Kansas Department of Social and Rehabilitation Services
Janet Schalansky, Secretary

Integrated Service Delivery - Candy Shively, Deputy Secretary (785) 296-3271

Economic and Employment Support - Sandra Hazlett, Director (785) 296-3349

MEMORANDUM

To: TEFAP Area Coordinators **Date:** June 18, 2001

From: Ron Hamilton **RE:** Annual July 1 TEFAP Revision

Revision number nine of the Kansas Commodity Distribution Manual (KCDM) has been approved with an effective date of July 1, 2001. This includes the following:

- New Federal Fiscal Year 2001 poverty income guidelines,
- The addition of 25.6 ounce boxes of nonfat dry milk to the Food Distribution Guidelines, and
- An increase in the TEFAP mileage reimbursement rate to 33 cents per mile.

Instructions for implementing these changes include:

1. Area offices will distribute a copy of the manual revision to all TEFAP participating organizations and individuals having Kansas Commodity Distribution Manuals or TEFAP implementation responsibilities.

2. Request from the SRS Food Distribution Unit the total number of copies of this memo and manual revision needed to provide the information to all TEFAP participating organizations in their respective management area.

3. All Kansas Commodity Distribution Manuals will be updated by doing the following:

   - Remove page 2-3, Determination of Income and page 2-4, Income Standards (Rev. 6/00). Insert new pages 2-3, 2-4 (Rev. 6/01).
   - Remove page 6-3, Shipping/Transportation (Rev. 6/98) and page 6-4, Non-Allowable Expenses. Insert new pages 6-3 (Rev. 6/01), 6-4.
   - Remove page 8-12, Exhibit E, Declaratory Statement/Inventory Control (Rev. 6/00). Insert new page 8-12 (Rev. 6/01).
   - Remove page 8-13, Exhibit F, Guidelines for Distributing Commodities (Rev. 6/00). Insert new page 8-13 (Rev. 6/01).

All of these changes are effective **July 1, 2001.** Your help in communicating with and assisting participating organizations in implementing these revisions is very much appreciated.