



Hawaii Foodbank

TANF Requirements & Agreement

Participating Agencies must be private, possess federal tax exempt status, may not be a penal institution; and:

Provide TANF products for household consumption only to low-income families, with children under the age of 18, residing in the County of Honolulu or the County of Kauai, whose total gross income is no greater than 250% of the amount specified in the 2018 Federal Poverty Guidelines.

Required TANF Reporting Procedures

Agencies providing food packages for household consumption must:

1. Maintain records of those who receive TANF products, including recipient's name, number of adults and children under the age of 18 in the household.
2. Ensure that required data, including signature of the household representative receiving commodities, is collected every time food is provided even if there is no TANF products distributed. Blank copies of a TANF distribution log must be on-hand at the time of any distribution of food products and/or TANF food by your agency.
3. Provide reports on a monthly basis.
 - a. Fax, mail, or email completed copies of the TANF Distribution Log with your Monthly Activity Report by the 5th of each month to: **2611 Kilihau St., Honolulu, HI 96819, Fax: (808) 954-7884, or Email: monthlyreports@hawaiifoodbank.org.**
 - b. Any Agency more than one months late in reporting will be ineligible to receive food product until reports are up-to-date.

It is our goal to maintain the privacy of the individuals. Logs are kept for the sole purpose of providing information to Hawaii Foodbank, State of Hawaii – Department of Human Services agents or auditors, should they be requested. The information collected helps to ensure that TANF products are not mishandled and that recalled items are traceable, and helps to determine future allocations.



Hawaii Foodbank AGENCY AGREEMENT FOR RECEIPT OF TANF PRODUCTS

Participating Agencies must read and sign this agreement.

AGENCY AGREEMENT FOR RECEIPT OF TANF PRODUCTS

Hawaii Foodbank Member Agencies agree to operate the TANF food distribution program in accordance with the following requirements:

- Agencies distributing to households for consumption must limit the distribution of TANF commodities to only those households that meet the eligibility criteria (i.e. families meeting income eligibility with children under the age of 18).
- Agencies will provide any and all TANF products obtained through Hawaii Foodbank solely to needy households with children, free of charge.
- Agencies may not distribute TANF products to other organizations or individuals for redistribution.
- Agencies assume full responsibility to ensure that no TANF products enter any commercial channels.
- Agencies may not sell, transfer, barter or offer for sale any TANF products.
- Agencies must be willing and able to report in a timely and accurate fashion inventory levels of all TANF products in current supply, upon request.
- Each distribution site will use a TANF eligibility log to collect and maintain a record for each household receiving TANF commodities for home consumption, including the name and signature of the household member receiving commodities, the number of persons in the household and the basis for determining that the household is eligible to receive commodities for home consumption.

AGENCY AGREEMENT FOR RECEIPT OF TANF PRODUCTS (Cont.)

- Agencies must maintain food in secure, sanitary conditions away from hazardous items and free of rodent, bird, insect or other animal infestation, at the proper temperature and humidity, with adequate air circulation, and comply with all Federal, State and Local requirements. Agencies will use a first-in-first-out (FIFO) system of inventory management, rotating stock accordingly and accurately maintaining inventory records of product issuance.
- Agencies must appoint a Food Safety Coordinator and provide Hawaii Foodbank with the name, title, email address and phone number for that individual. Agencies will comply with all TANF and State of Hawaii – Department of Human Services procedures concerning the handling of a TANF commodity placed on hold or recall.
- Agencies may not discriminate because of race, color, national origin, religion, sex, age, gender identity, ancestry, sexual orientation, marital status, national origin or disability, and will provide Civil Rights training on an annual basis for all staff and volunteers who interact with clients and/or handle personal information. Agencies will maintain a civil rights file of all individuals trained (to include date of training and signature of trainer) and will prominently display the USDA “And Justice for All” poster at all of its distribution sites.
- Agencies may not discriminate against or deny access to participants or potentially eligible persons with Limited English Proficiency (LEP) and must take reasonable steps provide information and services regardless of a person’s proficiency in speaking, reading or writing in the English Language.
- Agencies agree to participate in occasional compliance monitoring conducted by representatives of the Hawaii Foodbank and/or the State of Hawaii Department of Human Services.
- Agencies will maintain complete records pertaining to the receipt and distribution of TANF commodities as contractually required or longer if the records are related to unresolved claims, audits or investigations. These records include: records of all TANF foods received, including date and quantity; receipts of delivery; inventory records of TANF foods on hand at the end of the month; and household information.



AGENCY AGREEMENT FOR RECEIPT OF TANF PRODUCTS

By signing this agreement, you certify that you have read and understand the meaning of this agreement, and you certify that _____ [Agency] will adhere to the requirements within this agreement.

Authorizing Signature _____
(Executive Director, Board President, Sr. Pastor)

Print Name _____

Title: _____ Date: _____

Authorizing Signature _____
(Hawaii Foodbank Representative, Director, Vice President, President)

Print Name _____

Title: _____ Date: _____