

FAQs about the Emergency Food Assistance Program (EFAP) - state program

CATEGORY: General

Question:	Answer:	EFAP Procedures Manual:
What does EFAP stand for?	EFAP is the state funded program that stands for "Emergency Food Assistance Program."	<i>Definitions</i>
Can new policies/rules be highlighted, clarified and identified in the EFAP Procedures Manual for Contractors and Subcontractors each biennium?	Unfortunately not, as we cannot have multiple versions of published manuals. However, we do attempt to highlight key changes via email. Procedure manuals are constantly being updated and improved.	<i>Introduction</i>

CATEGORY: Allowable Costs

Question:	Answer:	EFAP Procedures Manual:
What are allowable and non- allowable costs that EFAP can be spent on?	<p>EFAP funds can only be spent on costs directly related to food banking. Allowable costs are those associated with running a food bank or pantry. These include salaries, food, equipment, bills (utilities), gasoline, insurance and much more.</p> <p>EFAP funds shall not be used for expenses not directly associated with running a food bank or food pantry. These expenses include administrative expenses above the allowable 10 percent of the contract, and payment of mortgages or leases with option to buy.</p>	<i>POL - 500.1, 500.2, 500.3, 500.4</i>

CATEGORY: Documentation

Question:	Answer:	EFAP Procedures Manual:
Can space and operating costs be determined by percentage of use?	Yes, if this is part of the methodology applied to your cost allocation plan. Costs not directly charged, that are spread among more than one program, should be charged to appropriate programs according to the agency's cost allocation plan.	<i>POL - 500.2</i>
Is a cost allocation plan needed for space and operating costs?	Yes, if costs cannot be directly charged and are spread among more than one program.	<i>POL - 500.2</i>
What documentation is needed to ask for reimbursement for salaries?	Signed timesheets are the normally required documents. Your contractor may have different requirements. Please contact them for more information.	<i>POL - 500.2, 500.3</i>

What documentation is needed for mileage reimbursement?	Agencies (lead contractors and subcontractors) should have an agency policy that identifies how mileage reimbursement takes place at their organization. Reimbursement rates should be updated on a regular basis. Reimbursements can't be above the state-approved rate for mileage.	<i>POL - 500.2, 500.3</i>
What is the proper documentation for space and operating costs?	Develop an approved cost allocation plan unless all space and operating costs can be clearly itemized by individual programs.	<i>POL - 500.2, 500.3</i>

CATEGORY: Equipment

Question:	Answer:	EFAP Procedures Manual:
Can we purchase refrigerators or freezers costing between \$500 and \$5,000 with EFAP funds?	Yes, for purchases under \$5,000 no prior WSDA approval is needed. Contractors should have a policy guiding their subcontractor's purchases. For purchases \$5,000 or more, pre-approval from WSDA is needed. Note: For items needing pre-approval, the Food Assistance Equipment Purchase Request / Approval Form must be completed and sent to a representative with the Food Assistance programs. The state policy dictates that for purchases over \$10,000, three bids are required.	<i>POL - 500.4; FA Equipment Procurement Requirements and Guidelines; FA Equipment Purchase Request / Approval Form</i>
Should equipment purchases be considered under equipment or under operational costs? Is it based on value?	All equipment purchased for a food pantry or bank should be listed under equipment - this includes cold and frozen storage, pallet jacks, fork lifts, lift gates, delivery trucks and more. The exclusion to this would be computer equipment under \$5,000. This categorization is not based on value.	<i>POL - 500.4</i>

CATEGORY: Food

Question:	Answer:	EFAP Procedures Manual:
Does the state define what "nutritious food" means?	There is no state definition for nutritious foods, but we follow guidance from our Healthier Food Options reporting, which defines healthier food categories for "less" processed foods such as fruits, vegetables, dairy, grains, protein, and water – lower sugar, sodium and fat; 100% fruit juice and nutrient dense foods. Conversely, less healthy foods would include less nutrient dense foods that are typically "more" processed and higher in saturated fats, sodium and added sugars.	<i>Mission Statement and Food Assistance Programs Overview</i>

CATEGORY: Insurance

Question:	Answer:	EFAP Procedures Manual:
Does the state define what "insurance" means?	It is required that your agency secure adequate fidelity insurance, have public liability insurance, and general liability insurance. Refer to the insurance section of your contract or subcontract.	<i>POL - 400.2, 400.3</i>

What is an example of a certificate that programs can send to their lead contractor?	A certificate of insurance is issued to certify that the required policies of insurance listed have been issued to the insured named (food pantry or food bank) for the policy period indicated. Consult your insurer for more information. Refer to the insurance section of your contract or subcontract for specific requirements. Your budget will affect the amount of insurance coverage you are required to purchase.	<i>POL - 400.2, 400.3; FA Combined Contract; EFAP Food Pantry Subcontract</i>
What is the difference between additionally insured vs. certificate holder?	The term “certificate holder” would be the primary organization that the insurance policy covers. Additionally insured represents the additional organizations, such as WSDA, that are covered under an insurance policy.	<i>POL - 400.2, 400.3</i>

CATEGORY: Non-food Expenditures

Question:	Answer:	EFAP Procedures Manual:
Are interest, late fees, bank charges, and fees reimbursable by EFAP?	EFAP can only be spent on allowable costs directly related to food banking. Interest, late fees, bank charges and additional fees are unallowable costs.	<i>POL - 500.1</i>
Are bus tickets for clients an allowable cost under EFAP?	No, bus tickets for clients are unallowable. EFAP can only be spent on allowable costs directly related to food banking.	<i>POL - 500.1, 500.2, 500.3, 500.4</i>
Can a program buy diapers and other non-food items with EFAP? How much of their allocation can be spent on these type of items?	Listed essential non-food items may be purchased with EFAP funds, but these purchases cannot exceed 10% of the allocation.	<i>POL - 500.3</i>
Can garbage disposal services, car insurance, rent and/or utilities be reimbursed?	If approved by your contractor, this is an allowable expense and can be reimbursed proportionate to EFAP’s share.	<i>POL - 500.2, 500.3</i>
Can the cost the of a water cooler be reimbursed?	If approved by your contractor and related directly to food banking, this expense can be reimbursed proportionate to EFAP’s share.	<i>POL - 500.2, 500.3</i>
Can a newspaper or magazine subscription be reimbursed?	If approved by your contractor and related directly to food banking, this expense can be reimbursed proportionate to EFAP’s share.	<i>POL - 500.2, 500.3</i>
Can the rental of a Port-a-Potty be reimbursed?	If approved by your contractor and related directly to food banking, this expense can be reimbursed proportionate to EFAP’s share.	<i>POL - 500.2, 500.3</i>
Can repairs of more than \$500 be reimbursed?	If approved by your contractor, building maintenance and repair costs up to \$500 dollars are allowable. Repairs of equipment due to its transferable nature, if approved by your contractor and related directly to food banking, is an expense that can be reimbursed proportionate to EFAP’s share.	<i>POL - 500.2, 500.3</i>

Would EFAP funds cover gas for an agency van?	If approved by your contractor and related directly to food banking, this expense can be reimbursed proportionate to EFAP's share.	<i>POL - 500.2, 500.3</i>
Would EFAP funds cover marketing materials? Signage, Banners?	If approved by your contractor and related directly to food banking, this expense can be reimbursed proportionate to EFAP's share.	<i>POL - 500.2, 500.3</i>
CATEGORY: Reimbursement		
Question:	Answer:	EFAP Procedures Manual:
Can we buy food from a vendor and get reimbursed from EFAP?	Yes, it is an operational expense.	<i>POL - 500.3</i>
Do I have to submit an invoice for payment or can my organization make payment and then submit for reimbursement, along with documentation?	The contractor determines billing practices for its subcontractors. WSDA requires contractors to make payments and submit claims for reimbursement.	<i>POL - 800.1</i>
CATEGORY: Religious Activity		
Question:	Answer:	EFAP Procedures Manual:
We are a church-based organization. Can we put church literature into the food bags we hand out?	No. A food pantry may not put religious literature in food bags, pray in the presence of clients or ask clients if they would like to pray before, during or after receiving food. Food Pantry activities must be totally separate from any religious activities. However, a food pantry may have religious literature on a table or counter that clients may voluntarily take separate from any food pantry items received.	<i>POL - 400.4</i>
CATEGORY: Reporting		
Question:	Answer:	EFAP Procedures Manual:
How are report due dates determined by lead agencies? Can they be consistent with other reports?	Contractors are required to submit reports monthly to WSDA. Contractors determine when subcontractor reports are due to them.	<i>POL - 600.1</i>