

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner

Amie Minor-Richard, Deputy Commissioner



TEFAP The Emergency Food Assistance Program State Plan For West Virginia

Organizational Structure

The Emergency Food Assistance Program (TEFAP) is overseen and administered by the West Virginia Department of Agriculture, Executive Division, Food Distribution Program.

See Organizational Chart attached hereto.

TEFAP/CSFP Advisory Board

The TEFAP/CSFP Advisory Board is made up of representatives from Facing Hunger Food Bank, Mountaineer Food Bank, and the WVDA. The advisory board will meet quarterly to discuss any topics or issues related to TEFAP or CSFP. The meetings also give members the opportunity to provide input on food preferences and needs of the emergency feeding organizations.

Administering Agencies

Designated State Agency

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner

Amie Minor-Richard, Deputy Commissioner

1900 Kanawha Blvd., East

Charleston, WV 25305

Phone: 304-558-3200

Fax: 304-558-2203

West Virginia Department of Agriculture

Lora A Hammack, Program Manager, Food Distribution Program

4496 Cedar Lakes Drive

P.O. Box 1069

Ripley, WV 25271

Phone: 304-558-0573

Fax: 304-372-3312

lhammack@wvda.us

West Virginia Department of Agriculture

Katlyn Hill, TEFAP Coordinator, Food Distribution Program

4496 Cedar Lakes Drive

P.O. Box 1069

Ripley, WV 25271

Phone: 304-549-2892

Fax: 304-372-3312

khill@wvda.us

Food Banks (Local Agencies)**Facing Hunger Food Bank**

Cynthia Kirkhart, Executive Director

1327 7th Avenue

Huntington, WV 25701

Phone: 304-523-6029 ext. 25

Fax: 304-523-6086

cyndi@facinghunger.org

Mountaineer Food Bank

J. Chad Morrison, Executive Director

484 Enterprise Drive

Gassaway, WV 26624

Phone: 304-364-5518 ext. 309

Fax: 304-364-8213

chad@mountaineerfoodbank.com

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner

Amie Minor-Richard, Deputy Commissioner



Administration

The Food Distribution Program (FDP)

is responsible for administration and coordination of TEFAP. FDP has entered into written agreements with WV's two Emergency Feeding Organizations (EFOs), Facing Hunger Food Bank and Mountaineer Food Bank, for pass-through of administrative funding and for further distribution of TEFAP foods. These two EFOs will enter into written agreements, standardized by FDP, with the eligible recipient agencies (ERAs) for such further distribution of TEFAP foods. FDP will continue to order and allocate TEFAP foods to EFOs and ERAs. All TEFAP USDA Foods are provided to the two Emergency Feeding Organizations (EFOs) who further allocate foods to eligible recipient agencies and there are no second-tier agencies at this time in West Virginia. The two EFOs will receive direct shipments of TEFAP foods from USDA and will be responsible for the receipt, storage and distribution of those commodities under the guidance and supervision of the West Virginia Department of Agriculture. Facing Hunger Food Bank and Mountaineer Food Bank will distribute TEFAP Foods equitably and expeditiously in each county in their region. Administrative funds to be passed through and TEFAP foods will be distributed to the EFOs based upon 60 percent of the number of persons in households having incomes below the poverty level and 40 percent of the number of unemployed persons within each West Virginia County served by the respective EFO. Soup kitchens will be allocated TEFAP foods based on the total meals served annually. The State Advisory Board represents all types of entities in the State, both public and private, interested in the distribution of such commodities. During the Advisory Board meetings, valuable information is shared about food preferences from the recipient agencies and food pantries.

Administrative Funds

The two food banks will be allocated administrative funds for reimbursement of actual, documented costs. It is understood that there are no additional administrative dollars associated with bonus TEFAP foods, and that, therefore, there will be no additional administrative dollars passed through to the two food banks relative to bonus TEFAP.

Expenses incurred by FDP for TEFAP foods will be cost-allocated from administrative funds. The required state match for TEFAP will be met with General Revenue funds.

The West Virginia Department of Agriculture (WVDA) budgets \$25,000 annually for administrative expenses, plus indirect costs on this \$25,000 and indirect costs on the first \$50,000 of the amounts passed through to each of the two food banks. WVDA's indirect cost rate changes each state fiscal year. WVDA has a fixed Negotiated Indirect Cost Rate Agreement (NICRA) approved by a federal cognizant agency for each state fiscal year. The FY 2025 rate, covering the period of July 1, 2024, through June 30, 2025, is 24.25%.

All of the federal funding, less the state level administrative expenses paid for from federal funding, will be passed through to the EFO's based upon 60 percent of the number of persons in households having incomes below the poverty level and 40

percent of the number of unemployed persons within each West Virginia County served by the respective EFO. Soup kitchens will be allocated TEFAP commodities based on the total meals served annually.

Any funding remaining from the amount budgeted for state level administrative expense will be passed through to the EFO's using the method outlined above.

This budget and methodology will remain true not only for the current Federal Fiscal Year but also for subsequent years in the foreseeable future.

Eligibility Determination Procedures

EFO eligibility is determined by FDP and is defined in the TEFAP Agreement and WV's TEFAP Manual. A physical review is made of the potential EFO site(s) by the TEFAP Coordinator.

ERA eligibility is determined by EFOs using the "TEFAP Pre-Award Civil Rights Questionnaire" and an initial review form created by the EFOs to use in determining whether an ERA meets all state and federal requirements for participation in TEFAP. The EFOs will also verify that the prospective ERA is a 501(c)(3) organization pursuant to 7 CFR 251.5(a)(3) and IRC §170 Code 501(c)(3). This verification must be conducted using the "Exempt Organizations Select Check" which is available online at www.irs.gov. Once a determination has been made that the prospective agency is tax-exempt and is not listed on the IRS Revocation of Exemption Listing, the EFOs will maintain a record of all ERA's tax-exemption status in each respective agency file. Additionally, the EFO is required to verify the tax exemption status of each participating ERA on an annual basis using the "Exempt Organizations Business Master File" which is available online at www.irs.gov. This procedure will ensure that no participating ERA is listed on the IRS Revocation of Exemption List and the EFO must maintain a spreadsheet of this annual verification report in its files for SDA's review during annual inspections.

End-user eligibility is based on a standardized means test established by the EFO which includes stipulations that the income requirement cannot exceed guidelines established by FDP and that a declaration system will be used.

The current eligibility guidelines set forth by the FDP are based on 185% of the federal poverty guideline, beginning 7/11/2022. The prior rate was 130% of the federal poverty guideline. A caveat has been implemented which states that any end-user qualified to receive DHHR food assistance (food stamps/EBT) is automatically qualified to receive TEFAP foods.

TEFAP signatures are required only when applying for the program. TEFAP agencies are not to keep copies of any (Personal Identification Information (PII) like drivers' licenses, social security cards, etc.

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner

Amie Minor-Richard, Deputy Commissioner



TEFAP applicants are required to submit their name and a zip code on TEFAP applications.

Monitoring and Inspection

The FDP's TEFAP Coordinator will conduct reviews of the state's two food banks (EFOs) annually and at least 25 percent of all eligible recipient agencies (ERAs), which have signed an agreement with the State agency pursuant to Sec. 251.2(c), annually. Since the number of ERAs fluctuate yearly, the FDP will use the methodology of reviewing the state's two EFOs and 25 percent of all participating ERAs on an annual basis.

These reviews will be conducted, to the maximum extent feasible, simultaneously with actual distribution of foods and/or meal service, and eligibility determinations, if applicable. Each review will encompass, as applicable, eligibility determinations, food ordering procedures, storage and warehousing practices, inventory controls, approval of distribution sites, reporting and recordkeeping requirements, and civil rights compliance.

Training and technical assistance will be available to all agencies receiving or desiring to receive TEFAP foods. FDP continues to provide all eligible recipient agencies with a manual outlining the policies and procedures for participation in TEFAP in West Virginia.

1. Civil Rights Compliance

TEFAP commodities will be made available to all eligible recipients without regard to race, color, national origin, sex, age or disability. All potentially eligible persons and households must have an equal opportunity to participate in the program.

The USDA "*And Justice For All*" poster will be displayed in a prominent area at all agency locations where USDA commodities are being distributed or served to recipients. The non-discrimination statement will be included on all printed materials relating to TEFAP, such as pamphlets, forms or any other program materials distributed to the public. The nondiscrimination statement should read as follows:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

The EFO is required to complete a "TEFAP Pre-Award Civil Rights Questionnaire" for all prospective agencies who are interested in participating as ERAs in TEFAP. The EFO will complete the questionnaire during its initial review process to determine whether the agency is in compliance with USDA FNS Civil Rights guidelines and regulations. The EFO will maintain copies of the completed questionnaires in each ERA agency file. The FDP's TEFAP Coordinator will provide all initial Civil Rights trainings to both EFOs and all participating ERAs on an annual basis and will maintain copies of all training materials and participant sign-in sheets in the FDP's TEFAP files. The EFOs are required to provide assistance to the FDP's TEFAP Coordinator to conduct all additional training to new ERAs that were not previously trained at the annual agency trainings. The FDP and EFO will maintain records of verification and participant sign-in sheets for all additional trainings that are conducted.

The Civil Right Complaint Forms, which consist of five pages in both English and Spanish, must be displayed at all sites, and easily accessible to all participants and applicants.

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner

Amie Minor-Richard, Deputy Commissioner



Respectfully submitted by:

A handwritten signature in blue ink, appearing to read "Lora Hammack".

Lora Hammack

Food Distribution Program Manager

6-17-26

Date

A handwritten signature in blue ink, appearing to read "Kent A. Leonhardt".

Kent A. Leonhardt

Commissioner of Agriculture

6-22-26

Date

Attachment: As stated

Respectfully submitted by:



[Lora A Hammack \(Jan 23, 2025 08:50 EST\)](#)

01/23/2025

Lora Hammack

Date

Food Distribution Program Manager



01/23/2025

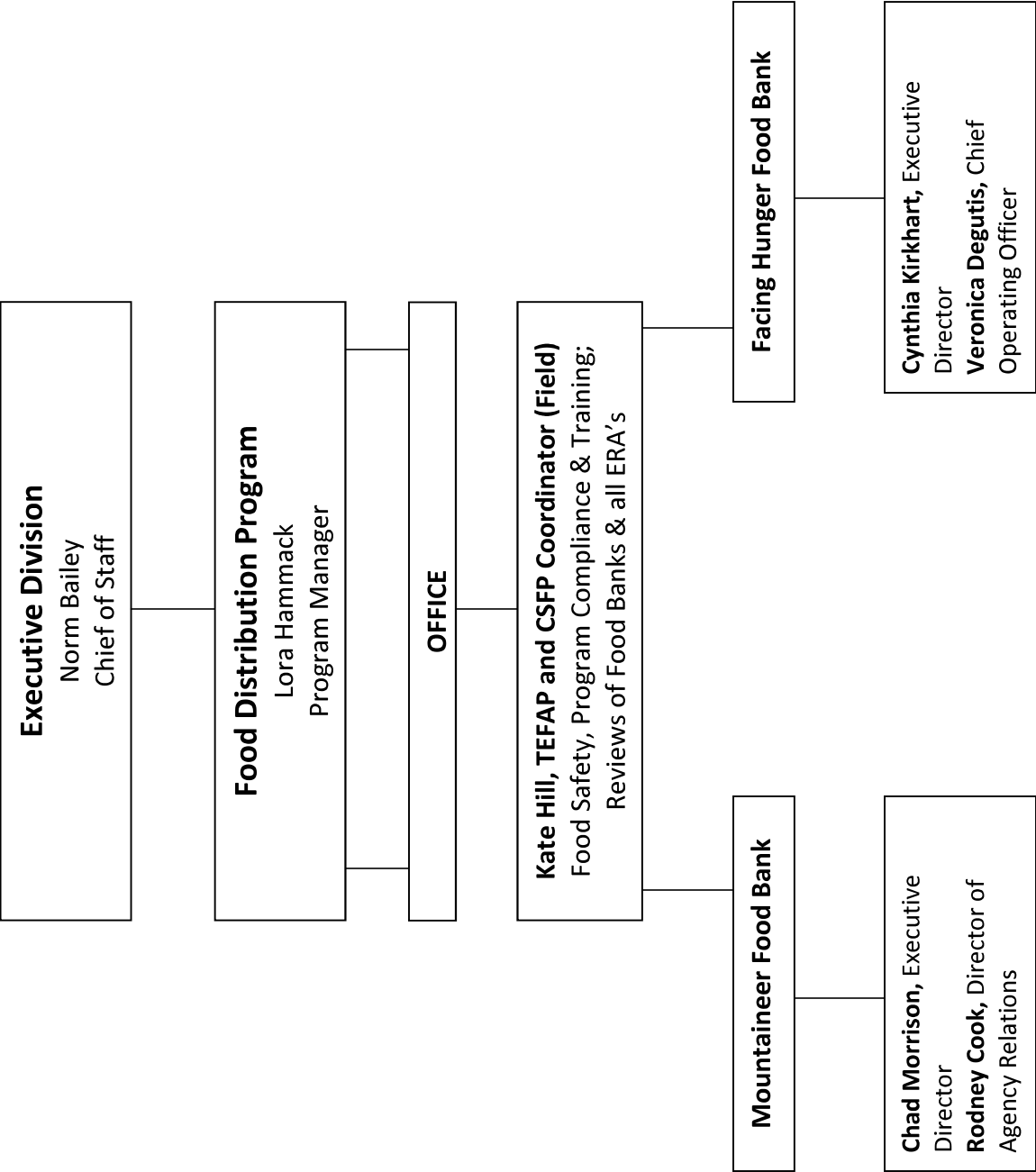
Kent A. Leonhardt

Date

Commissioner of Agriculture

Attachments: As stated

WEST VIRGINIA DEPARTMENT OF AGRICULTURE
FOOD DISTRIBUTION PROGRAM
TEFAP ORGANIZATIONAL CHART



WEST VIRGINIA DEPARTMENT OF AGRICULTURE
Food Distribution
P.O. Box 1069 Ripley, WV 25271
Phone (304)558-0573

West Virginia TEFAP State Plan Addendum
Fiscal Year 2021

Effective 12/31/2021 – 3/31/2022.

In order to ensure that participants can continue to get their monthly TEFAP food and to minimize physical contact during the Coronavirus outbreak, West Virginia is suspending the requirement to collect signatures of TEFAP through March 31, 2022.

West Virginia Department of Agriculture
Food Distribution Program

Lora A. Hammack, Program Manager, Food Distribution Program
Print Name and Title


Signature

12/8/21
Date

Signature: 
Email: lhoskins@wvda.us

Signature: 
Alan Clemans (Jan 11, 2022 22:00 EST)
Email: aclemans@wvda.us

WEST VIRGINIA DEPARTMENT OF AGRICULTURE
Food Distribution
P.O. Box 1069 Ripley, WV 25271
Phone (304)558-0573

West Virginia TEFAP State Plan Addendum
Fiscal Year 2022

Effective 3/31/22 – 6/30/2022.

In order to ensure that participants can continue to get their monthly TEFAP food and to minimize physical contact during the Coronavirus outbreak, West Virginia is suspending the requirement to collect signatures of TEFAP through June 30, 2022.

West Virginia Department of Agriculture
Food Distribution Program

Lora A. Hammack, Program Manager, Food Distribution Program
Print Name and Title


Signature


Date

WEST VIRGINIA DEPARTMENT OF AGRICULTURE
Food Distribution
P.O. Box 1069 Ripley, WV 25271
Phone (304)558-0573

West Virginia TEFAP State Plan Addendum
Fiscal Year 2022

Effective 7/1/2022 – 12/31/2022.

In order to ensure that participants can continue to get their monthly TEFAP food and to minimize physical contact during the Coronavirus outbreak, West Virginia is suspending the requirement to collect signatures of TEFAP through December 31, 2022.

West Virginia Department of Agriculture
Food Distribution Program

Lora A. Hammack, Program Manager, Food Distribution Program
Print Name and Title


Signature


Date

Attachment A –State Plan Amendment for FY 2022 Farm to Food Bank Projects

Date Submitted: 9/13/21

State Agency: West Virginia Department of Agriculture

State Agency Point of Contact (POC): Katlyn Hill

POC Email: khill@wvda.us

POC Phone Number: (304)558-0573

1. Provide a description of the anticipated uses of the Farm to Food Bank Project funds, including how the Project will (1) reduce food waste at the agricultural production, processing, or distribution level through the donation of food; (2) provide food to individuals in need; **and** (3) build relationships between agricultural producers, processors, and distributors and emergency feeding organizations through the donation of food. You must explain how the activity meets the statutory definition of project (i.e., involves the harvesting, processing, packaging, or transportation of unharvested, unprocessed, or unpackaged commodities donated by agricultural producers, processors, or distributors for use by EFOs).

The Farm to Food Bank project funds will be used to offset the costs of harvesting, packaging and transporting local produce to Mountaineer Food Bank. Local agricultural producers will donate produce to the food bank, which in turn, will be distributed directly to low-income individuals in need of food. Mountaineer Food Bank will target the distribution of produce through programs targeting children, seniors, veterans and low income families. All of the programs operated by MFB provide a component of fresh produce, so this project will fill a void. Programs operate weekly in different parts of the state.

The goals of the project will be met by:

- 1) Reducing the amount of food wasted that is by utilizing foods that would otherwise go unharvested. The food bank will work directly with
2. List all EFOs that will partner with the State agency and describe the role of the EFO(s) in the project. You must list at least one EFO.

Mountaineer Food Bank, Inc. will partner with one or more agricultural producers to provide funds for harvesting commodities which would otherwise be unharvested. They will also transport donated commodities back to the food bank for distribution. And they may receive seconds that may have minor blemishes, but still be completely safe to consume.

3. List any other State agency(ies) from other States that the State agency will partner with and describe the role of the other State agency(ies) in the project.

N/A

4. State the percentage of Farm to Food Bank Project funds that will be kept at the State level.

0%

5. Describe how the match requirement will be met.

Mountaineer Food Bank, Inc. will provide 100% cash match of the federal funds distributed. This will be provided to the producers for the costs of harvesting, packaging and/or transporting.

6. Will the State agency accept its full initial allocation of FY 2022 Farm to Food Bank Funding?

Yes

7. Is the State agency interested in receiving additional funding beyond its initial allocation of FY 2022 Farm to Food Bank Project funds, if available? Is there a maximum amount of additional funds the State agency is willing to accept?

Yes, up to \$250,000.

Attachment B –State Plan Amendment Template for FY 2023 Farm to Food Bank Projects

Date Submitted: 9/1/2022

State Agency: WV Department of Agriculture

State Agency Point of Contact (POC): Katlyn Hill

POC Email: khill@wvda.us

POC Phone Number: (304)558-0573

1. Provide a high-level summary (1-2 paragraphs) of the anticipated uses of the Farm to Food Bank Project funds. Please note that projects must meet the statutory definition of a Farm to Food Bank project (i.e., they must involve the harvesting, processing, packaging, or transportation of unharvested, unprocessed, or unpackaged commodities donated by agricultural producers, processors, or distributors, for use by emergency feeding organizations (EFOs)).

The funding will be split between Mountaineer (MFB) and Facing Hunger (FHFB) food banks. Both food banks plan to use the funds in the same manner. Aspects of their projects that differ are differentiated by "MFB" and "FHFB" below.

Project funds will be used to offset the costs of harvesting, packaging and transporting local produce to the food banks. Local agricultural producers will donate produce to the food banks, which in turn, will be distributed directly to low-income individuals in need of food. the food banks will target the distribution of produce through programs targeting children, seniors, veterans and low income families. All of the programs operated by both food banks provide a component of fresh produce, so this project will fill a void. Programs operate weekly in different parts of

2. What types of agricultural commodities do you expect will be donated for this project(s) and who will donate them?

MFB anticipates that Kilmer Farms, Applachian Orchard & George Orr & Sons in Martinsburg, WV will donate apples and other fruits.

FHFB will most likely partner with with Fuller's Produce, Clark's Produce, Baughman's Produce, and Fuhrmann's Fruit Production (apples) and expects to receive donations of a broad variety of products.

3. How will the project(s) reduce food waste at the agricultural production, processing, or distribution level through the donation of food?

Both food banks will work directly with producers at the beginning of the season to be available to receive product that is excess and will not be harvested unless donated. The food banks will contact and work with the producers to schedule and transport donated product back to the food banks for distribution.

4. How will the project(s) provide food to individuals in need?

Both food banks will provide fresh produce to low-income individuals directly through their programming within their service areas.

5. How will the project(s) build relationships between agricultural producers, processors, and distributors and EFOs through the donation of food?

Both food banks anticipate that this project will provide opportunities to cultivate new and continue current donor relationships between the food banks and producers in West Virginia. The food banks will use the opportunity to create partnerships with the producers, acknowledging the costs they have in harvesting, processing, packaging foods. Ideally, the food banks will be able to create relationships for additional donations and purchasing from local producers.

FHFB- We have already worked with local producer organizations for the purpose of increasing crop growth for a variety of produce driven programs such as our Medically Tailored Food Box Program that is in place in several counties throughout our service area.

6. List all EFOs that will partner with the State agency to carry out the project(s), and describe the role of the EFO(s) in the project. You must list at least one EFO. You do not need to list all EFOs that will distribute Farm to Food Bank foods; only those that will carry out the project(s) in partnership with the State agency.

Mountaineer Food Bank, Inc. and Facing Hunger Food Bank, Inc.

7. List any other State agency(ies) from other States that the State agency will partner with and describe the role of the other State agency(ies) in the project.

N/A

8. State the percentage of Farm to Food Bank Project funds that will be kept at the State level.

0%

9. As per 7 CFR 251.10(j)(4), all Federal funds utilized for Farm to Food Bank Projects must be matched dollar-for-dollar by non-federal funds through a cash or in-kind contribution from either the State or partner EFOs. Please describe how the match requirement will be met for this project. If the match will be met in-kind, please provide a description of in-kind resources that will be used to meet the match.

Both food banks will provide a 100% cash match on the total cost of the project paid to the producers for the costs of harvesting, processing, packaging and/or transporting.

10. Will the State agency accept its full initial allocation of FY 2023 Farm to Food Bank Funding?

Yes

11. Is the State agency interested in receiving additional funding beyond its initial allocation of FY 2023 Farm to Food Bank Project, if available?

Yes

If yes/unsure, what is the maximum amount of additional funds the State agency is willing and able to accept while still meeting the match requirement? If unsure, please insert an estimated amount and check the box below and we will contact you to verify final funding totals prior to finalizing them.

Maximum amount of additional funding (in addition to what is allocated in Appendix B):

Yes, up to \$250,000 at this time.

OMB Disclosure Statement: Section 4018(b) of the Agriculture Improvement Act of 2018 (P.L. 115-334) amended Section 203D of the Emergency Food Assistance Act of 1983 to provide funding for TEFAP State agencies to pay for projects to harvest, process, package, or transport commodities donated by agricultural producers, processors, or distributors for use by emergency feeding organizations. These projects are known as Farm to Food Bank Projects. To be eligible for funds to carry out a Farm to Food Bank Project in FY 2023, TEFAP State agencies must submit an amendment to their State Plan to their FNS Regional Office which requires this information collection. This is a mandatory collection and FNS will use the information to allocate funding for such projects. The collection does not request personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, gathering and providing the data needed, and completing, reviewing and submitting the collection of information. 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 Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314. ATTN: PRA (0584-XXXX). Do not return the completed form to this address.

OMB Control Number: 0584-0293, Expiration Date 07/31/2023

Attachment C – State Plan Amendment Request Template for The Emergency Food Assistance Program (TEFAP) Consistent with 7 CFR 251.6

Date Submitted: 1/15/25

State Agency: West Virginia Department of

State Agency Point of Contact (POC): Kate Hill

POC Email: khill@wvda.us

POC Phone Number: 304-558-0573

Consistent with 7 CFR 251.6:

1. Provide a description of the proposed change, including a reference to the component of the State plan that will be updated. Please note that proposed changes to State plans must comply with all applicable Federal statute and regulations.

Address, Two-tier, Plan to expeditiously distribute, Client address removal on application, Administrative Funds

2. Provide a detailed description of why the change is being proposed.

Access and Parity changes and overall review of current State Plan

3. Provide a description of the implications of the proposed change. Include details, if relevant, on the effects the change may have on program participants, the State agency, eligible recipient agencies (ERAs), and/or the operation of the program by the State agency or ERAs.

WVDA's address was added in the Administration section. A plan to distribute TEFAP food expeditiously was added to the Administration section. A sentence about WVDA not using a

4. Is this change temporary or permanent?

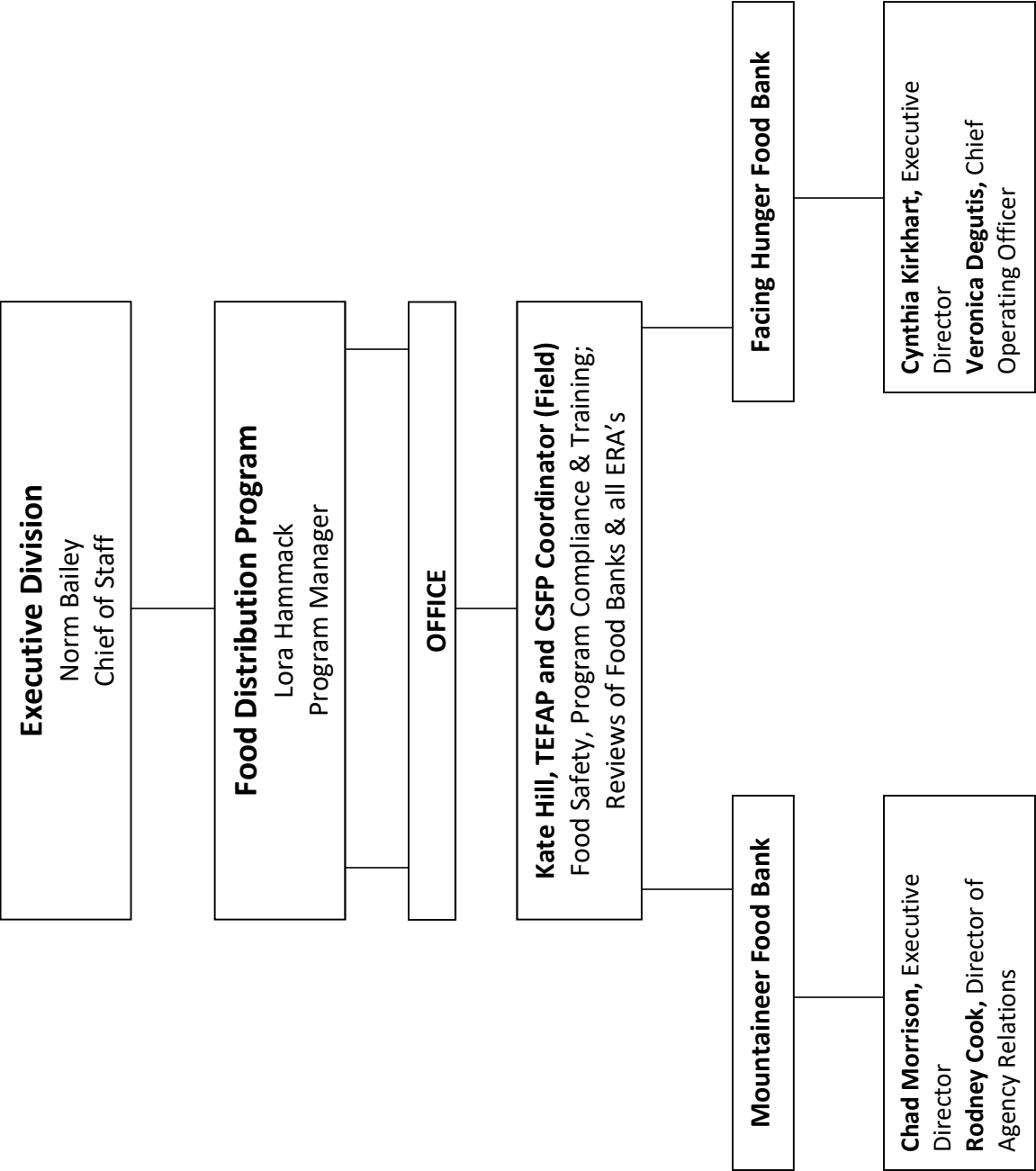
Permanent

- a. If temporary, provide the start and expiration date of the change.

OMB Disclosure Statement: When TEFAP State agencies plan changes to their State Plans, they must submit amendments to their FNS Regional office for approval (7 CFR 251.6(b)). This is a mandatory collection of information and FNS will use the information to monitor and provide oversight to State agencies administering the program. The collection does not request personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to

respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0293. The time required to complete this information collection is estimated to average 8 hours per response, including the time for reviewing instructions, gathering and providing the data needed, and completing, reviewing and submitting the collection of information. 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 Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314. ATTN: PRA (0584-0293). Do not return the completed form to this address.

WEST VIRGINIA DEPARTMENT OF AGRICULTURE
FOOD DISTRIBUTION PROGRAM
TEFAP ORGANIZATIONAL CHART



WEST VIRGINIA DEPARTMENT OF AGRICULTURE
Food Distribution
P.O. Box 1069 Ripley, WV 25271
Phone (304)558-0573

West Virginia TEFAP State Plan Addendum
Fiscal Year 2022

Effective 3/31/22 – 6/30/2022.

In order to ensure that participants can continue to get their monthly TEFAP food and to minimize physical contact during the Coronavirus outbreak, West Virginia is suspending the requirement to collect signatures of TEFAP through June 30, 2022.

West Virginia Department of Agriculture
Food Distribution Program

Lora A. Hammack, Program Manager, Food Distribution Program
Print Name and Title


Signature


Date

WEST VIRGINIA DEPARTMENT OF AGRICULTURE
Food Distribution
P.O. Box 1069 Ripley, WV 25271
Phone (304)558-0573

West Virginia TEFAP State Plan Addendum
Fiscal Year 2022

Effective 7/1/2022 – 12/31/2022.

In order to ensure that participants can continue to get their monthly TEFAP food and to minimize physical contact during the Coronavirus outbreak, West Virginia is suspending the requirement to collect signatures of TEFAP through December 31, 2022.

West Virginia Department of Agriculture
Food Distribution Program

Lora A. Hammack, Program Manager, Food Distribution Program
Print Name and Title


Signature


Date

Attachment A –State Plan Amendment for FY 2022 Farm to Food Bank Projects

Date Submitted:

State Agency:

State Agency Point of Contact (POC):

POC Email:

POC Phone Number:

1. Provide a description of the anticipated uses of the Farm to Food Bank Project funds, including how the Project will (1) reduce food waste at the agricultural production, processing, or distribution level through the donation of food; (2) provide food to individuals in need; **and** (3) build relationships between agricultural producers, processors, and distributors and emergency feeding organizations through the donation of food. You must explain how the activity meets the statutory definition of project (i.e., involves the harvesting, processing, packaging, or transportation of unharvested, unprocessed, or unpackaged commodities donated by agricultural producers, processors, or distributors for use by EFOs).
2. List all EFOs that will partner with the State agency and describe the role of the EFO(s) in the project. You must list at least one EFO.

3. List any other State agency(ies) from other States that the State agency will partner with and describe the role of the other State agency(ies) in the project.
4. State the percentage of Farm to Food Bank Project funds that will be kept at the State level.
5. Describe how the match requirement will be met.
6. Will the State agency accept its full initial allocation of FY 2022 Farm to Food Bank Funding?
7. Is the State agency interested in receiving additional funding beyond its initial allocation of FY 2022 Farm to Food Bank Project funds, if available? Is there a maximum amount of additional funds the State agency is willing to accept?

Attachment B –State Plan Amendment Template for FY 2023 Farm to Food Bank Projects

Date Submitted:

State Agency:

State Agency Point of Contact (POC):

POC Email:

POC Phone Number:

1. Provide a high-level summary (1-2 paragraphs) of the anticipated uses of the Farm to Food Bank Project funds. Please note that projects must meet the statutory definition of a Farm to Food Bank project (i.e., they must involve the harvesting, processing, packaging, or transportation of unharvested, unprocessed, or unpackaged commodities donated by agricultural producers, processors, or distributors, for use by emergency feeding organizations (EFOs)).
2. What types of agricultural commodities do you expect will be donated for this project(s) and who will donate them?

- USDA is an Equal Opportunity Provider, Employer and Lender

6. List all EFOs that will partner with the State agency to carry out the project(s), and describe the role of the EFO(s) in the project. You must list at least one EFO. You do not need to list all EFOs that will distribute Farm to Food Bank foods; only those that will carry out the project(s) in partnership with the State agency.
7. List any other State agency(ies) from other States that the State agency will partner with and describe the role of the other State agency(ies) in the project.
8. State the percentage of Farm to Food Bank Project funds that will be kept at the State level.
9. As per 7 CFR 251.10(j)(4), all Federal funds utilized for Farm to Food Bank Projects must be matched dollar-for-dollar by non-federal funds through a cash or in-kind contribution from either the State or partner EFOs. Please describe how the match requirement will be met for this project. If the match will be met in-kind, please provide a description of in-kind resources that will be used to meet the match.

10. Will the State agency accept its full initial allocation of FY 2023 Farm to Food Bank Funding?

11. Is the State agency interested in receiving additional funding beyond its initial allocation of FY 2023 Farm to Food Bank Project, if available?

If yes/unsure, what is the maximum amount of additional funds the State agency is willing and able to accept while still meeting the match requirement? If unsure, please insert an estimated amount and check the box below and we will contact you to verify final funding totals prior to finalizing them.

Maximum amount of additional funding (in addition to what is allocated in Appendix B):

OMB Disclosure Statement: Section 4018(b) of the Agriculture Improvement Act of 2018 (P.L. 115-334) amended Section 203D of the Emergency Food Assistance Act of 1983 to provide funding for TEFAP State agencies to pay for projects to harvest, process, package, or transport commodities donated by agricultural producers, processors, or distributors for use by emergency feeding organizations. These projects are known as Farm to Food Bank Projects. To be eligible for funds to carry out a Farm to Food Bank Project in FY 2023, TEFAP State agencies must submit an amendment to their State Plan to their FNS Regional Office which requires this information collection. This is a mandatory collection and FNS will use the information to allocate funding for such projects. The collection does not request personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, gathering and providing the data needed, and completing, reviewing and submitting the collection of information. 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 Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314. ATTN: PRA (0584-XXXX). Do not return the completed form to this address.

OMB Control Number: 0584-0293, Expiration Date 07/31/2023

Attachment C – State Plan Amendment Request Template for The Emergency Food Assistance Program (TEFAP) Consistent with 7 CFR 251.6

Date Submitted:

State Agency:

State Agency Point of Contact (POC):

POC Email:

POC Phone Number:

Consistent with 7 CFR 251.6:

1. Provide a description of the proposed change, including a reference to the component of the State plan that will be updated. Please note that proposed changes to State plans must comply with all applicable Federal statute and regulations.
2. Provide a detailed description of why the change is being proposed.
3. Provide a description of the implications of the proposed change. Include details, if relevant, on the effects the change may have on program participants, the State agency, eligible recipient agencies (ERAs), and/or the operation of the program by the State agency or ERAs.
4. Is this change temporary or permanent?
 - a. If temporary, provide the start and expiration date of the change.

OMB Disclosure Statement: When TEFAP State agencies plan changes to their State Plans, they must submit amendments to their FNS Regional office for approval (7 CFR 251.6(b)). This is a mandatory collection of information and FNS will use the information to monitor and provide oversight to State agencies administering the program. The collection does not request personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to

respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0293. The time required to complete this information collection is estimated to average 8 hours per response, including the time for reviewing instructions, gathering and providing the data needed, and completing, reviewing and submitting the collection of information. 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 Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314. ATTN: PRA (0584-0293). Do not return the completed form to this address.