



## Emergency Food Assistance Program (EFAP/USDA) Questions & Answers

- Q1.** **Am I allowed to share EFAP commodities with other charities in my area?**  
**A1.** *No. Only distribute EFAP commodities directly to eligible recipients at your approved location(s). Your approved locations are distribution sites that you listed on the EFAP Agreement. If you would like to add a new distribution site, you must contact the Agency Relations Director at the Los Angeles Regional Food bank to get approval.*
- Q2.** **Are minors allowed to pick up EFAP commodities?**  
**A2.** *Yes. Essentially any person of any age can receive EFAP food. Please ask minor to send an adult from his/her household to next distribution to sign the alternate pick up form.*
- Q3.** **Can one person pick up commodities for more than one client?**  
**A3.** *Yes. The person picking up must have written permission either in the form of a note or the EFAP alternate pick up form from each head of household. If this happens on a regular basis you should periodically verify the information. Please ask that they bring the person they are picking up for to next distribution to sign the alternate pick up form.*
- Q4.** **Can I require clients to show documentation of household size?**  
**A4.** *No. It is considered a barrier to receiving EFAP food. If you are giving food according to family size, you may give as much as you can to ensure you still have adequate inventory to serve all your clients.*
- Q5.** **Can I give EFAP commodities to more than one person if they reside at the same address?**  
**A5.** *Yes. Some families share a residence to save on living expenses. Please determine if each family at the address prepares meals separately (and thus are considered separate households).*
- Q6.** **What does “self-certify” mean in regards to the EFAP program?**  
**A6.** *Self-certification means that clients need only state that they fall at or below the EFAP guidelines and sign the EFAP sign-in sheet to receive EFAP commodities. Clients should not be asked to submit any documentation proving their income.*
- Q7.** **If my agency receives funding from grants and other sources that require us to have an intake application process showing proof of income, how can my agency still distribute EFAP commodities?**  
**A7.** *Each new client that attends your food pantry should be asked if they are interested in receiving EFAP commodities only. If they answer is yes, then the client needs to self-certify that they fall at or below the EFAP income guidelines then sign the EFAP sign-in sheet and receive EFAP commodities. No further questions should be asked of the client.*
- Q8.** **What do I do if the client states they want to apply for my agency’s entire food program?**  
**A8.** *The client should complete your agency’s standard in-take interview and/or application and submit any and all required documents. If at any time during the in-take process the client verbally states or shows proof that they exceed the EFAP Income Guidelines then they are no longer eligible to self-certify and received EFAP commodities.*

**Q9. How do I handle an out of area person who keeps coming back to my pantry for food?**

**A9.** *Serve them once and refer them to their respective site, 211 or the Food bank.*

**Q10. What is considered excessive inventory?**

**A10.** *Anything above double the inventory that you would normally distribute in one distribution.*

*(If you have a weekly distribution = More than 2 weeks of inventory is considered excessive. If you distribute less than once a week but at least once a monthly, More than 2 months of inventory is considered excessive.)*

**Q11. Do I have to leave the EFAP sign-in sheets at my site?**

**A11.** *You must have the sign-in sheets stored at your agency site along with your EFAP reports. You need four years of EFAP paperwork on file. Make sure your files are accessible.*