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GAVIN NEWSOM
GOVERNOR

DATE: April 6, 2023

TO: THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)
PROVIDERS

FROM: BRANDON ROMANO, Program Manager
Emergency Food Programs Section, Unit B

SUBJECT: INFORMATION NOTICE 23-03
TEFAP FLEXIBILITIES

The purpose of this information notice is to provide an update to the guidance and information to (IN 21-03) with regards to the Emergency Food Assistance Program (TEFAP) flexibility on the EFA7 client signature requirements.

SIGNATURE FLEXIBILITIES

- Removing the signature requirement for receiving TEFAP Foods.
 - TEFAP staff may sign on the participant's behalf and note "Volunteer Proxy: (Volunteer Name)" where the client would typically sign.
 - Provider can put a checkmark on the EFA7 for the participant.
 - Allow the participant to see that their name and address has been checked off.

PROXY PICKUPS

- Expand the ability for authorized proxy pickups.
 - Remove the requirement to provide a new proxy (alternate pick-up) form or note for each distribution.
 - Remove the limitation of five (5) alternate pick-up forms being presented at one time.

CDSS will re-evaluate these actions and will follow-up with further guidance when necessary.

Please note that the information contained in this Informational Notice is subject to change.

If you have any questions regarding this Informational Notice, please contact your Program Consultant or Brandon Romano, Program Manager.