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**GAVIN NEWSOM**  
GOVERNOR

**DATE:** March 11, 2020

**TO:** ALL TEFAP PROVIDERS AND EXECUTIVE DIRECTORS

**FROM:** BRIAN KAISER, Chief  
CalFresh and Nutrition Programs Bureau

**SUBJECT: TEFAP INTERIM GUIDANCE ON CORONAVIRUS DISEASE  
2019 (COVID-19)**

The purpose of this memo is to provide interim guidance and information with regards to the Emergency Food Assistance Program (TEFAP) and the Coronavirus Disease 2019 (COVID-19) to all California TEFAP agencies (Providers) and executive directors.

Until further notice, the following waivers and guidance is provided to assist in the prevention of the spread of COVID-19 by limiting exposure for both the providers staff and participants in TEFAP.

**Temporary Waivers:**

1. The participant (or regular proxy) signature is temporarily not required to receive the TEFAP foods.
  - a. Effective immediately, TEFAP staff may sign on the participant's behalf and note "COVID-19" where the client would typically sign.
  - 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.
  
2. Short-term proxy (alternate pick-up) sites may be implemented without prior authorization from the Food Distribution Unit (FDU). 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 FDU of the locations of each short-term proxy site.
  
3. Site closures and notice to the participants: If a distribution site closes, the providers should make every attempt to contact each participant (via phone or

other means) with as much advance notice as possible to inform them of site changes. Providers must also provide notice of an alternate location. In addition, a notice/flyer must be posted at the closed site with referral information.

**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](mailto:Don.Williams@dss.ca.gov) or your program consultant.