



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

TO: TEFAP Executive Director
TEFAP Program Manager

FROM: Cheryl Schubel, Supervisor *CS*
Fiscal Management and Food Distribution

DATE: September 25, 2008

SUBJECT: RESPONSE REQUIRED-TEFAP Distribution of Administrative and
Food Entitlement Dollars

The Emergency Food Assistance Program (TEFAP) administrative dollars will be allocated in FY 2009 based on a weighted average of county poverty and unemployment indices. The amount of administrative dollars allocated to an agency will correlate to the number of households MDE expects to be served at least four times (minimum once per quarter) during the fiscal year. The amount of food entitlement dollars allocated will also be based on the number of households expected to be served.

To maximize the number of households receiving TEFAP and to utilize the administrative and food dollars in the most effective manner, the following formula will be used:

For every \$20.00 allocated to meet administrative expenses, one (1) household will be served at least four (4) times per year, verified with household signatures.

For every household assigned to an agency, \$38.00 in food entitlement dollars will be allocated for the year.

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Based on these calculations, Washtenaw County ETCS Group would receive \$39,693 in FY 2009 administrative funds to serve 1,985 households at least four (4) times during the year.

Your agency has two options:

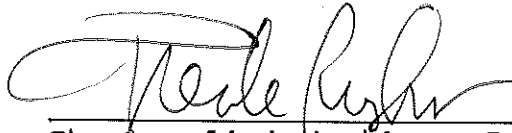
- 1. Accept the assigned household allocation with the supporting administrative funds; or
- 2. Request a reduced household assignment with a corresponding reduction in administrative funds.

Please complete and return this form to Kathy Rhodes by October 1, 2008. The FAX number is: 517-373-4022.

Indicate below the name and contact information of the person completing the form.

- YES, our Agency will be able to distribute commodities at least once every quarter to the number of households indicated above.
- NO, our Agency will NOT be able to distribute to the number of households every quarter, but we WILL be able to serve _____.

If your agency checked, "Yes" and additional resources become available, please indicate the number (if any) of households your agency could serve at least four (4) times each year _____.



 Signature of Authorized Agency Representative

9/26/08

 Date

734-544-2955 or 734 355 1499 (c)

 Phone Number