

Memorandum of Understanding for use by TEFAP Food Pantries

To connect interested pantry participants with one-on-one FoodShare application assistance from Feeding Wisconsin

The Food Pantry (name/ mailing address/contact phone/email address):

wishes to facilitate one-on-one assistance for its pantry participants who are interested in FoodShare information and/or application assistance. Using one of the three TEFAP-approved methods listed below, **the Food Pantry** will collect and confidentially transmit a TEFAP participant’s voluntarily-provided information (limited to first name, phone number and best time to call) to a Feeding Wisconsin FoodShare Outreach Specialist, who will then directly contact that self-identified TEFAP participant and assist them with FoodShare services. **Feeding Wisconsin** will provide the Food Pantry with an informational poster, referral forms, and when possible, the contact information of the specific Outreach Specialist who will be contacting pantry users to provide them assistance.

The **Food Pantry** is aware that acceptance or refusal of FoodShare application assistance will NOT affect household food distribution from the Pantry, and aware that TEFAP information is confidential; the TEFAP Pantry agrees it will relay the pantry participant’s voluntarily-provided contact information by choosing one of the following three TEFAP-approved methods for relay:

- The interested pantry participant will complete a **Feeding Wisconsin FoodShare outreach referral form** (available only where there is a FoodShare Outreach Specialist physically located*); the Pantry will hold completed forms in a Feeding Wisconsin envelope that will be retrieved by FW staff on the following schedule:

- The interested pantry participant will complete a **Feeding Wisconsin FoodShare outreach referral form which the Pantry will mail** to: Feeding Wisconsin, 2850 World Dairy Drive, Madison, WI 53718 in a self-addressed, stamped envelope provided by Feeding Wisconsin. Completed forms will be mailed on the following schedule:

- The Pantry will assist the pantry participant in submitting an **electronic referral form via www.GetAQUESTcard.org**. (Pantry coordinators and volunteers are not expected to utilize their personal devices.) Pantry volunteers or staff will log on to: www.GetAQUESTCard.org, click on the “contact us” button (right side of the screen), and help the interested individual load contact information. Feeding Wisconsin Helpline staff will follow-up within 48 business hours.

Parties to this MOU may amend it to re-designate from among the three information transmittal methods, or change the time and/or frequency of transmittal. This agreement may be terminated by written notice by either party at any time.

The Food Pantry agrees to follow FoodShare civil rights requirements outlined in Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), section 11(c) of the Food and Nutrition Act of 2008, as amended, the Age Discrimination Act of 1975 (Pub. L. 94-135) and the Rehabilitation Act of 1973 (Pub. L. 93-112, sec. 504) and all requirements imposed by the regulations issued pursuant to these Acts by the Department of Agriculture to the effect that, no person in the United States shall, on the grounds of sex, race, color, age, political belief, religion, handicap, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under FoodShare.

The Pantry assumes no liability or responsibility for transmitting the outreach requests to Feeding Wisconsin, but will make a good faith effort to consistently make transmittals through the agreed-upon process selected above. The Pantry understands that its choice to enter this agreement is voluntary and does not affect any other Wisconsin TEFAP policy or practice.

Print Authorized Representative of the Food Pantry	Signature	Date
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Print Authorized Representative of the Outreach Agency	Signature	Date
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*FoodShare Outreach Specialists are physically located in the following counties: Adams, Burnett, Chippewa, Clark, Columbia, Crawford, Dane, Dodge, Dunn, Eau Claire, Grant, Green, Iowa, Jackson, Jefferson, Juneau, Lafayette, Monroe, Pierce, Polk, Richland, Rock, St. Croix, Sauk, Trempealeau, and Vernon.

The Feeding Wisconsin FoodShare Helpline serves residents living in all counties across the state of Wisconsin.