

### Setting Distribution Rates

TEFAP partner agencies may **set their own distribution rates** of TEFAP product. These are the guidelines, per NCDA, that you will need to follow:

1. You must set the rate of distribution **prior** to your first distribution for the period.
2. You may **not** change the rate of distribution once distributions have started.
3. Your distribution rate plan needs to be documented.
4. You may not hold back any items for distribution at a later time.

We hope this flexibility will help you better serve your TEFAP clients and alleviate some issues surrounding fluctuating allocation rates.

#### Tips for setting your distribution rates:

- The quantity received of each item should be divided by the anticipated number of households to be served.
- Larger family units may receive more food as long as this policy is set prior to the start of your distribution and it is documented.

#### Example of setting distribution rates:

You may use the template provided. Below is an example of distribution rates to set. You can then indicate the quantity distributed in each week of the month to help keep track of inventory.

In the example below, the distribution rate for apricot cups is set at 1 unit for a household size of 1-3 individuals and 2 units for a household of 4 or more individuals. Garbanzo beans, however, are set at a higher distribution rate (3 units for a household size of 1-3 and 6 units for a household size of 4 or more). Increasing the distribution rate is a good option if you have an abundance of product.

#### Client Choice with TEFAP

		Units Per Family Size	Weeks Served					
		1-3/4+	1	2	3	4	5	
Apricot Cups, Frz	96/4.5 oz	1/2						
Beans, Garbanzo	24/15 oz	3/6						

TEFAP foods are eligible for the “client choice” program. If you choose to use “client choice” in your pantry, please advise the clients that they can choose which of the TEFAP items they would like to receive. Another option for modified client choice is to allow clients to donate TEFAP product back to your food program. If TEFAP food is donated back from the client, you are then able to include the product in your non-TEFAP food distribution. Please reach out to your Zone Coordinator with any questions about how to best offer client choice with TEFAP product.

**MANNA FOODBANK, ASHEVILLE, NC**

January - March 2022

TEFAP Distribution Rates

Agencies should distribute to each client the full range of items in stock using the amounts per item listed below.

This is a blank document that your agency can use to set your own distribution rates. Please post distribution rates and keep consistent.

<b>41 total items!</b>			Units Per Household Size	Weeks Served				
Product Code	Product Name	Unit Size	1-3/4+	1	2	3	4	5
20100210B	<b>Apricots</b>	<b>24/#300 Can</b>	1/2					
20101020B	<b>Beans Dry Garbanzo</b>	<b>12/2 Pkg</b>	1/2					
20100376B	<b>Beans Dry Split Pea Pkg</b>	<b>12/2 Lb Pkg</b>	1/2					
20111057B	<b>Beans Dry Split Pea Yellow</b>	<b>12/2 Lb Pkg</b>	1/2					
20111032B	<b>Beans Navy Dry Pkg</b>	<b>12/2 Lb Pkg</b>	1/2					
20100382B	<b>Beans Pinto 2</b>	<b>12/2 Lb Pkg</b>	1/2					
20110001B	<b>Bison Ground Lean Frz</b>	<b>40/1 lb pkg</b>	1/2					
20100997B	<b>Cheddar Chnks Y 2 Lb</b>	<b>12/2 Lb Pkg</b>	1/2					
20111271B	<b>Cheese Moz Lm Part Skm Shred</b>	<b>6/2 Lb</b>	1/2					
20110940B	<b>Chicken Boned</b>	<b>24/12.5 Oz Can</b>	1/2					
20100117B	<b>Chix Fajita Strips</b>	<b>30 lb ctn</b>	1/2					
20100311B	<b>Corn Whole Kernel</b>	<b>24/#300 Can</b>	1/2					
20100213B	<b>Cranberry Sauce 300</b>	<b>24/#300 Can</b>	1/2					
20110850	<b>Fish Ak Pollock Sticks Frz</b>	<b>20/2 Lb</b>	1/2					
20111280B	<b>Fish Ak Pollock nuggets</b>	<b>20/2 Lb</b>	1/2					
20100211B	<b>Fruit Mixed 300</b>	<b>24/#300 Can</b>	1/2					

20100281B	<b>Grapefruit Fresh Ctn</b>	<b>34-39 Lb</b>	1/2					
20111403B	<b>Grapefruit Juice</b>	<b>8/64 oz Plas Btl</b>	1/2					
20100894	<b>Juice Cherry Apple 64 oz</b>	<b>8/64 oz Plas Btl</b>	1/2					
20100897B	<b>Juice Orange 64 oz</b>	<b>8/64 oz Plas Btl</b>	1/2					
20111102B	<b>Lentils Dry</b>	<b>24/1 Lb Pkg</b>	1/2					
20111203B	<b>Milk Whole Fresh</b>	<b>4/128 Fl Oz</b>	1/2					
20111427	<b>Mixed Fresh Produce</b>	<b>10-12 Lb Box</b>	1/2					
20111310B	<b>Natural Swiss Cheese Blocks</b>	<b>12/1 Lb</b>	1/2					
20100441B	<b>Oil Vegetable Btl</b>	<b>9/48 Oz</b>	1/2					
20111452B	<b>Pacific Rockfish</b>	<b>20/2 Lb Pkg</b>	1/2					
20111451B	<b>Pacific Whiting</b>	<b>20/2Lb Pkg</b>	1/2					
20111441B	<b>Peach Diced Cups</b>	<b>24/4 oz</b>	1/2					
20100218B	<b>Peaches Cling 300</b>	<b>24/#300 Can</b>	1/2					
20111081B	<b>Peanut Butter Smooth Jar</b>	<b>12/16 Oz</b>	1/2					
20100314B	<b>Peas Green 300</b>	<b>24/#300 Can</b>	1/2					
20111090B	<b>Pistachio Roasted in Shell Pkg</b>	<b>12/2 Lb</b>	1/2					
20111061B	<b>Pork Loin Roast Frz Ctn</b>	<b>6/5 Lb</b>	1/2					
20101017B	<b>Potatoes Russet Fresh 5</b>	<b>10/5 Lb</b>	1/2					
20100331	<b>Potatoes Slc Wht</b>	<b>24/#300 Can</b>	1/2					
20100293B	<b>Raisins Box 144</b>	<b>144/1.33 oz box</b>	1/2					

20111440B	Red Salmon Can	24/14.75 Oz can	1/2					
20110563B	Salmon Can	24/14.75 Oz can	1/2					
20100321	Soup Vegetable	24/#1 Can	1/2					
20100320	Veg Mix 300	24/#300 Can	1/2					
20100908B	Walnuts Eng Pcs	24/1 Lb Pkg	1/2					

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