


**The Emergency Food Assistance Program Partnership Agreement  
Between Genesee County Community Action Resource Department (GCCARD) And Saginaw County Community Action Committee  
Fiscal Year 2025- October 1, 2024, through September 30, 2025**

This agreement between The Emergency Food Assistance Program (TEFAP) agencies is for ordering, warehousing, allocating, and delivering United States Department of Agriculture (USDA) Foods for TEFAP. By entering into this agreement, the partner agency authorizes Genesee County Community Action Resource Department to serve as the administrative and lead agent.

It is agreed that:

1. Both agencies remain eligible for the receipt of USDA Foods as determined by the Michigan Department of Education (MDE).
2. Entitlement dollars for USDA Foods for each agency will be established by MDE. Administrative funding will be allocated directly to each agency by MDE.
3. The lead agency will survey partner agencies when placing food orders.
4. The lead agency will receive, store, track, and work with partner agency to delivery/pick up USDA Foods in accordance with the policies and regulations designated by MDE and USDA.
5. The partner agency agrees to accept its fair share of product or surrender its share to the lead agency.
6. The partner agency agrees to provide timely responses to the lead agency when surveyed on food order options, and other time sensitive opportunities such as USDA Bonus or other offerings.
7. All agencies will comply with MDE and USDA policies, rules, and regulations.
8. Individual agencies are responsible for submitting required reports directly to MDE when requested.
9. Ordering, warehousing, and/or delivery fees will be established by the lead agency if applicable. Fees may be noted here:
10. Either party may terminate this agreement by giving a non-waivable ninety (90) days' notice in writing to the other party. This required time frame will allow for the reconciliation of all inventories. Subject to such notice of termination or cancellation of the agreement, the parties agree to comply with the instructions of MDE to distribute all remaining inventories of USDA Foods in accordance with the provisions of the TEFAP Application-Agreement on file with MDE or release USDA Foods to MDE at no cost.

<b>Partner Agency</b>	
<b>Authorized Personnel (Printed Name) and Signature</b>	
Hurley J. Coleman III	
<b>Date</b>	
9/30/24	

<b>Lead Agency</b>	
<b>Authorized Personnel (Printed Name) and Signature</b>	
<b>Date</b>	

**The Emergency Food Assistance Program Agreement Fiscal Year 2025  
Michigan Department of Education and Lead Ordering Agency**

This agreement between The Emergency Food Assistance Program (TEFAP) Partnership and the Michigan Department of Education (MDE) defines the roles and responsibilities of all parties.

The partnership lead will submit to MDE:

1. A list of all partner agencies and the contact for each agency.
2. The name and contact information for the lead and back up persons responsible for entering shipment receipts into WBSCM.

General duties of the lead agency:

1. Enter all shipment receipts into WBSCM within two calendar days of receipt.
2. Survey cooperative/partner members prior to ordering and document efforts.
3. Ensure and provide documentation to all partner agencies their fair share of TEFAP foods as defined by MDE.
4. Maintain all TEFAP records for a period of three years plus the current year.
5. Ensure that the contracted warehouse, distributor, or agency receiving direct shipments is insured for the full market value of the USDA Foods.

MDE will provide:

1. A monthly TEFAP order status report that includes all the products ordered by the partnership, the delivery dates, and whether the product is entitlement or bonus.

This agreement is subject to amendments resulting from USDA regulatory and/or policy changes.

The parties signing this agreement agree to the above terms and conditions.

Lead Agency Genesee County Community Action Resource Department (GCCARD)	
Lead Agency Contact (810) 789-3746	Lead Agency Email kmoton@geneseecountymi.gov

Partner Agency Saginaw CAC	
Partner Agency Contact (989) 753-7741	Partner Agency Email mmcmath@saginawcac.org

WBSCM Staff Karen Moton	WBSCM Staff Email kmoton@geneseecountymi.gov
Back Up WBSCM Staff Marcy Norris	Back Up WBSCM Staff Email Mnorris@geneseecountymi.gov

Lead Agency Representative Signature

Date

MDE Representative Signature

Date

Good morning Karen,

It has been updated. Please see the attached and below and let me know if you have any questions.  
Thank you!

GC Partnership - 2025 tentative Entitlement		Total Orders	Balance
Fair Share	\$ 567,853.56	\$ 290,613.58	\$ 277,239.98
GC TEFAP entitlement=78.49%			
Saginaw TEFAP entitlement=21.51%			

Victoria Hwang, Departmental Analyst  
Food Distribution Unit  
Office of Nutrition Services  
Michigan Department of Education  
Phone: 517-241-5350