



Washington Food Coalition

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WFC FAP COMMITTEE MEETING NOTES

September 18th, 2013 • 10:00 am-11:00 am

Location – Red Delicious Room

Wenatchee Convention Center

121 N Wenatchee Ave Wenatchee, WA 98801

In Attendance: Earl Hall, Kim Eads, James Scovel, Susan Eichrodt, Mary Soderquist, Kim Jones, Dawn Morales, Vicki Pettit, Scott Kilpatrick, Peny Archer, JoAnn Rushton, John Neill, Rita Ordonez, Kris Van Gasken, Robert Coit

Meeting called to order at 10:10

Report and Recommendations from Work Groups

- Earl Hall gave a brief review of the work of the Structures Work Group and made recommendations regarding possible work ahead for the FAP. (see attached)
- Robert Coit on behalf of Chris Croft reviewed the original intent of the Meal Programs Inclusion Work Group and made recommendations regarding the work ahead.
- Robert Coit on behalf of David Bobanick reviewed the original intent of the Distribution System Work Group and made recommendations regarding the work ahead.

New structure

- FAP Committee and its roles
- FAP Committee as a committee of the WFC

Robert Coit lead a discussion of the upcoming changes to the structure of the FAP committee and the need for working documents and direction to move the work forward.

Updates from WSDA

- Kim Eads and WSDA staff gave updates on Food Assistance Programs, status of critical funding, possible increases in CSFP case slots, bonus commodities and upcoming opportunities and challenges. An active question and answer session followed. (see attached)

Strategic Planning Discussion

- Robert Coit lead a strategic planning session to identify key action items of the FAP committee. A short review of recommendations made by work groups, active participation by all present lifted up the following key elements:

1. Provide regular feedback to WSDA via WFC Board

During first half of a biennium

Review and make recommendation of in-kind volunteer hourly rate

Review and make recommendation of in-kind food pound rate

Review and make recommendation of EFAP allocation formula

Review and make recommendation of TEFAP allocation formula

During second half of a biennium

Actively promote voluntary uniform standards of service

Actively promote review/update of manuals and policies

2. Active role in support of Food Assistance Program

Promote active participation in Food group

Promote active participation in Distribution Center Conference Call

Promote EFAP awareness effort to increase understanding of how system works

At the local level, Promote expansion efforts to include meal programs

Promote increases in support and funding to strengthen the system

Promote TEFAP distribution collaborations to leverage resources and increase

Efficiencies through partnerships

Promote CSFP and promote best practices to increase participation allowing for

Increased allocations in order to facilitate program expansions to

Underserved parts of the State

Promote systems and efforts that create opportunities for lean management

Actively communicate with Stakeholders, WSDA, WFC members

Use WFC website to create a strong web presence and increase transparency

List meeting days and times, minutes, and announcements etc.

Succession Planning

- Robert Coit lead a discussion discussing the importance of succession planning and the need for strong leadership to move the new model forward.

Meeting was adjourned at 11:00

Next meeting date and location is TBD

Food Assistance Program Structures Work-group

Meeting Minutes, August 16, 2013

A meeting of the Food Assistance Program Structures Work-group was held via Go To Meeting at 8:30 AM on August 16. Present were Earl Hall, Bonnie Baker, JoAnn Rushton, and Susan Eichrodt.

Earl announced that this was the last meeting of the Structures Work-group as the work of the work-group would be taken over by the full Food Assistance Program Advisory Committee. The purpose of the meeting was to pass on to the full committee items that we consider to be unfinished.

Susan asked who would be on the full committee. Earl, Bonnie, and JoAnn indicated that they would continue on the full committee, with Robert Coit as Chair and Earl as Vice-Chair. A meeting announcement for the September 18 Committee meeting would soon be sent to all members of the Committee. The meeting is tentatively set for 9:00 AM on September 18 in Wenatchee. (Subsequent to this meeting, the Board meeting was set at 11:00 AM, so the Committee meeting will probably be at 10:00 AM.)

Susan reported that, based on the discussion at the April FAP meeting, her understanding was that the Committee currently had three things on its agenda:

1. Valuation of donated food;
2. Valuation of donated labor; and
3. Allocation Formula.

Earl reported that the work-group had essentially completed item a) on the outcomes portion of the one-page document (copy attached) and that the Membership Committee assumed responsibility on item d) so that unfinished outcomes were in items b) and c).

Susan reported that the EFAP policy manual update has been completed and is currently under review by management. They include the common definitions as part of the updated EFAP contract. There was a re-write of the procurement rules and property management policies to mirror the federal rules so that WSDA's policies are consistent among the three FAP programs. The dispute resolution process has also been rewritten. The TEFAP and CSFP manuals are still being revised. The three manuals will hopefully be completed soon. No Committee input is currently required on these.

Currently there are only two counties where there are different contractors between the federal and state programs. These are King and Yakima Counties. Historically, the current contractors have been in place for many years. The FAP Committee can decide whether or not it wants to consider a process that requires the same contractors for all programs in each county.

Earl indicated that his initial support for the single contractors was so that the three assistance programs could be looked at as a whole and complement each other at both the contractor and subcontractor level. However, his Board had decided not to ask questions required by TEFAP so that his pantry would not qualify for TEFAP even if they wanted it.

Bonnie recounted her experience while working at St. Mary's Food Bank when different pantries wanted TEFAP, but were not awarded a subcontract because the contractor selected a different pantry to serve the particular geographic area. She felt the choice of subcontractors should continue to be up to the contractor.

Susan reported that the Department had decided against establishing a single reporting form for all three forms at this time as they cover different budgets, different contract years, and different budget categories.

Susan reported that the Department currently sends out Excel workbooks to EFAP contractors to report monthly numbers to the Department. Each sheet is a separate month and creates the A-19 automatically. There is a roll-up sheet that provides year-to-date numbers. There is no such spreadsheet for contractors for TEFAP and CSFP. The work-group felt this would be a valuable resource to TEFAP and CSFP contractors. Susan said that only Food Lifeline and OIC have TEFAP, but not EFAP contracts, so these would be the only two contractors not familiar with the workbook. She did not believe preparation of these workbooks for TEFAP and CSFP would require a large amount of Department staff time or effort.

The central issue in outcome c) appears to be buy-in from all the participants. Despite participants receiving copies of the guidelines each contract period and work sessions at conferences, many participants appear to not be aware of their rights and duties under the programs. As a result, there is a tendency for the status quo to be maintained, even to the detriment of some of the participants.

One issue in the administration of the subcontracts that Susan mentioned is that legally the subcontracts are the responsibility of the contractor, not WSDA. The state cannot technically intervene legally, though WSDA staff can help to clarify policies and review corrective action plans.

Earl asked if local groups could establish their own policies that were not in conflict with state policies. An example of this could be requiring a certain level of performance throughout the year, rather than waiting until the end of the year to determine whether the subcontract was fulfilled. Susan recommended that such policies be reviewed by the state, but should be permissible as long as they were not in conflict with state policies. [Note that there are procedures for corrective action that can be taken by contractors at any time. The new contract also requires that the contractor write a corrective action plan within 30 days of the contract's execution. This requirement covers all 3 programs. These must be based on the programs' policies and procedures.]

Susan asked whether it would be helpful for the staff to conduct regional training sessions to make all subcontractors aware of their rights and responsibilities, in addition to workshops put on at various conferences. Bonnie said that Northwest Harvest regional meetings might be a venue for these sessions (subject to NWH organizational decision-making). Earl suggested that FAPAC members might be tutors to relieve some of the pressure on state staff. It was agreed to review this further with the full committee.

As a point of information, Susan reported that the TEFAP allocation formula would not change for the upcoming year (i.e. the new poverty numbers used for the new EFAP contracts will not be used). Besides the unsettled nature of the program at the federal level and the possibility of funding reductions and changes in the federal state allocations, using the new state numbers would have significant changes to county allocations because of the changes in ACS poverty numbers, negatively impacting several counties greatly.

Susan thanked the work-group for their work this past year. Earl thanked the Department and its staff for accepting our input and working with us to improve the system.

There being no further business, the meeting was adjourned at 9:30. Respectfully submitted,



WSDA Food Assistance Programs Update

State Budget Supplemental Request

- As you may know Washington Food Coalition has sent a letter of request for WSDA to include in its' agency budget request an additional \$ 1 million dollars for EFAP. WSDA has not come to a decision on what its agency budget requests will be for the coming year but has had a series of informal conversations with the stakeholders and the Governor's office.
- If WSDA does not include additional funding for EFAP into its' budget request then it would be anticipated that WFC would continue to seek inclusion of this request into budget.

EFAP Close-out Reports – Final Reports will be out in October

The preliminary food pantry figures show that usage has gone down slightly. The number of visit (new plus returning clients) decrease by a little more than 1 percent, from 8.50 million to 8.37 million. However, returning visits decrease by only about .5 percent, from 7.10 million to 7.06 million while the new clients went down by almost 4 percent, from 1.37 million to 1.32 million. This seems to indicate that many families are getting back on their feet while those that still need emergency food are in need of help more often. The pounds of food distributed by food pantries has increased slightly from last year but compared to previous years it suggests that emergency food providers are having a difficult time keeping up with demand. The full report will be sent to you in October.

Preliminary figures for the Tribal Food Voucher Program show that tribes provided 8,502 people with food vouchers in State Fiscal Year 2013. Families averaged a little over two visits per year for a total of 19,995 visits. In the last 6 years these numbers have fluctuated up and down with no apparent pattern from a high of 21,881 in 2011 to a low in 2012 of 15,829. Nearly every tribe uses only the EFAP funding for the actual vouchers themselves.

It is essential that those of you who have either not submitted your closeout report yet or who are working on corrections to the report, both food pantry and tribal programs, get those reports and changes into us by next Wednesday, October 2, 2013 so that we can finalize the reports and make them available to all of you, advocates and our other partners.

Federal Budget for FFY 2013 (Oct. 1 2012 – Sept. 30, 2013) – Good News!

- TEFAP Year-End "Excess Funds" will be available again this year; anticipate a little less than last year.
 - o If you have been submitting claims throughout the year and you are over your allotted amount then you do not need to submit a new expenditure report as they will be automatically included in the re-allocation of excess funds process.
 - o If you wish to claim additional excess funds not previously claimed then you may submit either a separate Expenditure Report or include these additional claims in your

“regular” Expenditure Report for September or 4th Quarter.

- o If you wish to claim additional excess funds on behalf of your subcontractor’s (not previously claimed) then you may also include those as well as set reimbursement priorities such as mileage, storage or shipping. Follow the same process as noted in the bullet above.
- o Remember that TEFAP funds are never allowed to be used for the purchase of food.
- CSFP Year-End “Excess Funds will be available. We had anticipated a small amount but a Contractor has notified us that they will be returning funds so the amount available for you to claim has moved into the medium range.
 - o Same steps apply as in TEFAP – see bullets above.

Projected Federal Budget for FFY 2014 – Still No Farm Bill

- TEFAP Entitlement Food is projected to remain at the same level– approx. \$ 4.7 million.
- TEFAP Bonus Food is unknown however it played a critical role in 2013 – approx. \$ 7.0 million
- TEFAP Operational Budget is projected to remain at similar levels but a continuing resolution will mean that funds may be limited until a budget is passed.
- CSFP Budget is projected to remain at similar levels but we are going to be requesting additional caseload since YOU have done an incredible job at meeting 100% of the caseload level in 2013. GREAT JOB CSFP Contractors! We have heard nothing more on the proposed amendment to shift the program to serve solely the elderly but we are anticipating that this will move forward.

Federal Preliminary Summary of Service for FFY 2013

- TEFAP Entitlement Food: \$ 4.7 million = 7.1 million pounds
- TEFAP Bonus Food \$ 7.0 million = 8.5 million pounds (more fresh and frozen)
- TEFAP Food (Bonus &Entitlement) increased by 3.1 million pounds from FFY 2012
- TEFAP Monthly Average Clients (signers): 121,385; fluctuating up and down depending on the area
 - o 6.01 % increase from FFY 2012
- TEFAP Monthly Average Households (total in household): 367,777
- TEFAP Monthly Average Pounds per Client (signers): 10.80 lbs. (target = 14 lbs.)
- CSFP Entitlement Food: \$ 1.45 million = 1.66 million pounds

- CSFP Monthly Average Clients: 5,134
- CSFP Monthly Average Pounds per Client: 27.07 lbs.

NEW FAP Policy and Procedures Manuals will be sent out soon and be available on the website

- Each of the programs have a revamped Manual that includes corrections, additions and “some” new clarifications to reflect the majority of changes that have occurred over the last several years.
- Streamlining amongst the programs is reflected in the Manuals.
 - o All programs now have the same Equipment purchasing and tracking procedures
 - o All programs now have the same Dispute policy
- Each Manual contains a change request form that will allow you to send in your recommended changes. Over the next 2 years we anticipate some great feedback for recommended changes and additions to the Manuals so that in the next biennium we have clear and easy to follow Manuals that will help all of us do our jobs even better. This will also help in succession planning at all levels.

WFC FAP Advisory Committee

- Met Sept. 18 in Wenatchee, focused on goals/topics for the coming year. Full meeting notes will be sent to attendees and then WSDA will send them on to our Contractors. In the near future WFC will have FAP Advisory Committee information, meeting notes, and agenda’s available on its’ website.

Internal FAP Updates:

- We had over 300 applications for the vacant position and will be interviewing during October with a candidate selected no later than Nov. 1, 2013. Thanks to Susan, Mary and James for filling in the gap until then!
- The revamped WSDA FAP Website is still being revamped. When it is completed we will send a link to all Contractors.
- We have one more “small” move within WSDA which is taking place over the next 2 weeks. All contact information will remain the same.

WSDA Agency Updates:

- The WA/OR challenge that was developed by the Dairy Industry and in partnership with Fred Meyer and Feeding America (Food Lifeline and Second Harvest of the Inland Northwest) resulted in Washington being the winner. Director Hover has not yet been formally presented with the

winning trophy but is appreciative of the role agriculture and its' partners have played in bringing awareness to the issues around hunger regardless of which state you live in.

- The Dairy Farmers of Washington are looking at even more ways to support food pantries in their mission to provide food to those in need. The commitment and support from the Dairy Farmers of Washington is very much appreciated and inspiring as we continue to look at ways to expand partnerships with the agricultural community. As further details come forward we or our partners will be sharing more with you.

Reminders - Just Around the Corner:

- The annual TEFAP Risk Assessment Tool (Survey Monkey) for TEFAP Contractors to complete for each of their Subcontractors will be sent out next week along with an email that outlines the process to conduct the assessment. Contractors should have this completed by **November 15, 2013**.

- TEFAP and CSFP Contractors are required to ensure that their agency staff and volunteers as well as their Subcontractors staff and volunteers have completed Civil Rights Training on an **annual** basis.

- **By October 4, 2013** all TEFAP and CSFP contractors must notify their FAP Regional Representative or Lisa White (ljwhite@agr.wa.gov) which timeframe they will be reporting expenditures in and stay with that reporting timeframe for the duration of the next two Federal Fiscal Years. We are requesting that if you operate both TEFAP and CSFP to keep the same reporting timeframe for both programs. The choice is either Monthly or Quarterly.

- The 990 IRS Form needs to be completed **annually** by all nonprofit 501(c) 3 agencies, tribes, and tribal organizations. Failure to do so for three consecutive years results in the agency's 501(C) 3 status being revoked.

- **By November 18, 2013** all Contractor's need to verify that their Subcontractors are not on the IRS Automatic Revocation of Exemption List or if they are then work them to ensure they apply for reinstatement of their tax-exempt status. Please notify your FAP Regional Representative if any of your Subcontractors are on the list. Here is the link to the IRS site: <http://www.irs.gov/Charities-&-Non-Profits/Automatic-Revocation-of-Exemption-List>