



**NORTH DAKOTA STATE PLAN OF OPERATION  
THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)  
Revised 2025**



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# The Emergency Food Assistance North Dakota State Plan of Operation

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North Dakota Department of Public Instruction  
Child Nutrition and Food Distribution

**I. Program Administration**

The Emergency Food Assistance Program (TEFAP) is a Federal program through the US Department of Agriculture (USDA) Food and Nutrition Services that helps supplement the diets of low-income Americans, including elderly people, by providing them with emergency food assistance at no cost. The USDA purchases a variety of nutritious, high quality USDA foods, and makes those foods available to State Distributing Agencies.

The amount of food each State receives out of the total amount of food provided is based on the number of unemployed persons and the number of people with incomes below the poverty level in the State. States provide the food to eligible recipient agencies (ERAs), such as food banks, which in turn distribute the food to ERAs, such as soup kitchens and food pantries that directly serve the public including low-income households.

**II. Designation**

The North Dakota Department of Public Instruction (NDDPI) has been designated as the State Agency (SA) responsible for the administration of the program and the distribution of TEFAP USDA foods and administrative funds in North Dakota. NDDPI enters into agreement with Great Plains Food Bank who then enters into agreement with the ERAs who administer the program to participants across the state.

Child Nutrition and Food Distribution Programs  
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600 E. Boulevard Ave. Dept. 201  
Bismarck, ND 58505-0440  
Phone: 701-328-2294  
Fax: 701-328-9566  
Website: <https://www.nd.gov/dpi>

**III. Standards of Eligibility (Local and Eligible Recipient Agencies)**

Eligible recipient agencies must be public or private non-profit (possess tax exempt status pursuant to 7 CFR 251.5(a)(3) organizations. ERAs must distribute USDA foods to needy persons for household consumption or in the form of prepared meals according to the eligibility guidelines set forth in the North Dakota TEFAP State Plan of Operation.

Priority is given to Emergency Feeding Organizations (EFO) such as food pantries and soup kitchens, as they directly provide services to relieve situations of emergency and distress through the provision of food to needy persons, including low-income, unemployed, and homeless persons.

ERAs must operate the program in accordance with the requirements of the TEFAP guidelines under parts 7 CFR 251 and food storage and distribution guidelines under 7 CFR 250.

- Program Agreements - Great Plains Food Bank must have a TEFAP agreement with all ERAs that will receive and distribute USDA foods through the TEFAP program.
- Eligibility Criteria for Households - ERAs must determine household eligibility according to the North Dakota TEFAP State Plan of Operation.
- Fiscal Administration and Administrative Funding - The NDDPI grants administrative funding to Great Plains Food Bank for costs associated with warehouse, transportation and other administrative responsibilities. Allowable expenses must be in accordance with 7 CFR 251.8(e). Quarterly financial reports or receipts must be submitted with any requests for funds.
- USDA Food Entitlement - NDDPI calculates yearly entitlement amounts for each ERA with an agreement with Great Plains Food Bank. Entitlement is tracked at the state level and shared with ERAs upon request.
- Record Retention - ERAs must maintain records relating to eligibility, distribution, and receipt of USDA foods for three years plus the current fiscal year (October through September), or longer if related to an audit or investigation.
- Civil Rights - ERAs must comply with Title VI of the Civil Rights Act of 1964. ERAs must ensure that the “And Justice for All” poster is placed in a location that is easily viewable to the public at all ERA distribution sites. All ERA staff and volunteers who have direct interactions with clients must complete the annual civil rights training provided by NDDPI. NDDPI will ensure that each ERA has met this requirement by tracking the completion of the training in NDFoods. ERAs must ensure that, to the extent feasible, publications announcing or explaining services furnished with USDA funds contain the most current non-discrimination statement. If space does not permit, the following statement may be used: USDA is an equal opportunity provider and employer.
- Distribution and Inventory Management - ERAs must accept responsibility to NDDPI for any improper distribution, or use of donated foods or for any loss of, or damage to, donated foods caused by their fault or negligence. USDA foods must be distributed at no cost to eligible persons, in amounts set forth in the North Dakota TEFAP State Plan of Operation, and without imposing any requirements upon recipients of USDA foods beyond those established by the SA. NDDPI will monitor inventory levels at Great Plains Food Bank and Great Plains Food Bank staff will monitor inventory levels at each ERA, under agreement, to ensure there is not an excess of a 6-month supply.

#### **IV. Eligible Recipient Agency Contacts**

NDDPI entered into a TEFAP ERA agreement with Great Plains Food Bank. Great Plains Food Bank enters into TEFAP agreements with all other ERAs, such as food pantries and soup kitchens, who operate the program at the local level and distribute USDA foods to participants.

Great Plains Food Bank  
1720 3rd Ave North  
Fargo ND 58102  
Phone: 701-232-6219 Fax: 701-232-3871  
Website: <http://www.greatplainsfoodbank.org/>  
Email: [info@greatplainsfoodbank.org](mailto:info@greatplainsfoodbank.org)  
All Counties Served

Contact information for all ERAs with an agreement with Great Plains Food Bank is listed in NDFoods. This information is updated annually by Great Plains Food Bank through the renewal process in NDFoods.

#### **V. Operations and Administration**

##### Administrative Funds

NDDPI allocates administrative funding to Great Plains Food Bank at the beginning of each program year or when funding becomes available from USDA. NDDPI allocates all but a small portion kept at the state level for administrative funding to support program activities.

NDDPI will reimburse the Great Plains Food Bank for all allowable expenditures to support the TEFAP program.

In North Dakota, 97% percent or more of TEFAP administrative funds are passed through to local operations. It is estimated that administrative funding is expended as follows:

- 97-99% - Direct reimbursement to Great Plains Food Bank to support program administrative and distribution expenses.
- 1-3% - SA administrative costs (currently \$2,499) to be matched at the same value plus one dollar, from state funds.

##### USDA Food Distribution

Great Plains Food Bank is responsible for the storage and distribution of USDA foods to all ERAs in North Dakota. Great Plains Food Bank offers TEFAP foods to all of the ERAs approved for the current program year.

NDDPI works in collaboration with Great Plains Food Bank to determine food needs for each program year. Decisions regarding the acceptance of bonus foods are made by NDDPI and Great Plains Food Bank resource staff by evaluating current inventory levels, demand for said products, and looking at future incoming foods to prevent an excess of inventory.

The frequency of food distribution to individual households shall be at the discretion of ERAs. The suggested rate of distribution in food pantries shall be one unit of product to households consisting of one to four individuals and two units of product to households consisting of five or more individuals. Exceptions to the distribution rate may be made at the discretion of the local food pantry director.

#### State Monitoring System

NDDPI will complete an administrative review of Great Plains Food Bank once every four years in accordance with current regulations to ensure compliance with the regulations and the State Plan of Operation.

Additionally, in accordance with USDA policy, the NDDPI will review 1/10 or twenty, whichever is fewer, of the ERAs under agreement with Great Plains Food Bank.

### **VI. Eligibility Criteria for Households**

Effective June 1, 2009, the eligibility requirements for participation in the program are based upon 200% of current poverty guidelines. Applicants receiving benefits in the Fuel Assistance, Supplemental Security Income, Supplemental Nutrition Assistance Program (SNAP), and The Temporary Assistance for Needy Families (TANF) programs shall receive categorical approval to receive program benefits. Income Guidelines will be updated upon notification from USDA.

Recipients must reside within the State of North Dakota. Length of residency shall not be considered a factor when determining eligibility for TEFAP. Recipients are not required to provide an address on the TEFAP application and can instead provide a signature or initial to attest to their residency in North Dakota by indicating as such on the TEFAP Application. Recipients receiving food for household consumption must complete the TEFAP Application, or equivalent document, to record that each household receiving USDA food meets the eligibility criteria. Recipients shall attest to their eligibility by signing or initialing the TEFAP Application or equivalent document. Recipients receiving food as a prepared meal in a congregate meal setting are presumed to be needy and do not have to attest to their eligibility to receive TEFAP foods.

Applicants are not required to provide proof of income or categorical eligibility.

