



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

**Food Distribution
The Emergency Food Assistance Program
Administrative Policy No. 1
Fiscal Year 2012-2013**

SUBJECT: Site and Pantry Distribution Schedules

DATE: July 30, 2013

Agencies annually submit applications for participation in The Emergency Food Assistance Program (TEFAP) in the Michigan Electronic Grants System Plus (MEGS+). This program accounts for over 550 distribution and/or pantry sites in the State of Michigan.

During the application process, agencies are required to submit Food Distribution Schedules. These schedules are required to verify the distribution of food to program participants and allow the scheduling of site/pantry visits by the Michigan Department of Education (MDE) as part of the agency review process each year.

While many agencies provide complete information, the omission of food distribution schedules and the variety of formats used for these schedules has created delays in the application approval process. In addition, the United States Department of Agriculture (USDA) issued Policy Memorandum FD-123 in July 2012 requiring MDE to maintain a list of all agencies and sites/pantries receiving TEFAP foods and/or administrative funds. This list must be maintained and updated annually in order to fully manage the program and ensure program integrity across the state. Therefore, the following changes will be implemented for the Fiscal Year (FY) 2013-2014 TEFAP application process:

1. A **Food Distribution Schedule Template** will be provided to agencies.
2. The Food Distribution Schedule Template will be the **required format** for submitting distribution schedules within the application.
3. For FY 2013-2014, Food Distribution Schedules are expected to be **submitted electronically** at the time of application.
4. Applications submitted without a Food Distribution Schedule in the required format **will be returned** to the agency and **will not be approved**.

Please prepare for this change by working with your distribution sites and pantries in creating reporting methods that will allow your agency to submit accurate distribution schedules during the application process and ensure your agency's participation in TEFAP for FY 2013-2014.

Attachment: TEFAP Site/Pantry Distribution Schedule - Sample

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**Michigan Department of Education
TEFAP Site/Pantry Distribution Schedule**

Agency Terre Haute

Year 2013-2014

Name of Site/Pantry	Address	Phone #	Contact Person	Days of Operation	Hours of Operation	Pantry or Distribution Site	
						P	D
Smith Senior Center	100 Main St, Townsville, MI 49999	xxx-xxx-xxxx	John Doe	2nd Monday of 1st month of the Quarter	9:00 am - 1:00 pm		X
Salvation Army	234 26th Street, Baylor, MI 43678	xxx-xxx-xxxx	Mary Smith	2nd Thursday-Jan, April, July, Oct	12:00 pm - 4:00 pm		X
Hope Pantry	122 Hope Street, Tidy, MI 43210	xxx-xxx-xxxx	Joe Jones	1st and 3rd Wednesdays of 2nd month of Quarter	9:00 am - 4:00 pm	X	
Cedar Hills	876 Lake Avenue, Tipton, MI 47890	xxx-xxx-xxxx	Beth Hill	Friday mornings weekly	8:30 am - 12:00 pm	X	