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GAVIN NEWSOM
GOVERNOR

DATE: March 13, 2020

TO: ALL TEFAP PROVIDERS AND EXECUTIVE DIRECTORS

FROM: BRIAN KAISER, Chief
CalFresh and Nutrition Programs Bureau

**SUBJECT: INFORMATION NOTICE 20-03 REV.1
TEFAP INTERIM GUIDANCE ON CORONAVIRUS DISEASE
2019 (COVID-19)**

The purpose of this notice is to provide a revision to the interim guidance and information with regards to the Emergency Food Assistance Program (TEFAP) and the Coronavirus Disease 2019 (COVID-19) sent on March 11, 2020.

Effective March 13, 2020, for 60 days, the California Department of Social Services will be taking the following temporary actions to minimize exposure for both the providers staff and participants in the TEFAP.

1. Removing the signature requirement for receiving TEFAP Foods.
 - a. Effective immediately, TEFAP staff may sign on the participant's behalf and note "COVID-19" where the client would typically sign. (See *Attachment*)
 - b. Provider would put a checkmark on the EFA7 for the participant.
 - c. Allow the participant to see that their name and address has been checked off.
 - d. CDSS will re-evaluate this temporary action in 60 days and will follow-up on further actions if necessary.
2. Expand the ability for authorized proxy pickups.
 - a. Remove the requirement to provide a new proxy (alternate pick-up) form or note for each distribution.
 - b. Remove the limitation of five (5) alternate pick-up forms being presented at one time.
 - c. CDSS will re-evaluate this temporary action in 60 days and will follow-up on further actions if necessary.
3. Short-term proxy (alternate pick-up) sites may be implemented without prior authorization from CDSS. Short-term proxy agreements shall not exceed 90 days.

- a. The providers must contact and receive permission from each participant for the proxy service (via phone call or other means).
- b. The proxy may then sign on the behalf of the participant and indicate "COVID-19."
- c. The providers must notify CDSS of the locations of each short-term proxy site.
- d. CDSS will re-evaluate this temporary action in 60 days and will follow-up on further actions if necessary.

Guidance:

1. Encourage placing flyers or information regarding the COVID-19 virus during TEFAP distributions.
2. Prioritize the use of volunteer groups if you assemble TEFAP boxes and/or bags for distribution.
3. Providers can stay informed by visiting the federal [Centers for Disease Control and Prevention](#) website and the [California Department of Public Health](#) website. Both websites are updated daily with the latest information and advice for the public.
4. Based on the science we have today about COVID-19, it is spread through prolonged close contact with someone who is infected, not through the brief contact a person might have with others. As with any virus, especially during the flu season, the California Department of Public Health reminds every one of several steps' individuals can take to protect themselves and those around them:
 - Washing hands with soap and water.
 - Avoiding touching eyes, nose or mouth with unwashed hands.
 - Avoiding close contact with people who are sick.
 - Staying away from work, school or other people if you become sick with respiratory symptoms like fever and cough.

The FDU will update this guidance as needed and as additional information becomes available.

If you have any questions please contact Don Williams, Program Manager, by telephone at (916) 229-3336 or by email at Don.Williams@dss.ca.gov or your program consultant.