Sub Agency Training for:
Existing Sub Agencies
Interested Parties

EFAP:
THE PROGRAM

Washington Food Coalition

THIS TRAINING WILL COVER:

Program Overview

- What is EFAP?

Changes this Biennium such as

- Client Data Tracking
- Program Terminology
- Increased transparency in Biennial Meetings

Eligibility

- Sub Agencies & Lead Agencies

Running the Program

- Client Intake & Required Reporting

Biennial Meeting

- Bringing on new Sub Agencies
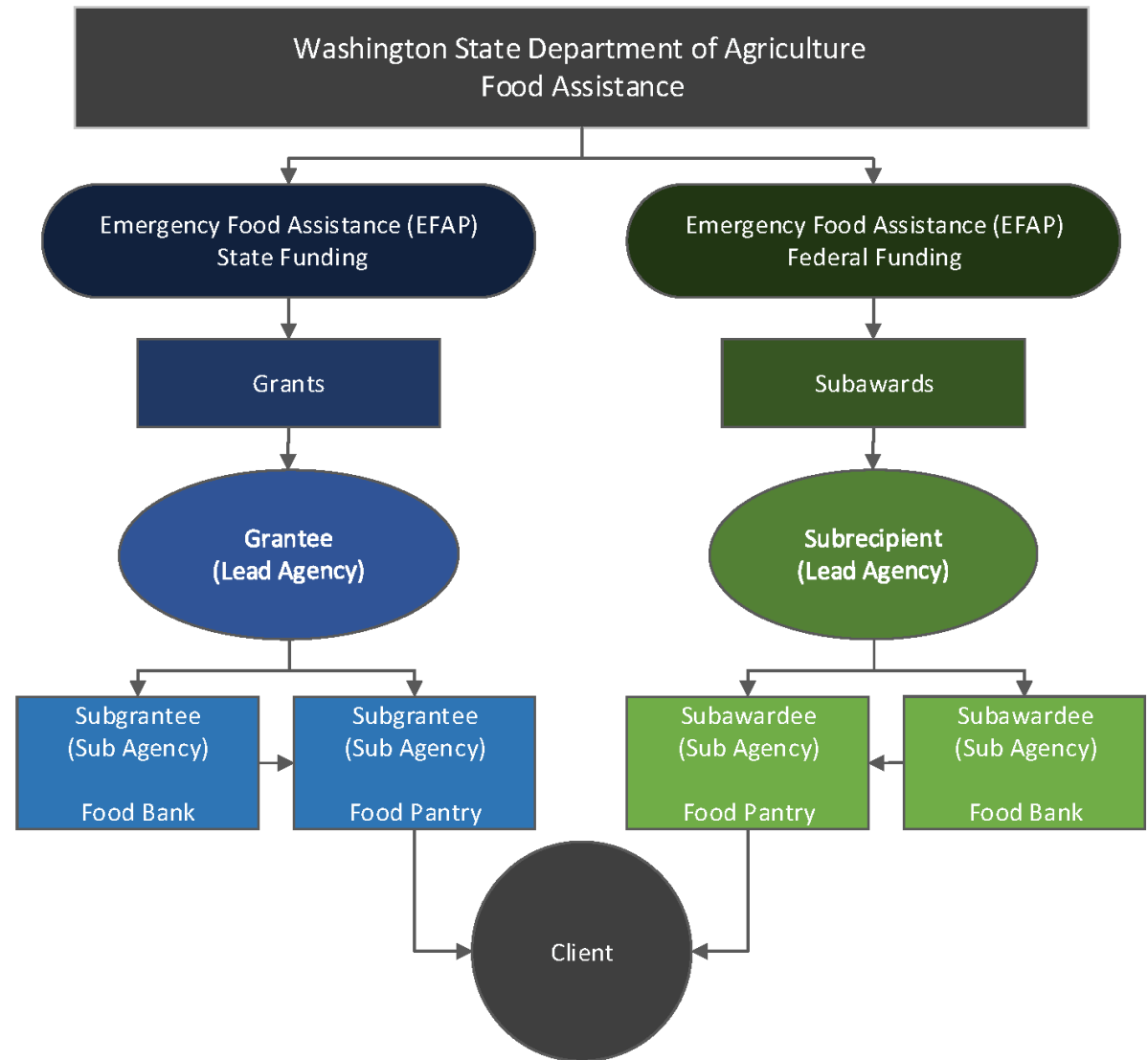- Decisions that will be made

PROGRAM STRUCTURE

Note: Language change!

You will see these changes reflected in:
- Procedures Manuals
- EFAP Agreements
- Forms, Reports, and other WSDA Publications
- Meetings & Communications

Washington State Department of Agriculture Food Assistance

Emergency Food Assistance (EFAP) State Funding

Emergency Food Assistance (EFAP) Federal Funding

Grants

Subawards

Grantee (Lead Agency)

Subrecipient (Lead Agency)

Subgrantee (Sub Agency) — Food Bank

Subgrantee (Sub Agency) — Food Pantry

Subawardee (Sub Agency) — Food Pantry

Subawardee (Sub Agency) — Food Bank

Client

Program Direction

- CLARIFY program details
  - *Trainings, document readability*

- STANDARDIZE the experience
  - *data collection; biennial meeting process; service duplication*

- MINDFUL of messaging
  - *Prioritizing dignity and respect*

- INCENTIVIZE food justice-oriented organizations
  - *Funding for new organizations & equity work*

- EXPLORE future changes
  - *The food system has changed*

Read the full Report here:
https://cms.agr.wa.gov/WSDAKentico/Documents/FSCS/FoodAssistance/EFAP-Recommendations_Final.pdf

The program has grown!

- EFAP now includes both state and federal funds

- There have been various other Food Assistance (FA) grant opportunities in recent years from federal and state legislation.

For reference:

In the 2019-2021 Biennium: $9.7M in EFAP Funding
  - Doesn't include stimulus package/COVID-19 emergency funds awarded

2021-2023 Biennium: $16.5M in EFAP Funding
  - Includes both state and federal funding allocations

Projection for 2023-2025 Biennium:

- Best Case - $16.5M for Biennium (Similar to current Biennium's County Allocations)

- Worst Case - $12.8M for Biennium (Would mean reductions to 21-23 Biennium's allocations)

- To see last Biennium's county allocations of funds – refer to the 21-23 Allocation Table on Forms & Pubs

PROGRAM ELIGIBILITY

Whether participating in EFAP as a Lead Agency, Food Bank, or Food Pantry an organization must:

1. Be a public agency, registered 501(c)3 tax-exempt* charitable organization for at least 1 year, or a church

2. Maintain active registration with the Secretary of State (SOS), and the System for Award Management (SAM)*

3. Practice nondiscrimination in services and employment

4. If faith-based, ensure separation of food distribution from religious activities

5. Will need to obtain insurance – detailed requirements will be available in Agreements and EFAP Procedure Manual

6. Register in State 211 System if engaging in direct client services (some exceptions apply)

*Note: SOS, SAM, and IRS tax-exempt status all require action to maintain your status. Make sure you monitor deadlines for these so your status does not lapse and put you at risk of suspension or termination.

ELIGIBILITY CONTINUED…

Sub Agency Eligibility

- Must have been an active food pantry for **at least one year prior** to the start of the Agreement (July 1, 2023).
  - "Active" means they have:
    - been distributing food free of charge to people in need
    - engaging in client data collection practices
    - consistent hours of operation for the duration of the year.
- Food pantries must coordinate services and share information about other community resources with clients
- If applying as a **Food Bank**, must have sufficient infrastructure for food storage and distribution activities
- Must maintain eligibility status throughout the EFAP Agreement period

Lead Agency Eligibility

- Must have Sub Agency Agreement Capabilities
  - May include reimbursement of Sub Agencies
- Ability to hold and manage Sub Agency Agreements
  - Includes entering into Sub Agency Agreements and maintaining current eligibility records for all Sub Agencies. Must take action if any aspects of Sub Agency eligibility lapse.
- Do not need to provide food services

RUNNING THE PROGRAM
Match Requirements

FOOD BANKS (& LEAD AGENCIES):

100% match
 At least 50% cash match
 Remainder can be in-kind

FOOD PANTRIES:

A) 200% In-kind; or
B) 100 % match:
 At least 50% cash
 Remainder can be in-kind

Example: If your food pantry received $5,000 in EFAP funds in SFY24, you could match by either:
 *A)$10,000 in-kind (e.g. value of donated
  food, labor, volunteer time, etc); or*
 B) $5,000 match
  At least $2,500 cash match
  Remainder can be in-kind match

RUNNING THE PROGRAM
Client Intake

ELIGIBLE CLIENTS:

Persons who are in need of food and reside in the state of Washington.

- Providers must serve clients no matter where the client lives in the state of Washington.
- Documentation must not be required.

DATA COLLECTED:

- Household size
- The number of full service clients by age group
  - (Age groups: 0-2 years old; 3-18 years old; 19-54 years old; 55+ years old.)
- Is this a new or returning client *(more on this in the next slide)*

The client will **not be denied food** if they refuse to disclose any information that is not a requirement of EFAP.

RUNNING THE PROGRAM
New & Returning Clients

To improve data quality, WSDA has established a statewide requirement that all participating agencies collect required data based on the **calendar year** (January 1- December 31).

To determine a client's and household's new or returning status, a pantry may ask: ***is this your first visit to a food pantry this (calendar) year?***

- **If yes,** then the client is a new client and household.
  - New client and household are defined as the first time a client visits **ANY** food pantry in the state of Washington in a calendar year (starting January 1 of each year).

- **If no,** then the client is a returning client and household.
  - Returning client and household are defined as any subsequent visit a client makes to **ANY** food pantry in the state of Washington in a calendar year (starting January 1 of each year).

This is an updated policy!

Previously new/returning reset was determined at the county-wide level.

This decision was made with input from the Food Assistance Advisory Committee and analysis of an intake survey Washington Food Coalition administered.

RUNNING THE PROGRAM

Documentation

- Documentation should not be required to verify eligibility or assist in your data collection practices.
  - This includes pieces of mail, school records, or medical records.

- Under **no circumstances** should a pantry require
  - Social security number, proof of citizenship, proof of income, proof of address, or proof of household size.

- We recommend taking every step to guarantee that all people receive food **without** ID or documentation.

WSDA actively seeks to reduce client access barriers across all programs and invites our partner hunger relief organizations to do the same.

RUNNING THE PROGRAM
Sub Agency Responsibilities

- Accurately track number of clients served and pounds distributed

- Client Eligibility standards, policies, and intake practices must be posted for a client to view prior to receiving services, including online applications.

- Agencies providing direct client services must provide information about wrap-around services

- Accurate fiscal tracking and reimbursement submission

IF RECEIVING EFAP FUNDS (STATE OR FEDERAL)

The hunger relief organization must have **established internal controls** and **fund accounting procedures** to assure the proper spending of funds.

Spending priorities are locally driven.

Use of funding is very flexible. Some examples of allowable costs:

Staffing, transportation, equipment, supplies, utilities, general food purchases, Special Dietary Needs food, Essential Non-Food Items (up to 10%)

RUNNING THE PROGRAM
Lead Agency's Fiscal Responsibilities

- The Lead Agency reimburses the Sub Agency for their EFAP costs BEFORE the Lead Agency receives the money from WSDA.

- Lead Agencies support Sub Agencies in determining eligibility and accuracy of their expenses.

- Lead Agencies also:
  - Monitor amount of funds each organization has spent and has remaining to spend
  - Check accuracy of data
  - Ensures that WSDA is receiving all information required.

RUNNING THE PROGRAM
Lead Agency Responsibilities (Continued)

- Compliance Monitoring of Sub Agencies
- Collects all EFAP data from food pantries and food banks monthly. Organizes that data into a report submitted to WSDA separating the information for each County.
- Submits Annual Reports
  - EFAP Closeout
  - Equipment Inventory
- Disseminates information from WSDA to Sub Agencies.

RUNNING THE PROGRAM
Reporting Requirements for Sub Agencies

MONTHLY:
- Client Data
- Pounds of Food Distributed
- Expenditures for reimbursement, if applicable

ANNUALLY:

POLICY UPDATE!

- Audit Requirement Form *(AGR-2217)*
- **Accounting System Verification Form *(AGR-2206)* or Audit as applicable**
- Insurance Certificate
- Equipment Inventory Report, as applicable
- Closeout Report, as applicable.
  - Instructions will come from your Lead Agency, who may alternatively collect all required information monthly.
- Other records as requested (e.g. Cost Allocation Plans, current client policies, etc.)

Find Forms at: https://agr.wa.gov/services/food-access/hunger-relief-agency-hub/fa-forms-and-pubs

Critical Resources:

Lead Agency for your County!

EFAP Procedures Manual

EFAP Agreement

Washington Food Coalition.
- Trish Twomey - Email:
  Trish@WaFoodCoalition.org

All applicable Forms, Resources, etc. are available on our Forms & Publications webpage. Link is below.

Agr.wa.gov/services/food-access/hunger-relief-agency-hub/fa-forms-and-pubs

Where Can I Learn More About…?

Quick Q&A Session

- Questions from the chat?

- If you need to grab water or take a break, you have a couple minutes.
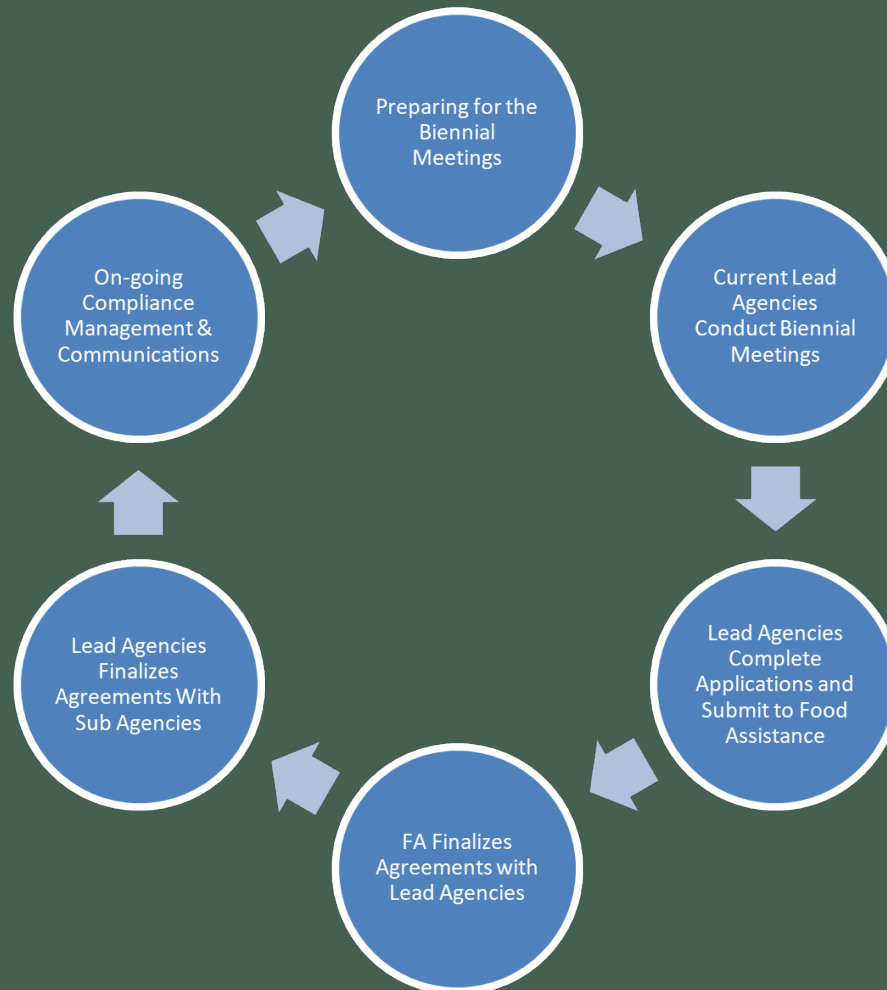
EFAP:
THE BIENNIAL MEETING

Why a Biennial Meeting?

- Gives food pantries in each county an opportunity to discuss & decide the best use of their allocated funds in the 2 year period effective from **July 1, 2023 – June 30, 2025**

- **There are Required and Optional Decisions**

- **Note:** All decisions are made with a two-thirds vote of participating food pantries and the Lead agency, as applicable

Overview of the Process

- Preparing for the Biennial Meetings
- Current Lead Agencies Conduct Biennial Meetings
- Lead Agencies Complete Applications and Submit to Food Assistance
- FA Finalizes Agreements with Lead Agencies
- Lead Agencies Finalizes Agreements With Sub Agencies
- On-going Compliance Management & Communications

WSDA determines Statewide allocations

Each county shall receive a **base amount of $10,000** each fiscal year.

The remaining funds shall be distributed by each county's percentage of the state's population with incomes at or below 100 percent of federal poverty guidelines based on the current 5-year average Census Bureau's American Community Survey data.

- Review the **Biennial Meeting Handout** in detail. This informs you of key decisions that will be made and the process requirements.

- Help notify all food pantries
  - *All existing & potential Sub Agencies should be invited.*

- Eligibility verification of interested parties
  - *Eligibility is checked by the current Lead Agency.*
  - *If new: must notify Lead Agency of interest **prior** to the meeting.*
  - *For all organizations checks will be done to verify minimum eligibility for Sub Agencies as described previously.*

Getting Ready

Some decisions are made prior to the actual Meeting:

Lead Agencies who **serve multiple counties** may host separate Biennial Meetings for each county if they or their Sub Agencies would prefer to do so.

Counties who wish to clarify and or change their **voting structure** should attempt to do so in advance of the scheduled Biennial Meeting.

- Each separate organization gets a vote (an organization might have more than one site) **OR**

- Each food pantry **site** gets a vote

Getting Ready

In the Meeting

Who Votes?

- Only food pantries entering into an Agreement with the Lead Agency are allowed to vote.

- Food Bank Distribution Centers are **not** allowed a vote.

- The Lead Agency (which might also serve as a Food Bank Distribution Center) may vote on everything other than who should be the Lead Agency.
    - If the Lead Agency is also a food pantry, then they may only get one vote.
    - WSDA will cast a deciding vote if there are not enough eligible votes for determining a 2/3 majority (i.e., there are less than 3 votes in the County)

In the Meeting

Accepting New Sub Agencies

Note: This must be the <u>first vote</u> of the Biennial Meeting

<u>New Sub Agency Selection Process</u>

1. Contact the Lead Agency to verify eligibility prior to Biennial Meeting.
   - Find the Lead Agency in your area on our website here: https://agr.wa.gov/services/food-access/access-food-near-you

2. Present at the Biennial Meeting.

3. Participating food pantries and Lead agency vote to determine if there is a **duplication of service** with the requesting food pantry.

PRESENTATIONS
Food Pantry (New Applicants)

1. Days and hours of operation by week and/or month (frequency)
2. Description of service(s)
   - Distribution method (home delivery, drive through, client choice, other) and location(s)
   - How often a client may receive services
   - Types of food provided – fresh, frozen, shelf stable, culturally familiar, special dietary needs
3. Client data from previous year
4. Service area – targeted service population
5. Sourcing practices – donation, grocery rescue, purchasing, farming/gleaning

The only reason for denying an eligible food pantry at the Biennial Meeting is because of duplication of service.

Meeting minutes must include **justification for each Sub Agency** that voted duplication of service was present.

PRESENTATIONS
Lead Agency

1. Plan for providing services to the food pantries.

2. How much EFAP funding they are requesting to provide services.

3. How they plan on spending their share of the EFAP funds.

Interested parties must notify WSDA a minimum of 2 weeks prior to the Biennial Meeting.

PRESENTATIONS

Food Bank (New Applicants)

1. Plan for providing services to the food pantries.
2. How much EFAP funding they are requesting to provide services.
3. How they plan on spending their share of the EFAP funds.
4. How the food will be transported from the food bank to the food pantries.
5. An allocation formula for distributing food among the food pantries.

Interested parties must notify the current Lead Agency prior to the meeting to determine eligibility.

Key votes made at EFAP Biennial Meeting

❑ **Selection process**:
 ❑ Food pantry applicants
 ❑ Lead Agency chosen
 ❑ Food bank(s) chosen

❑ **Agreed upon funding allocations:**
 ❑ Funding for the food pantries
 ❑ Funding for the food bank(s)
 ❑ Funding for equipment purchases and capital improvements
 ❑ Funding for special dietary needs food

❑ **Optional vote(s):**
 ❑ A process for determining the use of future funding increases mid-biennium.
 ❑ An agreed-upon spend out procedure. Example: 90% of funds must be spent by May billing.
 ❑ A plan for a Sub Agency that cannot spend-down their funds prior to the end of the state fiscal year. Example: Those funds could be redistributed to the nearest pantries, put into bulk buy, etc.
 ❑ An additional vote to confirm final allocation levels if EFAP actual funding varies considerably from estimated figures.

In the Meeting

Decisions to Make

In the Meeting

Allocation Examples

Example #1

10% Lead Agency admin

1% for WA Food Coalition dues

35% Food bank

54% Food pantries

Example #2

10% Lead Agency admin

75% Food bank #1

10% Food bank #2

5% Special dietary needs food purchases

Example #3

10% Lead Agency admin

69% Food pantries

20% Shared equipment / equipment funding reserve

1% for WA Food Coalition dues

Example #4

7 % Lead Agency admin

46.4% Food pantries

40.9% Food bank

0.7% WA Food Coalition dues

0.3% Anti-hunger Nutrition Coalition

Example #5

10% Lead Agency admin

90% Food pantries

- Sub Agency A – 40%
- Sub Agency B – 32%
- Sub Agency C – 18%

Example #6

15% Lead Agency admin

85% Food Bank

- Bulk Buy Program – 35%
- Food Bank Operations – 50%

5 % Equipment

AFTER THE MEETING

1. **Lead Agencies** will complete the 2023-25 EFAP Application and minutes from the meeting for review from WSDA using Required template

2. Participating organizations will receive EFAP Sub Agency Agreements (Food Pantry or Food Bank) in early June.
   - Read the Sub Agency Agreement **completely** before signing. This is legally binding.

3. Submit records and policies to the Lead Agency.
   - Even if you think the Lead Agency has them on file already, submitting all forms at the time of signing the Sub Agency Agreement ensures they have the most up-to-date copies of your policies and information.

AFTER THE MEETING

<u>NEW PANTRIES:</u> (standards apply to existing Pantries too)

- Make sure you are registered in 211 (wa211.org)
- Acquire necessary Insurance
- Adjust your client intake policies to ensure compliance with EFAP Standards and efforts to reduce client access barriers.
- If needed, create systems for required reporting:
  - Pounds of Food distributed
  - Matching resources
  - Expenditures
  - Record Retention
- Establish or review:
  - Written Client Eligibility Policy
  - Client Confidentiality Policy
    - Client Release Form if sharing client information
- Hours of operation should be posted in a public and easily visible place.

Sub Agency Records Required by Agreement execution date:

❑ Current System for Award Management (SAM) registration.

❑ Current Washington Secretary of State (SOS) nonprofit corporation registration.

❑ Evidence of adequate liability insurance. The Lead Agency may require the Sub Agencies to co-insure the Lead Agency if it so wishes.

❑ Current 501(c)(3) status or that it is a federally recognized tribe.

❑ Audit Requirement Form for Sub Agencies (AGR-2217).

❑ Current audit or annual Accounting System Verification Form (AGR-2206).

❑ Current 211 registration.

❑ Written client confidentiality policy and (if applicable) release of information template.

❑ If applicable, previous compliance review(s).

Find your Lead Agency!

If interested in learning more about EFAP and connecting with your county Lead Agency, please visit the WSDA website:

https://agr.wa.gov/services/food-access/access-food-near-you

FIND A LEAD AGENCY FOR WSDA FOOD ASSISTANCE PROGRAMS

If you would like to learn more about how and where to get food assistance through WSDA's programs, please search by county and program to find the Lead Agency in your area.

Select nearest county ⌄   EFAP ⌄   **SUBMIT**

Community Services of Moses Lake   (EFAP, TEFAP, CSFP)
1075 W Marina Drive
Moses Lake, WA 98837-2635
(509) 765-8101
csml@mlfood.org

1 location(s)

Contact us!

Find your regional representative using this map, or you can email our general inbox at foodassistance@agr.wa.gov and we'll follow up.

Recommendations for EFAP Report can be found here: https://cms.agr.wa.gov/WSDAKentico/Documents/FSCS/FoodAssistance/EFAP-Recommendations_Final.pdf

Food Assistance (FA)—Regional Representative Map

Washington State Department of Agriculture — WSDA
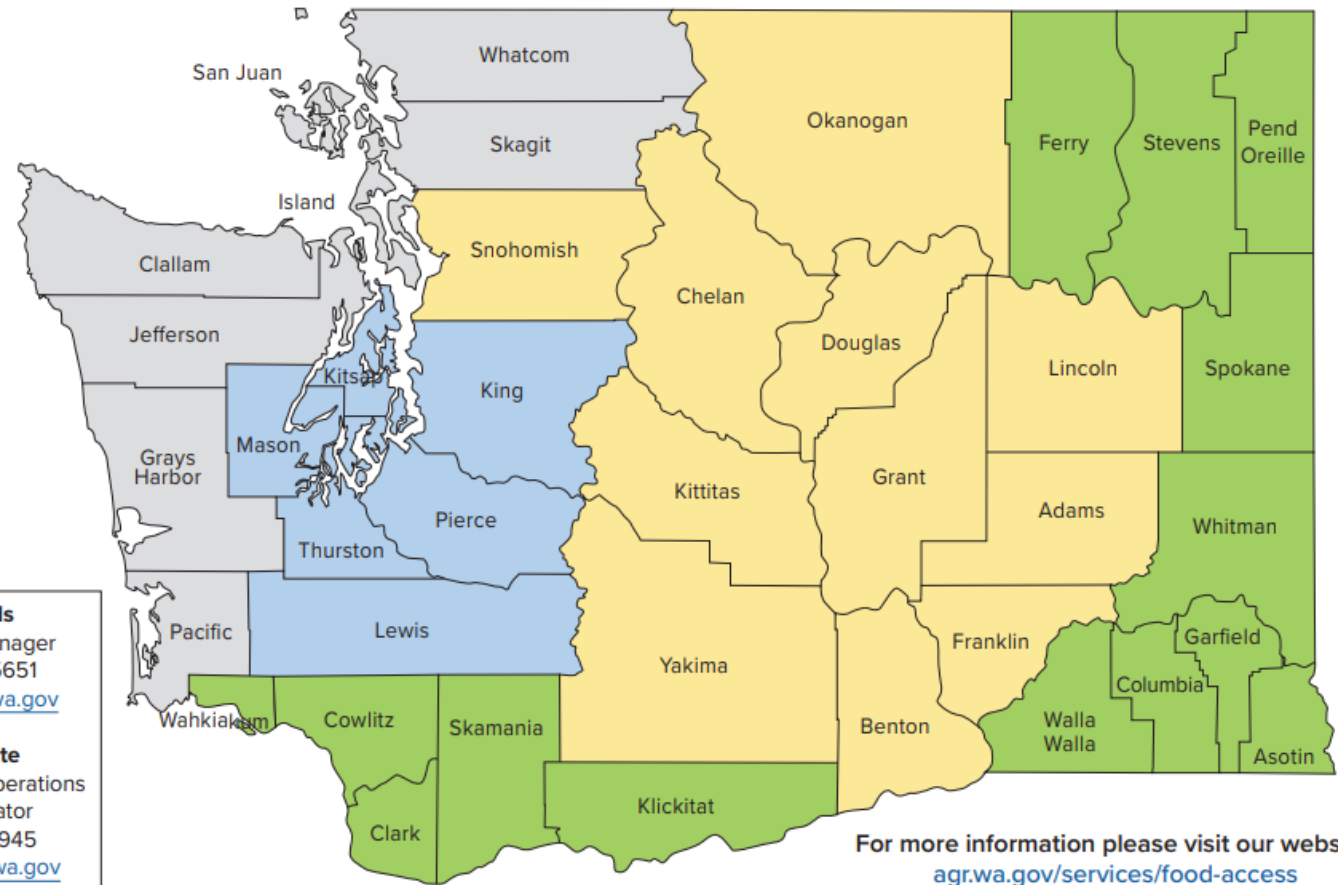
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For more information please visit our website:
agr.wa.gov/services/food-access

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QUESTIONS?

(UP TO 30 MINUTES)

Q&A SESSIONS

WSDA will be holding weekly Q&A sessions on Tuesdays from 10:00 – 11:00 AM to offer additional support and provide coaching during this process.

First Session Tuesday 3/21. Link to Meeting in Microsoft Teams: Click here to join the meeting

WSDA will also host an on-going list of the topics covered in the Q&A available on our EFAP Program Webpage here.

GENERAL CHECK-IN MEETINGS

Currently held monthly. WSDA's Food Assistance team is hosting General Focus Check-in Meetings the **third Tuesday every month from 9-10am** to provide new and ever-evolving information, resources, and support. Next Meeting is 3/21

Click here to join the meeting

For general inquiries or if interested in attending these meetings, email foodassistance@agr.wa.gov

INTERESTED IN BEING A **LEAD AGENCY**?

REQUIRED TRAINING: WEDNESDAY 3/22 9:00 - 11:00 AM **ZOOM**

LINK: HTTPS://US02WEB.ZOOM.US/J/88149053994, MEETING ID: 881 4905 3994