



# HAWAII FOODBANK

## TEMPORARY ASSISTANCE FOR NEEDY FAMILIES PROGRAM AGREEMENT

Hawai'i Foodbank (hereinafter "Hawai'i Foodbank" or "HFB") offers the Temporary Assistance for Needy Families (TANF) Program and partners with organizations in three ways as an agency partner, program partner, or temporary disaster feeding partner (hereinafter "PARTNER" or, in the plural, "PARTNERS") to distribute TANF commodities to households with children who meet the eligibility requirements.

The period during which this agreement shall cover will be for the current calendar year (January through December). The agreement will need to be renewed for subsequent periods and either party must give the other written notice of termination.

Hawai'i Foodbank PARTNERS agree to operate the TANF program in accordance with the following requirements:

### 1. TANF PROGRAM REQUIREMENTS

- 1.1. PARTNERS attest that it is a charitable institution or under the umbrella of HFB; is public or is private, possessing tax exempt status pursuant to Title 7, CFR 251.3(a)(3) of under the umbrella of HFB's 501(c)3 status; is not a penal institution and provides food assistance to needy persons for household consumption.
- 1.2. PARTNERS distributing to households for consumption must limit the distribution of TANF commodities to only those households that meet the eligibility criteria listed below:
  - 1.2.1. Whose total gross income is no greater than 300% of the amount specified in the 2022 Federal Poverty Guidelines
  - 1.2.2. Have at least one child under the age of 18 living in the household.
  - 1.2.3. Have one adult in the household that is a parent or relative of the child through blood or marriage.
  - 1.2.4. Reside in the City & County of Honolulu or the County of Kaua'i
  - 1.2.5. All members are a U.S. citizen or Compact of Free Association (COFA) citizen.
- 1.3. PARTNERS will provide TANF commodities obtained through HFB solely to needy households with children, free of charge.
- 1.4. PARTNERS may not distribute TANF commodities to other organizations or individuals for redistribution.
- 1.5. PARTNERS assume full responsibility to ensure that no TANF products enter any commercial channels.

- 1.6. PARTNERS may not sell, transfer, barter or offer for sale any TANF commodities.
- 1.7. PARTNERS must be willing and able to report in a timely and accurate fashion inventory levels of all TANF commodities in current supply, upon request.
- 1.8. Each distribution site will use a TANF distribution log to collect and maintain a record for each household receiving TANF commodities for home consumption.
- 1.9. PARTNERS 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.
- 1.10. PARTNERS must appoint a Food Safety Coordinator and provide HFB with the name, title, email address and phone number for that individual. Agencies will comply with all TANF and State of Hawai'i – Department of Human Services procedures concerning the handling of a TANF commodity placed on hold or recall.
- 1.11. PARTNERS 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 its distribution sites.
- 1.12. PARTNERS 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.
- 1.13. PARTNERS agree to participate in occasional compliance monitoring conducted by representatives of the HFB and/or the State of Hawai'i Department of Human Services.
- 1.14. PARTNERS 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 commodities received, including date and quantity; receipts of delivery; inventory records of TANF commodities on hand at the end of the month; and household information.

## **2. TANF PROGRAM REPORTING**

- 2.1. PARTNERS will maintain records of those who receive TANF commodities, including but not limited to recipient's name, number of adults and children under the age of 18 in the household, etc.

- 2.2. PARTNERS ensure that all household information on the TANF distribution log is collected every time food is provided. \* Staff or volunteer signature/initial is required for each household receiving TANF commodities.
- 2.3. PARTNER will send monthly reports and all required supporting documentation, reporting the PARTNER's service statistics for the month for all distributions, to HFB by the 5th of each month, for the prior month. There is a five-day grace period, after the 10<sup>th</sup> of the month, the agency will not be permitted to receive any TANF commodities until the completed report is received. Reports may be sent in the following ways:
  - 2.3.1. Emailed to [monthlyreports@Hawaiifoodbank.org](mailto:monthlyreports@Hawaiifoodbank.org)
  - 2.3.2. Faxed to (808) 954-7884
  - 2.3.3. Delivered to Hawai'i Foodbank, 2611 Kilihau Street, Honolulu, HI 96819-2021
- 2.4. Monthly reporting forms are provided on the Agency Portal on HFB website or will be provided upon request to the PARTNER.
- 2.5. The TANF program report is due whether or not any TANF commodities were distributed that month. For example, if no distribution was done in the month of April, the April report must be submitted with zero (0) noted. Please be sure to keep a duplicate of the report(s) for PARTNER records. After the 10th of the month (reporting due date plus five days grace), the PARTNER'S authorization to receive HFB food will be suspended until the completed report is received.
- 2.6. It is our goal to maintain the privacy of individuals. Logs are kept for the sole purpose of providing information to HFB, State of Hawaii – Department of Human Services agents or auditors, should they be requested. The information collected ensures that TANF commodities are not mishandled, that recalled items are traceable and helps to determine future allocations.



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### PARTNER ACKNOWLEDGMENT PAGE

Partner Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

I have read the TANF Program Agreement and understand, accept and agree to the terms of this agreement. I understand that failure to follow HFB policies and procedures will result in suspension and/or termination of TANF program participation. Signing this agreement confirms your acceptance of the responsibilities of the TANF program explained herein and agree to comply with the TANF program requirements.

### PARTNER

Authorizing Signature \_\_\_\_\_  
(Executive Director, Board President, Sr. Pastor, Feeding Program Manager)

Print Name \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### HAWAI'I FOODBANK, INC.

Authorizing Signature \_\_\_\_\_  
(Hawai'i Foodbank Representative, Director, Vice President, President)

Print Name \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_