INSTRUCTIONS FOR
THE EMERGENCY FOOD ASSISTANCE PROGRAM
AGREEMENT BETWEEN CONTRACTING ENTITY
AND TEXAS DEPARTMENT OF AGRICULTURE

The Emergency Food Assistance Program Agreement Between Contracting Entity and Texas Department of Agriculture (TEFAP Agreement) is a permanent agreement that a contracting entity (CE) must complete to receive TEFAP USDA Foods from the Texas Department of Agriculture (TDA). This agreement pertains to The Emergency Food Assistance Program (TEFAP) only. This agreement does not pertain to the Commodity Supplement Food Program (CSFP), which has a different permanent agreement.

A CE should complete the TEFAP Agreement as a new applicant or as requested by TDA.

Notes

- Obtain the TEFAP Agreement from the TDA website at https://www.squaremeals.org.
- Complete an original and keep one copy.
- Submit this agreement one of the following ways:
  
  * Fax: 888-203-6593
  * Email: CommodityOperations@TexasAgriculture.gov

- Retain the TEFAP Agreement for a period of 3 years from the date that the agreement is no longer in effect.

  * Exception: If audit findings, claims, or litigation have not been resolved by the end of the retention period, keep all forms and records until all issues are resolved.

Section I — Agreement, Termination, and Payment

Enter the CE’s name.

Section II — Terms

To be completed by TDA staff only.
Section X — Signatures

The authorized representative is an employee of the CE that has a signed FND 101, Certificate of Authority for External Users form or other document created by the CE granting authority on file.

Name of CE Authorized Representative — Enter the name of the person signing the agreement on behalf of the CE.

Title of CE Authorized Representative — Enter the title of the person signing the agreement on behalf of the CE.

Street Address of CE, including City, State and Zip — Enter the street address, including city, state and zip code.

Mailing Address of CE, including City, State and Zip — If the mailing address is different from the street address, enter it, including city, state, and zip code.

Signature of CE Authorized Representative — The CE’s authorized representative must sign.

Date of Signature of CE Authorized Representative — Enter the date that the CE’s authorized representative signed the agreement.

For TDA Use Only

Only TDA must enter information.