	Trinity United Methodist Church	609 Putnam St	Fort Wayne	Pantry	135	0
Allen	Turner Chapel	836 E Jefferson Blvd	Fort Wayne	Pantry	31	0
Allen	Vincent House	2827 Holton Avenue	Fort Wayne	Kitchen	0	2700
Allen	Waynedale United Methodist Church	2501 Church St	Fort Wayne	Pantry	172	0
Allen	YWCA Women's Shelter	CONFIDENTIAL	Ft Wayne	Kitchen	0	0
Bartholomew	Community Center of Hope Food Pantry (Hope Food Bank)	543 Washington Street	Hope	Pantry	112	0
Bartholomew	Love Chapel Food Pantry	292 Center Street	Columbus	Pantry	1032	0
Bartholomew	Salvation Army - Columbus	2525 Illinois Street	Columbus	Pantry	87	0
Bartholomew	St Bartholomew Soup Kitchen	1306 27th Street	Columbus	Kitchen	0	2171
Benton	Fowler Baptist Church	209 West US Hwy 52	Fowler	Pantry	130	0
Blackford	CFS Hartford City Pantry	1015 W Washington St	Hartford City	Pantry	353	0
Blackford	CFS Montpelier Pantry	206 W Huntington	Montpelier	Pantry	111	0
Boone	Zionsville Presbyterian Church	4775 West 116th Street	Zionsville	Pantry	420	0
Brown	Mother's Cupboard Soup Kitchen	5306 SR 135 North	Nashville	Kitchen		3345
Brown	Salvation Army - Brown County	168 S Jefferson St	Nashville	Pantry	155	0
Brown	Shepherd of the Hills Lutheran Church	5802 Old Settlers Rd	Morgantown	Pantry	56	0
Brown	St Vincent Depaul of Brown County	2901 Long Lake Rd	Nashville	Pantry	216	0
Carroll	Carroll County Food Pantry (Delphi)	618 N Washington St	Delphi	Pantry	83	0
Carroll	Carroll County Food Pantry (Flora)	115 South Center Street	Flora	Pantry	89	0
Cass	Emmaus Mission Center	1203 College Street	Logansport	FPSK	1870	1590
Cass	Our Daily Bread	1700 E Main St	Logansport	Pantry	75	0
Cass	Salvation Army - Cass County	615 Heath Street	Logansport	FPSK	138	599
Clark	Center For Lay Ministries	213 E Maple	Jeffersonville	Pantry	638	0
Clark	Community Kitchen, Inc.	231 Pearl St	Jeffersonville	Kitchen	0	3890
Clark	First Baptist Hope Center	930 Market Street	Charlestown	Pantry	187	0
Clark	Martin Luther King/ King's Table (Gilt Edge Baptist Church)	1713 D.L. Motley Jr Way	Jeffersonville	FPSK	79	2394

Clark	Northside Church of Christ	2510 Hwy 62 East	Jeffersonville	Pantry	112	0
Clark	Old Salem United Methodist Church	8177 Salem Church Road	Charlestown	Pantry	22	0
Clark	St Lukes United Church of Christ	329 Walnut Street	Jeffersonville	Kitchen	0	417
Clark	St Vincent DePaul Clarksville	316 North Sherwood Avenue	Clarksville	Pantry	29	0
Clay	Annunciation St. Vincent DePaul	19 N Alabama St	Brazil	Pantry	182	0
Clay	Care & Share of Southern Clay County	243 S Clay	Bowling Green	Pantry	85	0
Clay	Clay County Emergency Food Pantry	506 E Pinckley Street	Brazil	Pantry	290	0
Clay	Clay County Senior Center	120 S Franklin	Brazil	Pantry	120	0
Clinton	Cornerstone Assembly of God - Clinton Co.	5641 W Mulberry Jefferson Road	Frankfort	Pantry	244	0
Clinton	First Church of the Nazarene - Frankfort	2056 East Wabash Street	Frankfort	Pantry	97	0
Clinton	FOOD Michigantown (Michigantown Methodist)	302 E 3rd St	Michigantown	Pantry	27	0
Clinton	Rossville Community Food Pantry	107 North Plank Street	Rossville	Pantry	103	0
Clinton	Salvation Army - Clinton County	300 West Washington Street	Frankfort	Pantry	142	0
Crawford	Crawford County United Ministries-Leavenworth	529 W. Old State Road 62	Leavenworth	Pantry	192	0
Daviess	Feed My Sheep	601 W. Oak Street	Washington	Pantry	359	0
Dearborn	Dillsboro Community Food Pantry & More	11006 U.S. 50	Dillsboro	Pantry	100	0
Dearborn	SIEOC Food Pantry	110 Importing Street	Aurora	Pantry	175	0
Dearborn	The Heart House	6815 US 50	Aurora	Kitchen	0	2083
Decatur	Human Services, Inc - Decatur County	1939 N. Carver	Greensburg	Pantry	380	0
Dekalb	Butler United Methodist Food Pantry	501 W Green St	Butler	Pantry		0
Dekalb	Community Care Food Pantry	108 W Houston	Garrett	Pantry	189	0
Dekalb	Community Center of Caring	113 W 5th St	Auburn	Pantry	381	0
Dekalb	Shelter Ministries Food & Clothing	315 East 7th Street	Auburn	Pantry	266	0
Delaware	Blood-N-Fire	300 North Madison	Muncie	FPSK		
Delaware	Christian Ministry of Delaware County	401 E Main St	Muncie	Pantry	463	0
Delaware	Christian Womens' Fellowship	319 E Harris	Eaton	Pantry	27	0
Delaware	Community Shepherds Food Pantry	105 Main St	Gaston	Pantry	125	0
Delaware	Daleville United Methodist Church	8104 S Hickory Ln	Daleville	Pantry	41	0
Delaware	Friends Memorial Church	418 W Adams St	Muncie	Pantry	216	0
Delaware	Harvest Soup Kitchen	920 E. Charles St	Muncie	Kitchen	0	2635
Delaware	Let Us Feed You Body and Soul	524 W Howard	Muncie	Pantry	414	0
Delaware	Salvation Army - Muncie	1015 North Wheeling	Muncie	Pantry	372	0
Delaware	Storehouse Ministries	3210 W. CR 600 S	Muncie	Pantry	111	0
Delaware	The Compass Church Food Pantry	400 North 600 East	Selma	Pantry	91	0
Dubois	Community FP Jasper	1404 Meridian Road	Jasper	Pantry	837	0
Elkhart	Christ's Commissary	24197 CR 16 E	Elkhart	Pantry	139	0
Elkhart	Church Community Services	907 Oakland Ave	Elkhart	Pantry	1800	0
Elkhart	Church Without Walls, Inc	731 Wagner	Elkhart	Pantry	38	0
Elkhart	Elkhart Family Services	132 State Street	Elkhart	Kitchen	0	2070
Elkhart	Faith Mission	801 Benham	Elkhart	Kitchen	0	15499
Elkhart	Family Christian Development Center	151 South Locke Street	Nappanee	Pantry	194	0
Elkhart	Good Neighbors Food Pantry (First Bethren of New Paris)	68472 State Road 15	New Paris	Pantry		0
Elkhart	Nappanee Open Door Pantry	292 S Main St	Nappanee	Pantry	84	0
Elkhart	New Hope United Methodist Church	28765 County Road 4 West	Elkhart	Pantry	552	0
Elkhart	Open Gate Praise and Deliverance Food Pantry	137 Division Street	Elkhart	Pantry	95	0
Elkhart	Salvation Army - Elkhart	300 North Main Street	Elkhart	Kitchen	0	
Elkhart	Shepherds Cove Food Pantry	1010 E Mishawaka Rd	Elkhart	Pantry		0

Elkhart	St John Evangelical Episcopal Church	226 West Lexington Avenue	Elkhart	Pantry	469	0
Elkhart	Susannah's Kitchen	431 S 3rd St	Elkhart	Kitchen	0	1272
Elkhart	The Window	223 South Main Street	Goshen	FPSK	213	1821
Fayette	Community Sharing Foundation	119 W. 4th Street Gov't Cntr Annex Bldg	Connersville	Pantry	1010	0
Fayette	Salvation Army Lords Table	431 Western Avenue, West	Connersville	FPSK	137	727
Floyd	Centenary UMC - Christ's Kitchen	309 E Spring St	New Albany	FPSK	190	761
Floyd	Charlestown Road Southern Baptist	2404 Charlestown Road	New Albany	Pantry	86	0
Floyd	Hope of Southern Indiana	1200 Bono Road	New Albany	Pantry	203	0
Floyd	Hour of Power	108 West Main Street	New Albany	Kitchen	0	230
Floyd	Northside Christian Church	1423 East Oak Street	New Albany	Pantry	336	0
Floyd	Silver Street United Methodist Church	413 Silver Street	New Albany	Kitchen	0	338
Floyd	Tri-County Health Coalition	1222 State Street	New Albany	Pantry	91	0
Fountain	Area Sharing Kindness	99 N Long Ave	Attica	Pantry	195	0
Fountain	Veedersburg Church of God	702 W. 2nd Street	Veedersburg	Pantry	75	0
Franklin	Gleaners & Metamora Church of God	20146 US Hwy 52	Metamora	Pantry	190	0
Franklin	Southeastern Indiana Economic Opportunity Corp Brookville	528 Main Street	Brookville	Pantry	41	0
Fulton	Matthew's Market/The Cross Church	100 West 3rd Street	Rochester	Pantry	620	0
Gibson	East Gibson Food Pantry	Corner of Mulberry & Division	Oakland City	Pantry	205	0
Gibson	Gibson County CAPE	115 N Prince Street	Princeton	Pantry	189	0
Gibson	Owensville Ministries Alliance	303 South Church Street	Owensville	Pantry	70	0
Gibson	Salvation Army - Princeton	202 South Gibson St	Princeton	Pantry	104	0
Grant	Homeland Mission, Inc	302 W. 30th Street	Marion	Pantry	765	0
Grant	Living Water Apostolic Church	732 Pennsylvania Avenue	Marion	FPSK	398	300
Grant	Morning Star Missionary Baptist Church	1615 W 7th St	Marion	Pantry	136	0
Grant	St Martin Community Center, Inc.	901 South Branson	Marion	FPSK	1118	7468
Grant	The Well	2111 E Old Kokomo Road	Marion	Pantry	121	0
Greene	First Baptist Church of Bloomfield	500 Lincoln Drive	Bloomfield	Pantry	87	0
Greene	Jasonville United Methodist Church, Back Door Food Pantry	303 S Meridian Street	Jasonville	Pantry	117	0
Greene	Linton Community Food Pantry	440 E Street NE	Linton	Pantry	220	0
Greene	Son Shine Shop Food Pantry	8 N Lafayette St	Worthington	Pantry	148	0
Hamilton	Carmel United Methodist Church Food Pantry	621 S Range Line Rd	Carmel	Pantry	300	0
Hamilton	Third Phase Inc.	15755 Allisonville Road	Noblesville	FPSK	337	990
Hancock	Hancock County Food Pantry	741 1/2 South State St	Greenfield	Pantry	681	0
Harrison	Harrison County Community Services, Inc.	101 West Hwy 62	Corydon	Pantry	599	0
Hendricks	Danville United Methodist Church DBA Shared Blessings	820 West Mill Street	Danville	Pantry	246	0
Hendricks	Light and Life Free Methodist Food Pantry	8264 East Co. Rd. 100 South	Avon	Pantry	208	0
Hendricks	St Mark's Episcopal Church	710 East Buchanan	Plainfield	Pantry	164	0
Henry	Christian Love Help Center	402 S 18th St	New Castle	FPSK		
Henry	Cross Road Church of God	2748 N. SR 3	New Castle	Pantry	89	0
Henry	Knightstown Community Food Pantry	27 South Jefferson	Knightstown	Pantry	35	0
Henry	Mooreland Friends Church Pantry	101 N Jefferson St	Mooreland	Pantry	95	0
Henry	Salvation Army - New Castle	2500 Washington St	New Castle	Pantry	74	0
Howard	Howard Haven	3600 West Boulevard	Kokomo	Kitchen	0	1418
Howard	New Hope Church (fka Indian Heights)	346 South 00 EW	Kokomo	Pantry	18	0
Howard	Samaritan Love Center	124 W Elm Street	Kokomo	Pantry	248	0
Howard	Zion Church / Solomon Ministries	614 W Monroe St	Kokomo	Pantry	626	0
Huntington	Bread of Life (CH)	132 Nancy St	Warren	Pantry	96	0

Huntington	Huntington Community Food Pantry (Love Inc)	715 Byron St	Huntington	Pantry	402	0
Huntington	Salvation Army - Huntington	1424 E Market St	Huntington	Pantry	125	0
Jackson	Anchor House	250 S Vine St	Seymour	Pantry	400	0
Jackson	Human Services, Inc - Jackson County	1115 E. Oak Street	Seymour	Pantry	110	0
Jasper	FFFB Jasper Co. Mobile Pantry	50 Olympia Court	Demotte	Pantry	150	0
Jasper	Good Samaritan - Jasper	130 S Van Rensselaer St	Rensselaer	Pantry	180	0
Jasper	North Central IN Rural Crisis Shelter	(CONFIDENTIAL) 428 N. Cullen St	Rensselaer	Kitchen	0	150
Jasper	Sorrowful Mother Parish	165 Grace Street	Wheatfield	Pantry	200	0
Jay	CFS Portland	521 South Wayne Street	Portland	Pantry	352	0
Jay	Dunkirk Community Concerns	226 E. Center	Dunkirk	Pantry	101	0
Jay	Redkey Food Pantry	122 North Main Street	Redkey	Pantry	43	0
Jefferson	Salvation Army - Madison	331 East Main Street	Madison	FPSK	145	1472
Jennings	Good Samaritan Food Pantry - Jennings	2250 N. State Hwy 7	North Vernon	Pantry	513	0
Johnson	Interchurch Food Pantry of Johnson County	211 Commerce Drive	Franklin	Pantry	1184	0
Johnson	Our Lady of Greenwood Food Pantry	335 S Meridian	Greenwood	Pantry	501	0
Knox	First Christian Church Disciples of Christ / God's Pantry	103 School Street	Oaktown	Pantry	148	0
Knox	North Knox Social Ministries	413 Murlin Street	Bicknell	Pantry	120	0
Knox	Salvation Army - Vincennes	2300 N 2nd Street	Vincennes	Pantry	168	0
Kosciusko	Combined Community Services, Inc.	1195 Mariners Drive	Warsaw	Pantry		0
Kosciusko	God's Highway to Heaven Church	555 W. Weber Street	Warsaw	Pantry	121	0
Kosciusko	Gospel Hill Pentecostal	303 South Jefferson Street	Silver Lake	Pantry	47	0
Kosciusko	Mary & Jerry's Helping Hands	10072 West 600 South	Mentone	Pantry	117	0
Kosciusko	Salvation Army - Warsaw	501 East Arthur	Warsaw	Pantry	167	0
Kosciusko	Serenity House	622 E Fort Wayne St	Warsaw	Kitchen	0	
Kosciusko	The Healing House Food Pantry (West Winona Church of God)	210 West Winona Avenue	Warsaw	Pantry	40	0
Kosciusko	Washington Township Trustee (NI)	124-126 North 1st Street	Pierceton	Pantry	67	0
LaGrange	Clothes And Food Basket	202 N Detroit St	Lagrange	Pantry	295	0
Lake	Advancing Christ's Kingdom Ministries	1001 W. 37th Avenue	Hobart	Pantry	119	0
Lake	Antioch Baptist Church Food Pantry	3902-06 Alexander Ave	East Chicago	Pantry	284	0
Lake	Bethel Congregational Church	816 Wilcox St	Hammond	Pantry	50	0
Lake	Bethel Temple Out Reach Food Pantry	110 W. 43rd Ave	Gary	Pantry	69	0
Lake	Brothers Keeper, Inc.	2120 Broadway	Gary	FPSK	456	150
Lake	Caring Hands	5670 Sohl	Hammond	FPSK	172	181
Lake	Catholic Family Services	3901 Fir St	East Chicago	Pantry	101	0
Lake	Charity House Woodman Church of God	1421 173rd Street	Hammond	Pantry	153	0
Lake	Christ United Methodist Church Food Pantry	201 W Ridge Rd.	Gary	Pantry	47	0
Lake	Faith Temple of Christ	7601 Whitcomb St	Merrillville	Pantry	243	0
Lake	First A.M.E. Church	2005 Massachusetts Street	Gary	Pantry	264	0
Lake	First United Methodist Church Kid's Cafe	6635 Hohman Avenue	Hammond	Kitchen	0	211
Lake	Food Bank of Northwest Indiana	2248 W. 35th Avenue	Gary	Pantry	206	0
Lake	Gethsemane Missionary Baptist Church	1095 Jackson St	Gary	Pantry	123	0
Lake	God's Grace Church	4580 Broadway	Gary	FPSK	112	119
Lake	Gospel Truth	5829 W. 15th Ave	Gary	Pantry	289	0
Lake	Greater Hammond Community Services	824 Hoffman St	Hammond	Pantry	706	0
Lake	Greater Works Outreach	5125 Hohman Avenue	Hammond	Pantry	30	0
Lake	Holy Spirit Church	7667 E. 109th Avenue	Crown Point	Pantry	203	0

Lake	House of Glory	4009 Fir St	East Chicago	FPSK	113	
Lake	Light of Life (Lake Station)	4901 E 28th Avenue	Lake Station	Pantry	49	0
Lake	Meek Baptist Church	4830 Alexander Ave	East Chicago	Pantry	98	0
Lake	Miller First Baptist Church	5601 E 4th Ave	Gary	Pantry	191	0
Lake	Moving in The Spirit Ministries	1150 Wright St	Gary	Pantry	136	0
Lake	Northwest Family Services, Inc.	6635 Hohman Avenue	Hammond	Pantry	239	0
Lake	Open Door	2134 W 5th Ave	Gary	Pantry	1422	0
Lake	Operation Care	1300 North Broad Street	Griffith	Pantry	496	0
Lake	Project Love Food Pantry	4124 West 137th Place	Cedar Lake	Pantry	207	0
Lake	Salvation Army - East Chicago	513 West Chicago Avenue	East Chicago	FPSK	235	1425
Lake	Salvation Army - Munster	8225 Columbia Avenue	Munster	Pantry	240	0
Lake	Sojourner Truth House	410 West 13th Avenue	Gary	Pantry	656	0
Lake	Southlake Church of God	3440 W. 61st Ave	Hobart	Pantry	39	0
Lake	St Ann's Church	6025 W. 25th Ave.	Gary	Pantry	82	0
Lake	St Edwards	216 S Nichols St	Lowell	Pantry	62	0
Lake	St James Church	9640 Kennedy Ave	Highland	Pantry	223	0
Lake	St Monica And Luke Church	645 Rhode Island St	Gary	Pantry	78	0
Lake	St Timothy	1115 N Cline Ave	Griffith	Pantry	25	0
Lake	St Vincent DePaul	5304 Hohman Ave	Hammond	FPSK	162	
Lake	Trinity Lutheran	631 West Commercial Avenue	Lowell	Pantry	61	0
Lake	Van Buren Baptist Church	2285 Van Buren St	Gary	Pantry	81	0
Lake	Winfield Township Assessor's Office	10645 Randolph St	Crown Point	Pantry	36	0
Lake	Zion Temple Apostolic Church	1525 Jefferson St	Gary	FPSK	141	88
LaPorte	Citizens Concerned for the Homeless	1005 W 8th Street	Michigan City	Kitchen	9	0
LaPorte	Community Food Pantry of Galena, Hudson, Kankakee, Wills Township	3444 E US Hwy 20 & 350 E	Rolling Prairie	Pantry	88	0
LaPorte	First Presbyterian Church	1231 W 9th Street	Michigan City	Kitchen	0	355
LaPorte	First United Methodist	121 East 7th Street	Michigan City	Kitchen	0	1026
LaPorte	Good Shepherd Food Pantry	6006 N. Fail Road	La Porte	Pantry	215	0
LaPorte	Macedonia Missionary Church	3007 Ohio Street	Michigan City	FPSK	140	826
LaPorte	New Disciples Love Fellowship	1411 Pine Street	Michigan City	Kitchen	0	
LaPorte	Sacred Heart Church	1001 West 8th Street	Michigan City	Pantry	216	0
LaPorte	Salvation Army - La Porte	3240 Monroe St	La Porte	Pantry	256	0
LaPorte	Salvation Army - Michigan City	1201 S. Franklin Street	Michigan City	Pantry	326	0
LaPorte	Springfield Township Trustee	0227 West 650 North	Laporte	Pantry		
LaPorte	St Paul's Lutheran Soup Kitchen	818 Franklin Square	Michigan City	Kitchen	0	341
LaPorte	Stepping Stone Shelter (PRIVATE)	414 Kennedy Court	Michigan City	Kitchen	0	0
LaPorte	Supplemental United Food Pantry	4 W Moore Street	Hanna	Pantry	149	0
LaPorte	The Pax Center	605 Washington St	La Porte	Pantry	250	0
LaPorte	Trinity Church	600 Franklin Square	Michigan City	Pantry	336	0
Lawrence	Bedford Community Care	1018 J St	Bedford	Pantry	578	0
Lawrence	Families First Mobile Pantry Bedford	Community Baptist Church	Bedford	Pantry	126	0
Lawrence	Families First Mobile Pantry Mitchell	American Legion Post 250	Mitchell	Pantry	63	0
Lawrence	Mitchell Church of Christ - Bread of Life	1004 W Main St	Mitchell	Pantry	264	0
Lawrence	Salvation Army - Lawrence County	1629 K Street	Bedford	Pantry	23	0
Madison	Alexandria Emergency Relief Pantry	309 W Washington St	Alexandria	Pantry	253	0
Madison	Chesterfield Community Food Pantry *only serves Union Township	202 Federal Dr	Chesterfield	Pantry	169	0
Madison	East Lynn Christian Church	522 East 53rd Street	Anderson	Pantry	433	0
Madison	Operation Love Ministries, Inc.	620 E 21st St	Anderson	Pantry	348	0
Madison	Park Place Church of God	802 E 5th St	Anderson	Pantry	1795	0
Madison	Salvation Army - Anderson	1615 Meridian Street	Anderson	Pantry	185	0
Madison	St John's Lutheran Church	310 East 53rd St	Anderson	Pantry	419	0
Marion	Billie's Food Pantry	1754 W Morris St	Indianapolis	Pantry	202	0

Marion	Boulevard Place St. Vincent dePaul Food Pantry	4202 North Boulevard Place	Indianapolis	Pantry	629	0
Marion	Capitol City SDA	4731 Kingsley Drive	Indianapolis	Pantry	345	0
Marion	Catholic Charities Indianapolis	1435 N Illinois	Indianapolis	Pantry	315	0
Marion	Chapel Rock	2020 N Girls School Rd	Indianapolis	Pantry	203	0
Marion	Children's Bureau of Indianapolis, Inc.	1575 Dr. Martin Luther King Avenue	Indianapolis	Kitchen	0	459
Marion	Ebenezer Baptist Church	1866 Dexter Street	Indianapolis	Pantry	185	0
Marion	Emmaus Food Pantry	1209 Linden Street	Indianapolis	Pantry	283	0
Marion	Forest Manor United Methodist Church Food Pantry	4062 East 34th Street	Indianapolis	Pantry	30	0
Marion	Galilee Missionary Baptist Church	2624 E. 25th Street	Indianapolis	Pantry	114	0
Marion	Gleaners Community Cupboard	3737 Waldemere Avenue	Indianapolis	Pantry	4247	0
Marion	Hawthorne Community Center	70 North Mount	Indianapolis	Pantry	29	0
Marion	Lakeview Church	47 Beachway Drive	Indianapolis	Pantry	238	0
Marion	Mid-North Food Pantry	3333 N Meridian Street	Indianapolis	Pantry	928	0
Marion	Nehemiah Bible Church/Centenary Food Pantry	1035 N Oxford Avenue	Indianapolis	Pantry	405	0
Marion	New Bethel Missionary Baptist Church	1535 Dr. Andrew J. Brown Avenue	Indianapolis	Pantry	191	0
Marion	Old Bethel United Methodist Church - Community Outreach	8032 E 21st St	Indianapolis	Pantry	3021	0
Marion	Soups On at Roberts Park	401 North Delaware	Indianapolis	Kitchen	0	1225
Marion	St John's Storehouse	5625 W. 30th Street	Speedway	Pantry	124	0
Marion	St Vincent DePaul Client Choice Pantry	3001 E. 30th Street	Indianapolis	Pantry	10189	0
Marion	Tabernacle Presbyterian Church	418 East 34th Street	Indianapolis	Kitchen	0	1120
Marion	The Cupboard of Lawrence Township	7101 Pendleton Pike	Indianapolis	Pantry	0	0
Marion	The Sharing Place	6501 Sunnyside Road	Indianapolis	Pantry	822	0
Marion	Westminster Neighborhood Services, Inc.	2325 E New York Street	Indianapolis	FPSK	268	353
Marion	Zion Tabernacle of Faith Church	4007 N Sherman Drive	Indianapolis	Pantry	90	0
Marshall	Argos United Methodist Church Shepherd's Pantry	570 N Michigan St	Argos	Pantry	44	0
Marshall	Bourbon Helping Hands	204 North Washington	Bourbon	Pantry	33	0
Marshall	Bread of Life (NI)	125 E LaPorte St	Plymouth	Pantry	431	0
Marshall	Community Food Pantry of Bremen (St Dominic's Church)	803 West Bike	Bremen	Pantry	105	0
Marshall	Culver Community Food Pantry	307 North Plymouth Street	Culver	Pantry	90	0
Martin	Families First Mobile Pantry Shoals	Shoals Baptist Church	Shoals	Pantry	82	0
Martin	St Vincent DePaul Martin County	514 Park Street	Loogootee	Pantry	189	0
Miami	Miami Nation of Indians of Indiana	65 W. 7th St	Peru	Pantry	80	0
Miami	Salvation Army - Miami County	84 West 2nd Street	Peru	FPSK	75	420
Monroe	Amethyst House - Men's	215 N. Rogers St	Bloomington	Kitchen	0	1488
Monroe	Amethyst Women's House	322 W 2nd St	Bloomington	Kitchen	0	1302
Monroe	Area 10 Agency On Aging	630 W Edgewood Dr	Ellettsville	Pantry	45	0
Monroe	Bloomington Township Trustee	2111 W Vernal Pike	Bloomington	Pantry	231	0
Monroe	Community Kitchen of Monroe County	1515 S Rogers	Bloomington	Kitchen	0	17821
Monroe	Feed the Needy	321 North Rogers	Bloomington	Pantry	26	0
Monroe	First United Methodist Church (HH)	219 E. 4th Street	Bloomington	Pantry	443	0
Monroe	Grace Center Food Pantry	701 W. Popcorn Rd	Harrodsburg	Pantry	0	0
Monroe	Middle Way House Shelter	388 S Washington	Bloomington	Kitchen	0	1233
Monroe	Middle Way House Transitional Living Center	401 S Washington St	Bloomington	Pantry	15	0
Monroe	Mother Hubbard's Cupboard, Inc.	1100 W Allen St, Suite A	Bloomington	Pantry	5288	0
Monroe	Perry Township Trustee	1010 S Walnut St	Bloomington	Pantry	121	0
Monroe	Richland Township Trustee	100 S Park St	Ellettsville	Pantry	68	0

Monroe	Salvation Army of Bloomington	111 N Rogers St	Bloomington	Pantry		0
Monroe	Shalom Community Center	620 S Walnut St	Bloomington	Kitchen	0	5349
Montgomery	Church Alive	1203 E Main St	Crawfordsville	Pantry	77	0
Montgomery	Family Crisis Shelter	207 Whitlock Avenue	Crawfordsville	FPSK	0	1402
Montgomery	FISH of Montgomery County	212 East Wabash Ave	Crawfordsville	Pantry	250	0
Montgomery	Grace and Mercy Ministries	257 W. Oak Hill Rd	Crawfordsville	Pantry	452	
Morgan	Brooklyn Christian Church	7 S Church St	Brooklyn	Pantry	8	0
Morgan	Churches In Mission	27 South Indiana	Mooreville	Pantry	370	0
Morgan	First Nazarene Church	1609 John R Wooden Drive	Martinsville	Pantry	184	0
Morgan	Mooreville Senior Center	4305 E St Rd 144	Mooreville	Pantry	13	0
Morgan	Morgantown Community Food Pantry	Morgantown Municipal Building	Morgantown	Pantry	86	0
Newton	Community Reformed Church of Roselawn	4077 E Kellar St	Roselawn	Pantry	53	0
Newton	Cornerstone Assembly of God / Faith Harvest	503 East Beaver Street	Morocco	Pantry	400	0
Newton	Newton County Community Services	117 E. State Street (Pantry Location)	Morocco	Pantry	34	0
Noble	Avilla Food Pantry(Calvary United)	101 S Cherry St	Avilla	Pantry	152	0
Noble	Central Noble	401 S Orange St	Albion	Pantry	231	0
Noble	Friendship Food Pantry	2004 E Dowling Street	Kendallville	Pantry	289	0
Noble	Orange Township Helping Hands Pantry	275 Martin Street	Rome City	Pantry	566	0
Noble	West Noble Food Pantry	519 Gerber Street	Ligonier	Pantry	107	0
Ohio	Rising Sun Christian Outreach Center	430 Fifth Street	Rising Sun	Pantry	64	0
Orange	Families First Mobile Pantry Orleans	Orleans Christian Church	Orleans	Pantry	130	0
Orange	Paoli Community Food Pantry	321 E Campbell St	Paoli	Pantry	306	0
Orange	Springs Valley Food Pantry	French Lick Hotel Annex	French Lick	Pantry	158	0
Owen	Cunot Senior Community Center	5530 SR 42	Poland	Pantry	85	0
Owen	Garrard Chapel	7410 W SR 46	Bowling Green	Pantry	122	0
Owen	Mark of Discipleship Mission	65 N Montgomery St	Spencer	Pantry	279	0
Owen	Spencer Presbyterian Food Pantry	154 N Main St	Spencer	Pantry	210	0
Owen	Washington Township Trustee (HH)	701 Walnut St	Spencer	Pantry	19	0
Parke	Parke County Emergency Food Pantry	3284 White Trail Lane	Rockville	Pantry	225	0
Perry	Martin's Cloak Food Pantry	2980 Carleton Road	Siberia	Pantry	77	0
Perry	Widow's Barrel Food Pantry	821 10th Street	Tell City	Pantry	284	0
Pike	Somebody's Place	27 W. Locust Street	Petersburg	Pantry	317	0
Porter	Hebron Country Pantry	202 West Church St	Hebron	Pantry	100	0
Porter	Immanuel Lutheran Church	1700 Monticello Park Dr	Valparaiso	Pantry	112	0
Porter	Light of Life	791 Juniper Ave	Valparaiso	Pantry	23	0
Porter	New Strength	5929 Stone Avenue	Portage	Pantry	124	0
Porter	Portage Township Food Pantry	5391 Central Ave	Portage	Pantry	462	0
Porter	Porter County Mobile Pantry -FBNWI		Portage	Pantry	120	0
Porter	Salem United Methodist	756 W 350 S	Hebron	Pantry	118	0
Porter	The Church of Jesus Christ	791 Juniper Road	Valparaiso	Pantry	188	0
Porter	Village Pantry / Hilltop Neighborhood Association	554 Locust	Valparaiso	Pantry	145	0
Posey	New Harmony Ministries Alliance	219 Tavern Street	New Harmony	Pantry	41	0
Posey	Posey County CAPE	1113 Main Street	Mt. Vernon	Pantry	57	0
Posey	St Peters United Church	10420 Hwy 66	Wadesville	Pantry	111	0
Pulaski	Pulaski County Human Services	115 W. Pearl St	Winamac	Pantry	111	0
Putnam	New Providence Baptist Church	6526 S Co Rd 550 E	Greencastle	Pantry	509	0
Randolph	Farmland Friends	8311 West SR 32	Farmland	Pantry		0
Randolph	Parker United Methodist Church Food Pantry	315 S Main St	Parker City	Pantry	91	0
Randolph	Winchester Area Churches & Community Food Pantry	325 South Oak Street, Suite 104	Winchester	Pantry	348	0

Ripley	Batesville Area Ministerial Association Food Pantry	120 S. Sycamore Street	Batesville	Pantry	237	0
Ripley	Milan Community Emergency Relief	205 W Carr St	Milan	Pantry	62	0
Ripley	Ripley County Food Pantry Inc.	524 W. Beech Street Bldg #16c	Osgood	Pantry	138	0
Ripley	Sunman Food Pantry	8917 E. Co. Rd 1300 N	Sunman	Pantry	104	0
Rush	Little Blue River Friends	122 South 1000 West	Morristown	Pantry	112	0
Scott	Scott County Clearinghouse	1057 West Community Way	Scottsburg	Pantry	417	0
Shelby	Human Services, Inc - Shelby County	825 Elm Street	Shelbyville	Pantry	492	0
Spencer	Christian Resource Center	499 Jefferson	Rockport	Pantry	60	0
Spencer	North Spencer Community Services	26 S. Washington	Dale	Pantry	83	0
St. Joseph	Berean Community Services	601 West Colfax Avenue	South Bend	Pantry	90	0
St. Joseph	Betty's Breadbasket (River of Life Church)	530 E Ireland	South Bend	Pantry		0
St. Joseph	Broadway Christian Parish United Methodist Church	1412 S Carroll	South Bend	FPSK	515	1763
St. Joseph	Catholic Charities Food Pantry	1817 Miami	South Bend	Pantry	240	0
St. Joseph	Christian Community Food Pantry	625 Roosevelt Road	Walkerton	Pantry	104	0
St. Joseph	Clay United Methodist Church	17646 Cleveland Rd	South Bend	Pantry	422	0
St. Joseph	Community Food Pantry of St. Joseph County	702 Chapin St	South Bend	Pantry	1153	0
St. Joseph	Downtown Soup Kitchen	333 N. Main Street	South Bend	Kitchen	0	3810
St. Joseph	Faith Baptist Church	923 Blaine Avenue	South Bend	Pantry	143	0
St. Joseph	First Brethren Church	4909 S Ironwood Drive	South Bend	Pantry	140	0
St. Joseph	First United Methodist Church (NI)	333 N. Main Street	South Bend	Pantry	385	0
St. Joseph	Hope Rescue Mission	532 South Michigan Street	South Bend	Kitchen	0	4665
St. Joseph	Ireland Road Church of God	16555 Ireland Road	Mishawaka	Pantry	79	0
St. Joseph	La Casa De Amistad Youth & Community Center	746 South Meade Street	South Bend	Pantry	71	0
St. Joseph	Life Treatment Center	1402 South Michigan Street	South Bend	Kitchen	0	5865
St. Joseph	Little Flower Church	54191 North Ironwood	South Bend	Pantry		0
St. Joseph	Living Epistle Fellowship	2001 Prairie	South Bend	Pantry	119	0
St. Joseph	MAC - Albright United Methodist Church	504 West Mishawaka Avenue	Mishawaka	Pantry	288	0
St. Joseph	Mishawaka Food Pantry	315 Lincolnway West	Mishawaka	Pantry	521	1130
St. Joseph	Needs for Neighbors	54301 Maple Lane	South Bend	Pantry	53	0
St. Joseph	New Carlisle Community Food Pantry	201 W. Michigan Street	New Carlisle	Pantry	83	0
St. Joseph	River Park United Methodist Church	920 South 23rd Street	South Bend	Pantry		0
St. Joseph	St Augustine's Soup Kitchen	1501 West Washington Street	South Bend	Kitchen	0	1930
St. Joseph	St Margaret House	117 North Lafayette Boulevard	South Bend	Kitchen		
St. Joseph	St Michael and All Angels Episcopal Church Soup Kitchen	53700 N. Ironwood	South Bend	Kitchen	0	115
St. Joseph	The Storehouse	55855 Bittersweet Road	Mishawaka	Pantry	221	0
Starke	Community Services of Starke County	311 E Culver Rd	Knox	Pantry	222	0
Starke	Mobile Pantry - Starke County	702 Chapin St	South Bend	Pantry	94	0
Steuben	Pleasant Lake United Methodist Church	1160 W Main St	Pleasant Lake	Pantry	275	0
Steuben	Project Help	711 E Harcourt Rd	Angola	Pantry	514	0
Sullivan	Our Father's Arms	711 South Section Street	Sullivan	Pantry	202	0
Sullivan	Pleasantville United Methodist Church Food Pantry	7654 S Pleasant Church St	Carlisle	Pantry	66	0
Switzerland	Freestore Foodbank Switzerland County Mobile Pantry	507 Vineyard Street	Vevay	Pantry	97	0
Tippecanoe	Brady Lane Church of Christ	2701 Brady Lane	Lafayette	Pantry	288	0
Tippecanoe	Elmwood Church of Christ	2501 Elmwood Avenue	Lafayette	Pantry	220	0
Tippecanoe	Lafayette Transitional Housing Center	615 N. 18th Street, Ste 102	Lafayette	FPSK	995	1223

Tippecanoe	Mental Health America of Tippecanoe Co.	913 Columbia Street	Lafayette	Kitchen	0	2328
Tippecanoe	Salvation Army - Tippecanoe County	1110 Union Street	Lafayette	FPSK	221	841
Tippecanoe	St Ann's Soup Kitchen / St. Matthews Care & Share	612 Wabash Avenue	Lafayette	Kitchen	0	9088
Tippecanoe	St James Lutheran Church	710 North 9th Street	Lafayette	Pantry	469	0
Tippecanoe	St John's / LUM	600 Ferry Street	Lafayette	Pantry	500	0
Tippecanoe	Tippecanoe County United Food Pantry (Bauer) / Church Women United	330 Fountain Street	Lafayette	Pantry	388	0
Tippecanoe	Wea Ridge Baptist Church	1051 E 430 S	Lafayette	Pantry	627	0
Tippecanoe	YWCA Domestic Violence Intervention & Prevention	605 North 6th Street	Lafayette	Kitchen	0	1012
Tipton	Hope Chest / Heartland Ministries	3611 N SR 19	Sharpsville	Pantry	50	0
Tipton	Tipton Senior Center / Encore Enrichment Center	341 West Jefferson St, Ste C	Tipton	Pantry	265	0
Union	Christian Community Clothes Closet	307 East Sycamore St	Liberty	Pantry	87	0
Vanderburgh	Adam's Pantry	314 SE Riverside Drive	Evansville	Pantry	190	0
Vanderburgh	Goodwill Family Service	1351 W Buena Vista Road	Evansville	Kitchen	0	343
Vanderburgh	Harvest Time Inner City Ministries	518 S Linwood	Evansville	Kitchen	0	279
Vanderburgh	Liberty General Baptist Church	1520 Delmar Ave	Evansville	Pantry	48	0
Vanderburgh	Ozanam Family Shelter	1100 Read Street	Evansville	Kitchen	0	5647
Vanderburgh	Salvation Army - Evansville	1615 N Fulton Avenue - SK	Evansville	FPSK	479	3333
Vanderburgh	St Anthony Catholic Church	713 W 2nd Street	Evansville	Kitchen	0	570
Vanderburgh	St John's Catholic Church (Feeding the Hungry)	625 Bellemeade Avenue	Evansville	Kitchen	0	537
Vanderburgh	St Paul's Food Pantry	100 E Michigan Street	Evansville	Pantry	345	0
Vanderburgh	The Potters Wheel	333 Jefferson	Evansville	Kitchen	0	5788
Vanderburgh	United Caring Shelters Inc.	713 N 2nd Avenue	Evansville	Kitchen	0	9826
Vermillion	Vermillion County Christian Food Center - Newport	355 S Main Street	Newport	Pantry	41	0
Vermillion	Vermillion County Emergency Food Pantry	315 Mulberry Street	Clinton	Pantry	123	0
Vigo	Bethany House Soup Kitchen	1402 Locust Street	Terre Haute	Kitchen	0	2334
Vigo	CODA (Council On Domestic Abuse)	1400 Hulman St	Terre Haute	Kitchen	0	449
Vigo	Higher Hope Ministries	1801 Harding Avenue	Terre Haute	Pantry	101	0
Vigo	Light House Mission	1450 Wabash Avenue	Terre Haute	Kitchen	0	8745
Vigo	Mother Hubbard's Cupboard Food Pantry	1403 Chestnut Street	Terre Haute	Pantry	402	0
Vigo	New Life Fellowship Church	7849 Wabash Avenue	Terre Haute	Kitchen	137	0
Vigo	Providence Food Pantry	126 N 8th Street	W Terre Haute	Pantry	322	0
Vigo	Saving Grace Pantry in the First Church of The Nazarene	801 Fort Harrison Road	Terre Haute	Pantry	62	0
Vigo	St Patrick's Soup Kitchen	1807 Poplar Street	Terre Haute	Kitchen	0	4477
Vigo	Table of The Good Shepherd	1401 Barbour Avenue	Terre Haute	Pantry	203	0
Vigo	Terre Haute Foursquare Gospel Church	800 North 13th Street	Terre Haute	FPSK	86	1081
Wabash	Fellowship Food Pantry	500 North Front Street	North Manchester	Pantry	152	0
Wabash	Living Well in Wabash County	239 Bond St	Wabash	Pantry	461	0
Warren	Pine Village UMC	103 E Lafayette St	Pine Village	Pantry	104	0
Warren	Williamsport UMC	28 North Monroe Street	Williamsport	Pantry	90	0
Warrick	Mana Market	304 N 2nd St	Boonville	Pantry	411	0
Washington	Hoosier Hills PACT	108 South Main Street	Salem	Kitchen	0	730
Washington	Washington County Food Bank Inc.	102 E Poplar Street	Salem	Pantry	549	0
Wayne	Circle-U-Help Center	19 North 13th Street	Richmond	FPSK	433	1371
Wayne	Jefferson Township Trustee	47 East Main Street	Hagerstown	Pantry	80	0
Wayne	Temple of God Food Pantry	1005 Hunt Street	Richmond	Pantry	271	0
Wells	Bluffton Church of God	327 W Cherry St	Bluffton	Pantry	83	0

Wells	Poneto UMC	36 East Walnut St	Poneto	Pantry	111	0
White	Monon Food Bank (FBC)	408 North Arch Street	Monon	Pantry	55	0
White	White County Food Pantry	1856 N. Francis St	Monticello	Pantry	584	0
Whitley	Big Lake Church of God	6955 N St Rd 109	Columbia City	Pantry	60	0
Whitley	Churubusco United Methodist Church	750 N Main St	Churubusco	Pantry	280	0
Whitley	Grace Lutheran Church	204 N Main St	Columbia City	Pantry	70	0
Whitley	St John Bosco Catholic Church	216 N Main St	Churubusco	Pantry		0
Whitley	St Paul of The Cross	315 S Line Rd	Columbia City	Pantry	70	0
Whitley	Victory Christian Fellowship Church (Impact FP)	1330 Business 30 W	Columbia City	Pantry	176	0

**MEMORANDUM OF AGREEMENT (MOA)
THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)**

7 CFR 251.2(d)(1)(i) Agreements between the Indiana State Department of Health and Eligible Recipient Agencies (ERA), and agreements between ERA's and Food Outlets must assure that all parties operate the program in accordance with federal regulations 7 CFR 251, and 250.

The agreement shall become effective October 1, 2014 and in absence of prior notification of termination, shall terminate on September 30, 2016.

In accordance with 7 CFR 251.2(c) (2), either party may terminate the agreement in whole or in part with a thirty (30) day written notice. If the agreement is not renewed prior to the expiration of the current agreement, then all USDA food products must be immediately surrendered to the ERA. *TM Pg. 21*

- A. **Duties of the Food Outlet.** The outlet agrees to the responsibilities and requirements referenced in The Emergency Food Assistance Program, TEFAP Manual and are incorporated into this agreement.
- B. **Not for Profit Status 501 (c) (3)** The Food Outlet certifies that it is a public, private, or a non-profit organization. The Food Outlet must submit to the ERA certification of Internal Revenue Code Not for Profit status. Local government agencies acting as food outlets, such as township trustees are tax exempt by nature and do not require certification. *TM Pg. 13*
- C. **Access to Records and Facilities:** The Food Outlet agrees to collect and maintain all documents necessary for program operations and maintain them in the same location where operations occur. Documents must be kept for three (3) years plus the current year of operation. The ERA, acting as an agent of ISDH, shall supply the Food Outlet with all reporting forms for receipt of food products. The Food Outlet also agrees that representatives of USDA, ISDH, and ERA may have access to all program records, may observe food distribution to recipients, may conduct monitoring of food pantries, soup kitchens, or homeless shelters, and may conduct reviews of storage facilities and food products in storage. Visits may be conducted at any reasonable time during normal Food Outlet hours of operation. *TM Pg. 15*
- D. **Nondiscrimination:** The Food Outlet hereby agrees that it will comply with all state and federal regulations as outlined in USDA Civil Rights and Non-Discrimination statements, and Indiana's Religious Discrimination Addendum. The Food Outlet staff will complete annual Civil Rights training conducted by the ERA, and conduct Civil Rights training no less than annually for all employees and volunteers that come in contact with program participants. *TM Pgs. 6, 24 & 48*

- E. **Receipt of USDA Allocated Commodities:** All USDA allocated commodities are the property of the United States Department of Agriculture, Food and Nutrition Services (USDA/FNS) throughout all phases of the distribution process. Once commodities are distributed to income eligible recipients at designated Food Outlets, the distribution process is considered complete. Indiana State Department of Health works directly with Food and Nutrition Services (FNS), Agricultural Management Services (AMS) and United States Department of Agriculture (USDA) to provide USDA allocated food products to ERA's. The food outlet agrees to accept allocated product according to ERA delivery guidelines. The ERA does not guarantee the quality or condition of food products provided to the Food Outlets. The Food Outlet shall release USDA, ISDH, and the ERA from any liability for losses, damages, illnesses, or injuries resulting from distribution of food products. *TM Pg. 23*
- F. **Repackaging:** There will be NO repackaging of allocated USDA food products at the Food Outlet or off premises without written approval from USDA. *TM Pg. 30*
- G. **Prohibited Activities:** The sale, exchange, or use of any USDA food products for personal gain, or use as a means to further the political interest of any individual or party or any other form of fraud or abuse is subject to federal and state prosecution. *TM Pgs. 23-24*
The Food Outlet shall not charge any fees, require membership or referrals as a condition for receipt of both USDA and non-USDA food items. This agreement further prohibits the requirement of membership in any organization; church, political, fraternal, union, block club, etc. or attendance of same as a requisite for receipt of any food products.
The Food Outlet shall not distribute any food product to hospitals, group-home care facility-providing meals for residents, penal institutions, non-profit school lunch programs, non-profit summer camps for children, other child nutrition programs (excluding Kids Cafe). *TM Pg. 47*
- H. **Storage Facilities and Distribution Sites:** The Food Outlet shall have a secure and adequate facility for proper storage and distribution of all food products to prevent spoilage, infestation, damage, or other condition that may jeopardize the wholesomeness or safety of the product. In accordance with 7 CFR 250.14(b), a thermometer is required and must be in all dry storage, refrigeration and freezer areas. Temperature readings for all areas of the storage facilities will be taken at least weekly, and a temperature log will be maintained. Storage is to be rodent and insect free. *TM Pgs. 26-28*
- I. **Product Delivery:** When physical delivery of food products is taken, the Food Outlet shall assume liability for the safekeeping of food products until the food products are released to eligible recipients. This liability shall be limited to improper distribution or use, loss or damage caused by failure to provide proper storage, care, and handling. At the option of ISDH, the Food Outlet shall be required to replace any loss of USDA donated food. Losses must be immediately reported to the ERA. The Food Outlet will be the carrier of liability insurance at all times and will provide proof upon request. *TM Pgs. 26-27*

- J. **Distribution of Donated USDA Commodities:** Outlets are to be open to the public with hours of operation clearly posted, including directional signage if necessary. Outlets that are currently not designated as “closed shelters” must offer food to eligible recipients on a first come, first served basis at a minimum of every 30 days without appointment. *TM Pg. 20*
- K. **Required Signage:** The Food Outlet agrees to post in an area where the participants can see; the "And Justice for All" poster, TEFAP income eligibility guidelines, the amount of items available in the form of household breaks, and any other pertinent information such as SNAP benefit information, list of area pantries, and brochures on local resources available pantry clients may access. *TM Pg. 22*
- L. **Public Outreach:** The Food Outlet agrees it will publicize within its designated service area the operational hours the outlet is open to alert potential participants of the availability of food products. Methods to publicize the site's operational hours include, but are not limited to, placing notices in local newspapers, posters, pamphlets, or help lines. The Food Outlet agrees it will keep the ERA current of its regularly scheduled hours of operation. *TM Pgs. 21-22*
- M. **Income Eligibility:** The Food Outlet agrees to adhere to USDA Income Eligibility Guidelines as revised and issued by Indiana State Department of Health. The Federal Poverty and Unemployment Guideline released by Health and Human Services, and currently used for TEFAP in Indiana is 185%. Food Outlets will distribute USDA allocated foods to income eligible households; program participation is determined by self-declaration of income. Food outlets may ask recipients for name, address, household size, and household income level. Food Outlets providing services to income eligible recipients more frequently than every 30 days may ask for proof of address such as a piece of mail or ID. No other information is to be collected, copied or stored. *TM Pg. 9*
- N. **Complaints and Investigations:** The ERA and the Food Outlet agree to cooperate fully with ISDH in the investigation of all complaints received. The ERA and the Food Outlet agree to correct any violations that are disclosed. The Food Outlet shall report promptly, first by phone and then in writing to the ERA. The ERA will report to ISDH detailing all corrective measures taken. If any irregularities are deemed critical then the ERA and/or ISDH may immediately remove all USDA food products with only verbal notification. *TM Pgs. 47-48*

Parties to this agreement: Sponsoring ERA and Food Outlet; Name, Physical Address, Mailing Address, and Contact.

ERA

Food Outlet

This Food Outlet is a: ___ Soup Kitchen, ___ Food Pantry, ___ Both (FP/SK)

Signatures: Both parties have read, understand, and agree to the terms outlined in this Memorandum of Agreement, and TEFAP Program Manual

Signed: _____

Authorized ERA Agency Representative

Signed: _____

Authorized Food Outlet Representative

Typed/Printed Name

Typed/Printed Name

Title of Authorized Representative

Title of Authorized Representative

Date of Signature

Date of Signature



**Indiana State Department of Health
The Emergency Food Assistance Program (TEFAP)
Effective April 01, 2015**

PLEASE PRINT

Name: _____

Address: _____

Zip Code: _____ Number in Household: _____

I HEREBY CERTIFY THAT MY HOUSEHOLD INCOME IS AT OR BELOW THE FOLLOWING GUIDELINES:

INCOME GUIDELINES (185%)				
HOUSEHOLD SIZE	HOUSEHOLD INCOME		HOUSEHOLD SIZE	HOUSEHOLD INCOME
	(Monthly)	(Annual)	(Monthly)	(Annual)
1	\$1,815	\$21,775	4	\$3,739 \$44,863
2	\$2,456	\$29,471	5	\$4,380 \$52,559
3	\$3,098	\$37,167	6	\$5,022 \$60,255

For each additional household member add \$642.00 per month

I ACKNOWLEDGE THAT THE STATE OF INDIANA AND THIS DISTRIBUTION AGENCY HAVE NO CONTROL OVER THE MANUFACTURING OF THIS DONATED PRODUCT AND CONSEQUENTLY DO NOT WARRANT THE CONDITION, QUALITY, OR CONTENT OF THE USDA DONATED COMMODITY.

Date	Signature	Date	Signature

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer



Indiana State Department of Health
El Programa de Asistencia para Comida de Emergencia
Efectivo el 01 de abril de 2015

POR FAVOR ESCRIBE EN LETRA DE MOLDE

Nombre: _____

Dirección: _____

Código Postal: _____ Número de personas que viven en cada vivienda: _____

POR LA PRESENTE CERTIFICO QUE LOS INGRESOS TOTALES DEL HOGAR ESTA EN O MENOS DE LAS SIGUIENTES PAUTAS:

GUÍA DE INGRESOS (185%)					
# EN LA CASA	INGRESOS DEL HOGAR		# EN LA CASA	INGRESOS DEL HOGAR	
	(Mensual)	(Anual)		(Mensual)	(Anual)
1	\$1,815	\$21,775	4	\$3,739	\$44,863
2	\$2,456	\$29,471	5	\$4,380	\$52,559
3	\$3,098	\$37,167	6	\$5,022	\$60,255

Por cada miembro adicional de la casa agrega \$642.00 más

RECONOZCO QUE EL ESTADO DE INDIANA Y ESTA AGENCIA DE DISTRIBUCION NO TIENEN CONTROL SOBRE LA FABRICACION DE ESTE PRODUCTO DONADO Y ENTONCES NO GARANTIZA LA CONDICION, CALIDAD, NI CONTENIDO DE LA MERCANCIA DONADA DEL USDA.

Fecha	Firma	Fecha	Firma

El Departamento de Agricultura de EE.UU. prohíbe la discriminación en contra de sus clientes, empleados y solicitantes de empleo sobre la base de raza, color, origen nacional, edad, discapacidad, sexo, identidad de género, religión, represalia, y donde las creencias aplicable, estado civil, político, estado familiar o parental, orientación sexual, o la totalidad o parte de los ingresos de un individuo son derivados de cualquier programa de asistencia pública, o la información genética protegida en el empleo o en cualquier programa o actividad realizada o financiada por el Departamento. (No todas las bases prohibidas se aplican a todos los programas y / o actividades de empleo.) Si usted desea presentar una reclamación sobre el programa de derechos civiles de la discriminación, complete el Formulario de Queja de Discriminación Programa de USDA, que se encuentra en línea en http://www.ascr.usda.gov/complaint_filing_cust.html, o en cualquier oficina de USDA, o llame al (866) 632-9992 para solicitar el formulario. También puede escribir una carta con toda la información solicitada en el formulario. Envíe su formulario de queja o una carta a nosotros por correo al Departamento de Agricultura de EE.UU., Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, por fax (202) 690-7442 o al correo electrónico program.intake@usda.gov. Las personas sordas, con problemas de audición o discapacidades del habla pueden comunicarse con el USDA a través del Federal Relay Service al (800) 877-8339, o (800) 845-6136 (español). USDA es un proveedor y empleador.



The Emergency Food Assistance Program Storage Facility Monitoring Tool

Date _____ Reviewed Agency _____

Location _____

Monitored By _____

Storage, Warehousing & Inventory Controls	Y	N	U
1. Is food kept 6" off the floor, on pallets, platforms or shelves?			
2. Is food kept 4" (12" preferred) from walls to allow good air circulation and for pest control?			
3. Is food distributed within 6 months of ERA receiving it?			
4. Are non-food items kept separate from food items?			
5. Are toxic items stored far from food items?			
3. Are floors, pallets and shelving clean?			
4. Are doors, windows, and roofs well-sealed to prevent pest entry and water damage?			
5. Are thermometers present in all freezers refrigerators and storage areas and are proper temperatures maintained? (dry: 50-70 F, refrigerated: 36-40 F, frozen: 0 F or below) [Review temperature logs]			
6. Are good pest control practices maintained? [Review pest control records]			
7. Is equipment regularly and properly maintained? [Review equipment maintenance records]			
8. Has the storage facility experienced any commodity losses during the past 12 months? (Include those incurred at outlets.) If yes, explain the losses and how they were resolved. _____ _____			
9. Does the storage facility have a policy in place to inspect USDA commodities shipments prior to signing for receipt of delivers to identify damaged or spoiled product? [Review the policy document.]			
10. What is the current number of cases of USDA commodities in inventory? [Review the most recent inventory document.]			
11. What is the average number of cases of USDA commodities distributed monthly during the most recent 6-month period? _____ + _____ + _____ + _____ + _____ + _____ = _____ /6= _____			
12. Is this inventory appropriate considering the size of the facility's service area, its distribution activity, and its physical facilities?			
13. Does the physical inventory verify the book inventory? [Select 5 commodities at random, inventory them and complete "Inventory Accountability Worksheet"]			
14. Does the facility practice "first in, first out" (FIFO)?			
15. Are BOLs/receiving documents properly completed?			
Sample size _____			

Review completed by _____

Date completed _____

Inventory Accountability Worksheet

Month & Year: _____

Facility: _____

[Facility will compare count to book inventory]

Commodity Short Title	Ending Inv From Previous Month	Amount of Product Released Since last Inventory	Amount of Product Received Since Last Inventory	Book Inventory sum (C-D+E)	Current Physical Inventory	Physical Inventory Difference sum (G-F)	Value per Case	Over(Under) sum (H*I)
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
				0.0		0.0		\$0.00
TOTALS	0.0			0.0	0.0	0.0	\$0.00	\$0.00
% of Total Inv								

U.S. DEPARTMENT OF AGRICULTURE- FOOD AND NUTRITION SERVICE

REPORT OF SHIPMENT RECEIVED OVER, SHORT AND/OR DAMAGED

SEE INSTRUCTIONS ON REVERSE

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Research and Analysis (0584-0293), Alexandria, VA 22302. Do not return the completed form to this address.

SECTION A - SHIPMENT IDENTIFICATION AND UNLOADING INFORMATION

1. NAME OF COMMODITY	2. TYPE OF PACK	3. CONTRACT NO.	4. DESTINATION CITY AND STATE		
5. DELIVERY ORDER NO.	6. NOTICE TO DELIVER NO.	7. METHOD OF DELIVERY <input type="checkbox"/> RAIL <input type="checkbox"/> TRUCK <input type="checkbox"/> PIGGYBACK		8. RR CAR, TRUCK, OR PIG NO.	
9. UNLOADED STARTED (Date and Time)			COMPLETED (Date and Time)		10. OCEAN BILL OF LADING NO. (Overseas Shipment Only)

SECTION B - OVERAGE, SHORTAGE, AND/OR DAMAGE

11. QUANTITY					
A. REPORTED SHIPPED	B. AMOUNT RECEIVED IN GOOD CONDITION	C. OVER	D. SHORT	E. DAMAGED	F. HIDDEN DAMAGE
12A. DAMAGE/OVERAGE/SHORTAGE WHEN DISCOVERED <input type="checkbox"/> BEFORE UNLOADING <input type="checkbox"/> DURING UNLOADING <input type="checkbox"/> AFTER UNLOADING		12B. HOW DISCOVERED <input type="checkbox"/> UNLOADING TALLY <input type="checkbox"/> PHYSICAL RECOUNT <input type="checkbox"/> OTHER		13. CARRIER'S AGENT PRESENT DURING UNLOADING <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. DOOR SEAL NUMBERS A. INBOUND NUMBERS AND CONDITION OF SEALS			B. OUTBOUND SEAL NUMBERS (If Applicable)		
15. CARRIER'S AGENT NOTIFICATION A. NAME OF AGENT			16. DID CARRIER'S AGENT RESPOND TO NOTIFICATION? <input type="checkbox"/> YES (In what way) <input type="checkbox"/> NO (Explain)		
B. DATE NOTIFIED		C. HOW NOTIFIED <input type="checkbox"/> IN PERSON <input type="checkbox"/> FAX <input type="checkbox"/> TELEPHONE <input type="checkbox"/> E-MAIL			
17. COMPLETE IF APPLICABLE					
A. WAS MECHANICAL REFRIGERATION, EQUIPMENT OPERATING <input type="checkbox"/> YES <input type="checkbox"/> NO			B. TEMPERATURE OF REFRIGERATION UNIT/INTERIOR TEMP/COMMODITY		

CONSIGNEE CERTIFICATION

I CERTIFY the information and statements above are, to the best of my knowledge and belief, true and correct.

DATE	SIGNATURE OF CONSIGNEE OR REPRESENTATIVE
------	--

CARRIER CERTIFICATION

Receipt of a copy of this report is hereby acknowledged and the facts contained herein are verified.

SIGNATURE OF CARRIER'S AGENT	NAME AND ADDRESS OF CARRIER
DATE	CARRIER REMARKS

REMARKS (IF DAMAGED, PLEASE INDICATE NATURE AND DISPOSITION OF THE DAMAGE)



THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP) OUTLET ASSESSMENT FORM

REVIEW DATE: _____ REVIEWER INITIALS: _____

REVIEWER: ISDH (*attachments A & B ONLY*) ERA

PANTRY SOUP KITCHEN SHELTER

OUTLET CONTACT INFORMATION

Outlet Name:		
Address:		County:
City:	Zip:	Phone:
Mailing Address – if different		
Contact Name	Email Address	Website
Days & Hours of Operation	Frequency <u>of</u> Clients Served	Service Area
Households and/or Meals Served per Month HH _____ Meals _____		ERA Name

- Check the appropriate box to the left of each question. *Yes, No, or U (unable to determine)*
- Check the N/A (not applicable) box and follow instruction if outlet is a soup kitchen.

GENERAL COMPLIANCE REQUIREMENTS

YES NO U

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the outlet have a current signed MOA with the ERA? Effective Date _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Is there a copy on file at the outlet and with the ERA? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Is there a copy of the most recent monitoring report on file? Date _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Is there documentation of non-profit status on file with the ERA? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Does the outlet submit service statistics to the ERA each month no later than the 10 th day of the month? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Does the outlet have current proof of insurance? Expiration Date _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Does the outlet publicize within its designated service area in a written statement the operational hours the outlet is open? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Does the outlet distribute food at least once every thirty days? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Does the outlet distribute food for at least 2 hours per month? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Is food secured in a locked area when the outlet is closed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Does the outlet serve the general public? |

ELIGIBILITY PROCEDURES - 7 CFR 251.5 Eligibility determinations

N/A (not applicable) - Outlet is a soup kitchen (skip to next section)

YES NO U

- 1. Are current Income Eligibility Guidelines and ISDH-supplied forms used?
- 2. Are eligibility certificates kept on file for three years plus the current year?
Use this data to complete Attachment C- Eligibility Accountability (Part A)
- 3. Do clients sign an Eligibility Certificate every time they receive items from the outlet?
- 4. Do proxies bring either a new Proxy form *or* a note from the recipient every time they visit?
- 5. Do proxies sign their name, followed by the word “proxy”, on the Eligibility Certificate?
- 6. Does the outlet deliver to homebound or elderly persons?
- 7. Does the homebound client complete and/or sign the proxy?
- 8. Are proxy forms kept on file for three years plus the current year?
Use this data to complete Attachment C- Eligibility Accountability (Part B)
- 9. Does the outlet require only the following information for service: recipient name, address, household size, and signature? If not, what other items?

- 10. Are household breaks posted in a manner that is clearly visible to the client?

OPERATIONAL/CIVIL RIGHTS COMPLIANCE

YES NO U

- 1. Are fees/donations/memberships required for the clients?
- 2. Is the facility handicapped accessible or does the outlet provide a mechanism to serve persons unable to physically access the pantry? (Shopping list, runners, etc.)
- 3. Does the outlet have essential materials in languages for non-English speaking clients?
(Spanish-language poster, eligibility certificates, “I Speak...” document)
- 4. Does the outlet have SNAP (food stamp) information available for clients? *(Spanish and English)*
- 5. Are pantry hours posted on the building exterior and in a manner that is clearly visible to the client?
- 6. Is USDA’s “And Justice for All” poster displayed and visible to clients?
- 7. Are outlet staff and volunteers aware of the proper procedure for receiving and forwarding discrimination complaints?
- 8. Have outlet staff and volunteers participated in TEFAP training within the last year?
- 9. Have outlet staff and volunteers participated in civil rights training within the last year?
- 10. Has there been a discrimination complaint filed against the outlet? If “YES”, describe:

FOOD RECEIPT

TEFAP commodities are: Delivered by ERA Picked up by the outlet

YES NO U

- 1. Does the outlet notify the ERA with any changes?
- 2. Has the food outlet transferred or received product from another TEFAP food outlet?
- 3. Does the outlet track purchased and donated food?
- 4. Does the outlet acquire purchased and/or donated food in addition to TEFAP commodities?
- 5. Does the outlet keep the receipts/invoices for TEFAP commodities received on file for 3 years plus the current year?

FOOD DISTRIBUTION

1-5 are N/A (not applicable) - Outlet is a soup kitchen (skip to # 6)

YES NO U

- 1. Does the outlet practice Client Choice? If "YES", then what type?
 Shop List Other _____
- 2. Is the amount of food given to the client adjusted by family size?
- 3. What is/are the household size break(s)? (Must be at least one break.)

- 4. Does the client receive both TEFAP and non-TEFAP foods? If "NO", explain how TEFAP food is distributed:

- 5. If the outlet has chosen to serve households more than once in a 30-day period, is there an appropriate method of tracking in place?
- 6. Are TEFAP items mixed together with donated and purchased foods?
- 7. Does the outlet have a list of TEFAP outlets in the county and the surrounding counties?
- 8. Does the outlet serve ALL households on the first visit regardless of whether or not they reside within the designated service area?

FOOD STORAGE

YES NO U

- 1. Is all food raised 6 inches above the floor and stored on pallets, platforms, or shelves?
- 2. Is all food stored at least 4 inches away from walls to allow proper ventilation and permit good air circulation?
- 3. Does the outlet follow first in/first out (FIFO) with all products?
- 4. Does outlet have dry, refrigerated, and frozen storage capability?
- 5. Are storage areas free of un-insulated steam and hot water pipes, water heaters, refrigeration condensing units or other heat producing devices?
- 6. Are non-food items kept separated from food items?
- 7. Are toxic items stored in a separate area that is away from food items?
- 8. Are storage areas clean and odor free?
- 9. Are floors, pallets and shelving clean?
- 10. Are thermometers located in all storage areas (dry, refrigerated, and frozen)?
- 11. Is a temperature log maintained in all storage areas (dry, refrigerated & freezer)?

YES NO U

- 12. Are temperatures logged at least weekly?
- 13. Does the log show that proper temperatures are maintained by the outlet?
Compare this data to current temperatures when completing Attachment B-Temperature Record
- 14. What pest control system is in place; in-house or professional? *(circle one)*
- 15. Do the storage areas have limited/secure access?
- 16. Are there any TEFAP commodities currently in storage that were received more than six months ago? If "YES", then please list below:

Use this data to complete Attachment A-Inventory

SOUP KITCHEN/SHELTER ONLY

YES	NO	U	
			1. Date of last Department of Health Inspection: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are meals served to: <input type="checkbox"/> recipients in shelter <input type="checkbox"/> open to community
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. How are meal numbers obtained: <input type="checkbox"/> head <input type="checkbox"/> plate <input type="checkbox"/> other _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Names of the workers/volunteers that are ServSafe certified, and the expiration date of their certificate.

PROHIBITED ACTIVITIES

1-2 are N/A (not applicable) if outlet is a soup kitchen (skip to # 3)

YES NO U

- 1. Does the outlet repackage TEFAP commodities?
- 2. Does the outlet pre-bag TEFAP commodities?
- 3. Does the outlet require referrals?
- 4. Excluding Kids Café, does the outlet distribute USDA food product to any other program or entity that is not eligible during the hours of outlet operation? *(No hospitals, nursing homes, schools, summer programs, group homes, etc.)*
- 5. Are donations of gifts or money accepted during pantry hours?
- 6. Does the outlet require clients provide social security or drivers' license numbers?
- 7. Do all activities and distribution procedures appear to be appropriate? Please list concerns below:

POSITIVE QUALITIES/INNOVATIONS

CONCERNS/NOTES

Monitor Signature _____ **Date** _____

Printed Name _____ Title _____

Outlet Representative Signature _____ **Date** _____

Printed Name _____ Title _____

Attachment B – Temperature Record- Use additional record sheets if needed.

Dry Storage

Location on property: _____

Reading(s): _____

Location on property: _____

Reading(s): _____

Refrigeration Storage

Location on property: _____

Unit Identifier if applicable & Reading(s): _____

Location on property: _____

Unit Identifier if applicable & Reading(s): _____

Location on property: _____

Unit Identifier if applicable & Reading(s): _____

Freezer Storage

Location on property: _____

Unit Identifier if applicable & Reading(s): _____

Location on property: _____

Unit Identifier if applicable & Reading(s): _____

Location on property: _____

Unit Identifier if applicable & Reading(s): _____

Attachment C – Eligibility Accountability

Month Reviewed: _____ Reviewer: _____ Date: _____

Food Bank: _____ Outlet: _____

Please select the participant data collection method below; either *single household* or *aggregate*.

A. Program Accountability

Single Household

Number of households served: _____

(-minus)

Number of eligibility certificates: _____

(=equals)

Total: _____

Aggregate (group)

Number of households served: _____

(-minus)

Number of signatures: _____

(=equals)

Total: _____

If total does not equal zero, please provide an explanation and corrective action plan below:

B. Eligibility Certificate

Please verify the following required information is on the forms: *name, address, household size and signatures*.

Outlets using the single household method will review individual files based on the sliding scale.

Households served 1-500; review 25 files, Households served 500-1999; review 50 files, Households of 2000 or more; review 50 files.

Outlets using the aggregate method will review 10% of aggregate signatures for month of review.

Single Household

Number of files reviewed: _____

(-minus)

Number without missing entries: _____

(=equals)

Total: _____

Aggregate (group)

Number of signatures: _____

(-minus)

Number without missing entries: _____

(=equals)

Total: _____

If total does not equal zero, please provide an explanation and provide written corrective action plan below:

C. Proxy Forms

Please review all proxy forms within 30 days of the review date, and verify required information is on all forms, required information includes: *pantry name and address, recipient name and address, household size, proxy reason, proxy name and address, recipient and pantry attendant signatures*.

If no proxy forms are used during review month, enter zero.

Number of proxy forms reviewed: _____

(-minus)

Number without missing information: _____

(=equals)

Total: _____

If total does not equal zero, please provide outlets explanation and provide written corrective action plan below:

F Food & N Nutrition S Service	FNS INSTRUCTION	NUMBER 113-1
	U.S. DEPARTMENT OF AGRICULTURE 3101 PARK CENTER DRIVE ALEXANDRIA, VA 22302-1500	

INFORMATION FOR: All FNS Employees and State Agencies

Civil Rights Compliance and Enforcement – Nutrition Programs and Activities

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