



**LIVE UNITED®**

## Emergency Food & Shelter Program (EFSP)

HFUW LRO Training Module (rev. 4/03/2023)



Heart of Florida United Way

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# Purpose

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- This presentation aims to inform LROs on how to submit payment requests.
- This document should be kept as reference for LROs – LROs will be emailed with link to location of presentation.
- ***Please Note:*** The EFSP policies described in this document are updated in accordance with the following:
  - EFSP Phase 35 Responsibilities and Requirements Manual
  - The Phase 40 Responsibilities and Requirements Manual has not been released by National

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# Emergency Food & Shelter Program (EFSP)

Overview

# EFSP Overview

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- **EFSP funds are Federal funds made available through the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA).**
- **The EFSP funding is open to all organizations helping hungry and homeless people. EFSP funds must be used to supplement feeding, sheltering (including transitional sheltering), and rent/mortgage and utility assistance efforts only.**

# EFSP Overview

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- **The Emergency Food and Shelter Program (EFSP) was created in 1983 to supplement and expand the work of local social service agencies, both nonprofit and governmental, to help people with economic emergencies (not disaster-related [i.e., fires of any kind, floods, tornadoes, etc.] emergencies).**
- **EFSP funds are not to be used to provide emergency assistance for circumstances that are the immediate result of a disaster situation. EFSP funds may be used to provide economic assistance in the long term, even if an earlier disaster occurrence may have impacted the current circumstances.**

# EFSP Overview

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- No individual, family, or household may be charged a fee for service or be required to attend religious/counseling services with relation to assistance received under EFSP.
- In accordance with the legislation, the National Board encourages Local Boards, the decision-making local bodies, to place special emphasis on identifying and assisting the elderly, families with children, Native Americans, and Veterans.

# Ineligible Program Costs

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- Cash payments of any kind
- Payments made in any form other than a check, credit card, or electronic payment
- Advances or reimbursements to staff, volunteers, or clients for program purchases
- **Payments made more than 70 days after the receipt/invoice or client intake date**
- Reimbursement to other LROs or agencies (other than food banks)
- Bank fees, membership fees to food banks, shopping clubs, etc.
- **Deposits of any kind**
- Administrative cost reimbursement to state or regional offices of governmental or voluntary organizations

# Ineligible Program Costs

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- Use of administrative funds for purposes other than administering EFSP
- No meals/food, or beverages may be purchased for EFSP Local Board meetings with the administrative funding
- Lobbying efforts
- **Expenditures made outside jurisdiction's spending period**
- No pre-payment for expenses or services not yet rendered or incurred
- Telephone costs, salaries, or office equipment by LRO, except as administrative allowance
- Rental security deposit or revolving loan accounts
- Payments for first month's mortgage, or down payment on mortgage

# Ineligible Program Costs

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- Payment on home equity loan or home equity line of credit
- Purchase/lease of real property (land or buildings) of any kind
- Property taxes of any kind, escrow accounts, insurance, legal fees, or condo fees
- Late fees for rent, mortgage, or utility assistance
- Lease-purchase agreements or equipment leases
- Routine maintenance of LRO facilities
- Routine maintenance or service contracts on equipment

# Ineligible Program Costs

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- Construction, rehabilitation, or remodeling for expansion of service
- Repairs of any kind to an individual's home or apartment
- Supplies or equipment purchases for an individual's home or private use
- Transportation of people not related to the direct provision of food or shelter
- Transportation to a relative's or friend's home
- Gas or repairs for client-owned vehicles, maintenance or repairs to LRO-owned vehicles
- Emergency assistance for disaster victims, supplies bought for or in anticipation of a disaster (i.e., fires of any kind, floods, tornadoes, etc.)

# Ineligible Program Costs

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- Prescription medication, medical supplies, or vitamins
- Clothing (except underwear/diapers for clients of mass shelters, if necessary)
- **An LRO may not operate as a vendor for itself or other LROs, except for the shared maintenance fee for food banks**
- Staff events/functions/meals of any kind
- Direct expenses associated with new or expanded services or to prevent closing
- No payments on account
- Meal costs above the normal daily basic meal cost
- Reserving or withholding funds in anticipation of a future need
- Supplementing foster care costs

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# HFUW's Role & Responsibilities

HFUW & EFSP

# **HFUW's Role & Responsibilities**

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- **Heart of Florida United Way (HFUW) is the administrator for EFSP funds in three jurisdictions:**
  - 168000 (Orange County)
  - 168400 (Osceola County)
  - 171800 (Seminole County)
- **As EFSP administrator, HFUW is bound by the guidelines provided in the EFSP Responsibilities and Requirements Manual and all applicable addendums to the EFSP program manual.**

# **HFUW's Role & Responsibilities**

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**For National Board purposes, a Fiscal Agent is an LRO that maintains all EFSP financial records for another agency under a single grant.**

# HFUW's Role & Responsibilities

- **As EFSP administrator, HFUW is responsible for:**
  - Convening the Local Boards
  - Keeping abreast of all EFSP policies and procedures
  - Receiving and disseminating notification of available EFSP funds
  - Managing the EFSP application process
  - Managing data entry into the EFSP National website (including the Board Plan, any Reallocation Requests, Interim Report and 2<sup>nd</sup> Payment Requests, the Final Report, Variance Requests, managing LB and LRO information, and updating the Local Board Roster)
  - Monitoring EFSP spending and LROs
  - **HFUW is responsible for issuing all payments to vendors, with no exceptions.**

# HFUW's Role & Responsibilities

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## HFUW Fiscal Responsibilities:

- Once payment requests have been received from the LRO, HFUW will process and verify requests and process and verify invoices submitted.
- HFUW will ensure payment requests submitted by LROs are not duplicated across jurisdictions or across EFSP phases.
  - If an LRO submits a payment request for Other Food and the invoice is split between jurisdictions, HFUW will ensure the split occurs for the same EFSP phase and that the total payment does not exceed the allowable invoice costs.

# HFUW's Role & Responsibilities

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## HFUW Fiscal Responsibilities:

- No payment requests will be processed via the [EFSP@hfuw.org](mailto:EFSP@hfuw.org) email.
- Any payment submissions that have errors will be deleted and LROs will have to resubmit.
- **The verification of payment requests is part of HFUW's ongoing LRO monitoring process.**

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# How to Submit for Payment

Web Links & Forms



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# **Before you submit for payments**

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- **LROs must select vendors whose requirements do not conflict with EFSP requirements.**
- **LROs must provide a preference of vendors for, the purchase or acquisition of goods, products, or materials produced in the United States.**
- **Vendors must be able to provide a vendor-originated invoice and must be able to accept an EFSP-acceptable method of payment.**
  - **If a vendor only accepts cash, they may not be used for EFSP-provided services unless they agree to accept an agency check or other EFSP-acceptable payment method.**

## Before you submit for payments

- Phase 39 and ARPAPAR spending period ends on December 31, 2023.
- **LRO's MUST SPEND ALL Phase 39 and ARPAPAR FUNDS BY December 31, 2023.**
- Only the categories of Mass Shelter and Meals Served can back bill to November 1, 2021.
- Only LROs who received funding for the categories of Mass Shelter and Meals Served will be paid directly; for all other categories, HFUW must make the payment to the vendor.

# Process by Funding Categories

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- <https://secure.hfuw.org/epledge/EFN>
- **There are two processes:**
  1. **Mass Shelter, Mass Feeding/Warm Meals, Other Foods, Other Foods- Food Banks-** There will be a *link* to be able to upload payment requests.
  2. **Rent/Mortgage & Utilites-** Client info entered into MAACLink & a "*packet*" will be submitted to the secure [EHS@hfuw.org](mailto:EHS@hfuw.org) email.

# Mass Shelter Notes

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## Mass Shelter Expenses

- Per diem allowance of exactly \$12.50 per person per night for mass shelter providers (five beds or more in one location).
- Supporting documentation (Sign-In Logs) must be retained on-site by the LRO in accordance with the guidelines in the EFSP National policies and procedures (at least 3 years).
- HFUW will process the payment reimbursement *only if* all invoices and documentation are accurate and complete.
- **Invoices must be submitted between** November 1, 2021, and December 31st, 2023





# Mass Shelter Daily Per Diem Log - Example

**Emergency Food & Shelter Program - Phase 38**  
**Mass Shelter Daily Per Diem Schedule**

Local Board#: 1680

LRO ID #: 35

LRO Name: Harbor House of Central Florida, Inc.

Street Address: P.O. Box 680748  
Orlando, Florida 32868

*Please note : Enter only one (1) calendar month per schedule/log.*

Date (MM/DD/YY)	Number of Clients Served	Per Diem Rate	Total
01/01/21	57	12.50	712.50
01/02/21	60	12.50	750.00
01/03/21	59	12.50	737.50
01/04/21	57	12.50	712.50
01/05/21	54	12.50	675.00
01/06/21	55	12.50	687.50
01/07/21	54	12.50	675.00
01/08/21	56	12.50	700.00
01/09/21	56	12.50	700.00
01/10/21	55	12.50	687.50
01/11/21	56	12.50	700.00
01/12/21	57	12.50	712.50
01/13/21	56	12.50	700.00
01/14/21	52	12.50	650.00
01/15/21	55	12.50	687.50
01/16/21	50	12.50	625.00
01/17/21	51	12.50	637.50
01/18/21	51	12.50	637.50
01/19/21	51	12.50	637.50
01/20/21	51	12.50	637.50
01/21/21	48	12.50	600.00
01/22/21	42	12.50	525.00
01/23/21	49	12.50	612.50
01/24/21	49	12.50	612.50
01/25/21	49	12.50	612.50
01/26/21	49	12.50	612.50
01/27/21	48	12.50	600.00
01/28/21	46	12.50	575.00
01/29/21	52	12.50	650.00
01/30/21	48	12.50	600.00
01/31/21	48	12.50	600.00
Total # of Clients	1621	Grand Total	\$20,262.50



# Mass Shelter Submitting Request for Payment

## Emergency Food & Shelter Program Payment Request: Mass Shelter

Before submitting any payment requests, please review all of the Emergency Food & Shelter Program (EFSP) information provided on the [Emergency Funds Network website](#), which includes the:

- EFSP spending periods;
- Most recent EFSP manual;
- EFSP allowable costs, limitations, and requirements for payments.

Please use this link to provide information for payments regarding the following EFSP category:

- **Mass Shelter**

### **Please Note**

Please review your organization's payment request information and required documentation **prior** to submitting this payment request. No payment details or follow up information for mass shelter, other shelter, meals served, and other food will be accepted by email.

Your organization will be notified by email if your payment request has been approved or denied. If the payment request has been denied, your organization is required to make all corrections and resubmit the request through this website.

Any questions regarding EFSP may be sent to [EFSP@hfuw.org](mailto:EFSP@hfuw.org).

Next

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 SurveyMonkey  
See how easy it is to [create a survey](#).

## Emergency Food & Shelter Program Payment Request: Mass Shelter

\* 1. EFSP Phase Number

\* 2. Jurisdiction (choose one)

\* 3. LRO Name & LRO#

\* 4. Month for Reimbursement (MM/YYYY)

\* 5. Total Amount Applied to EFSP

**Please Be Advised:** The above month and year may only apply to **one** EFSP Phase. The total amount of available EFSP funds will be applied to this request. If the amount of the request is more than the



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# Mass Shelter Submitting Request for Payment

\* 5. Total Amount Applied to EFSP

**Please Be Advised:** The above month and year may only apply to one EFSP Phase. The total amount of available EFSP funds will be applied to this request. If the amount of the request is more than the amount of available funds, the request may not be resubmitted to a different EFSP Phase.

If you have any questions about the amount of EFSP funding available to your organization, please email [EFSP@hfuw.org](mailto:EFSP@hfuw.org) **prior** to submitting your payment request.

\* 6. Mass Shelter Daily Per Diem Log

Upload the Mass Shelter Daily Per Diem Log (only one month per log) showing the approved EFSP daily rate and number of persons sheltered by date with totals.

Choose File

No file chosen

\* 7. Supporting Documentation

Upload the service records and/or sign-in logs corroborating the number of persons sheltered by date.

Choose File

No file chosen

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Per meal log must show a **daily** count. Sample per meal log and guidance are available on EFSP website under Forms and listed on the dashboard under Final Report.

**Meals Served:** <https://www.surveymonkey.com/r/EFSPMealsServed>

- Complete the online request form;
- Upload the Meals Served Daily Per Meal Log (only one month per log) showing the approved EFSP meal rate and the number of meals served by date with totals; and,
- Upload supporting documentation (service records and/or sign-in logs corroborating the number of meals served by date).
- The per meal allowance is **exactly \$3.00 per meal served** for LROs providing congregate meal services.

**Invoices must be submitted within the spending period.**



# Meals Served – Mass Feeding Submitting Request for Payment

## Emergency Food & Shelter Program Payment Request: Meals Served

Before submitting any payment requests, please review all of the Emergency Food & Shelter Program (EFSP) information provided on the [Emergency Funds Network website](#), which includes the:

- EFSP spending periods;
- Most recent EFSP manual;
- EFSP allowable costs, limitations, and requirements for payments.

Please use this link to provide information for payments regarding the following EFSP category:

- **Meals Served**

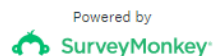
### **Please Note**

Please review your organization's payment request information and required documentation **prior** to submitting this payment request. No payment details or follow up information for mass shelter, other shelter, meals served, and other food will be accepted by email.

Your organization will be notified by email if your payment request has been approved or denied. If the payment request has been denied, your organization is required to make all corrections and resubmit the request through this website.

Any questions regarding EFSP may be sent to [EFSP@hfuw.org](mailto:EFSP@hfuw.org).

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## Emergency Food & Shelter Program Payment Request: Meals Served

\* 1. EFSP Phase Number

\* 2. Jurisdiction (choose one)

\* 3. LRO Name & LRO#

\* 4. Month for Reimbursement (MM/YYYY)

\* 5. Total Amount Applied to EFSP

**Please Be Advised:** The above month and year may only apply to **one** EFSP Phase. The total amount of available EFSP funds will be applied to this request. If the amount of the request is more than the



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# Meals Served – Mass Feeding Submitting Request for Payment

5. Total Amount Applied to EFSP

**Please Be Advised:** The above month and year may only apply to one EFSP Phase. The total amount of available EFSP funds will be applied to this request. If the amount of the request is more than the amount of available funds, the request may not be resubmitted to a different EFSP Phase.

If you have any questions about the amount of EFSP funding available to your organization, please email [EFSP@hfuw.org](mailto:EFSP@hfuw.org) **prior** to submitting your payment request.

\* 6. Meals Served Daily Per Meal Log

Upload the Meals Served Daily Per Meal Log (only one month per log) showing the approved EFSP meal rate and the number of meals served by date with totals.

Choose File

No file chosen

\* 7. Supporting Documentation

Upload supporting documentation (service records and/or sing-in logs corroborating the number of meals served by date).

Choose File

No file chosen

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## Other Food Notes

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### Other Food (Food Purchases for Food Banks/Pantries and Other Food Providers)

- Includes the purchase of food, food vouchers, and gift certificates for food (gift certificates must be marked “Food Only”).
- Only food banks may operate under EFSP as both a vendor and an LRO.

## Other Food Notes

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- The purchase of food (hot meals, groceries) and dessert items (e.g., cookies, snack food, candy, etc.) used as a part of a daily meal plan may be purchased in limited amounts.
- **For Gift Cards Orders:** Upload the unpaid gift card order form. **Note:** Gift cards are eligible only if they can be marked/encoded “Food Only”, “Food & Diapers Only” or “Food, Diapers & Feminine Hygiene Items Only”. The same applies for food vouchers and gift certificates. There must be an agreement with the vendor that food, food and diapers only or food, diapers and feminine hygiene items only will be allowed, and no cash will be returned to clients.

# Other Food Notes

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## Other Food

- LROs must submit dated unpaid invoices for food purchased.
- Unpaid invoices no more than 70 days old must be submitted to HFUW for payment.
- HFUW must issue the payment directly to the food vendor within 90 days of the invoice date.

## Other Food

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- <https://secure.hfuw.org/epledge/EFN>
- **Other Food:** <https://www.surveymonkey.com/r/EFSPOtherFood>
- **For Payment:** LROs must go to HFUW's website above to:
- Complete the online request form; and,
- Upload dated and detailed **unpaid invoices that are no more than 70 days old.**



# Other Food Submitting Request for Payment

## Emergency Food & Shelter Program Payment Request: Other Food Expenditures

Before submitting any payment requests, please review all of the Emergency Food & Shelter Program (EFSP) information provided on the [Emergency Funds Network website](#), which includes the:

- EFSP spending periods;
- Most recent EFSP manual;
- EFSP allowable costs, limitations, and requirements for payments.

Please use this link to provide information for payments regarding the following EFSP category:

- **Other Food Expenditures**

### **Please Note**

Please review your organization's payment request information and required documentation **prior** to submitting this payment request. No payment details or follow up information for mass shelter, other shelter, meals served, and other food will be accepted by email.

Your organization will be notified by email if your payment request has been approved or denied. If the payment request has been denied, your organization is required to make all corrections and resubmit the request through this website.

Any questions regarding EFSP may be sent to [EFSP@hfuw.org](mailto:EFSP@hfuw.org).

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## Emergency Food & Shelter Program Payment Request: Other Food Expenditures

\* 1. EFSP Phase

\* 2. Jurisdiction

\* 3. LRO Name & LRO#

\* 4. Invoice Date

Enter the invoice date below, which should not be more than 70 days older than today's date.

Date



\* 5. Invoice Number



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# Other Food Submitting Request for Payment

\* 7. Total Invoice Amount

\* 8. Total Amount Applied to EFSP (for food costs only)

**Please Be Advised:** The purchase of food (hot meals, groceries) and dessert items (e.g., cookies, snack food, candy, etc.) used as a part of a daily meal plan may be purchased in limited amounts. The purchase of gift certificates for food (gift certificates must be marked "Food Only", "Food & Diapers Only" or Food, Diapers & Feminine Hygiene Items Only").

HFUW will issue the payment directly to the food vendor within 90 days of the invoice date.

The above request may only apply to **one** EFSP Phase. The total amount of available EFSP funds will be applied to this request. If the amount of the request is more than the amount of available funds, the request may not be resubmitted to a different EFSP Phase.

If you have any questions about the amount of EFSP funding available to your organization, please email [EFSP@hfuw.org](mailto:EFSP@hfuw.org) **prior** to submitting your payment request.

\* 9. Unpaid Invoice or Gift Cards Order Form

Upload the unpaid, dated vendor invoices for food purchases only or the unpaid gift card order form.

Choose File

No file chosen

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# Other Food (Food Purchases for Mass Feeding) Invoice Example

- 1: Ensure your LRO's name is on the invoice
- 2: Ensure the **pickup date** is no more than 70 days old.
- 3: Review the invoice to identify the costs of **only the food items**.
- 4: Ensure the amount charged to EFSP matches or is less than the total cost of food items.

0100 Second Harvest Food Bank of Central Florida  
411 Mercy Drive  
Orlando, FL 32805  
Tel: 407-295-5009

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Agency No: **05061GA**  
**1** Heather Petrusky  
Jewish Family Services Of Greater Orlando  
2100 Lee Road, Suite A  
Winter Park FL 32789

Phone#: (407)644-7593  
**2** Invoice No: **620549**  
Order Date: **08/11/2021**  
Pickup Date: **08/18/2021**  
Pickup Time: **8:00 am**

Ship Via: 111 Delivered by Universal Truck

Product Reference	Description	Storage	Quantity	Unit	---Weight---	Total	Shared Maintenance	Cost	Total
<b>Purchase Food</b>									
PUR-1149	Potatoes Mix Au Gratin 12-4.7oz was pur-82	Dry	10.00	7	65.00	\$0.00	\$0.00	\$8.76	\$87.60
PUR-1162	Beans Pinto Low Sodium 24-15.5oz =PUR-1111	Dry	4.00	27	108.00	\$0.00	\$0.00	\$12.77	\$51.08
PUR-1226	Beans Black Low Sodium 24-15oz = PUR-1315	Dry	4.00	27	108.00	\$0.00	\$0.00	\$12.77	\$51.08
PUR-1258	Vegetables Mixed No Salt 24-15oz = PUR-689	Dry	6.00	27	162.00	\$0.00	\$0.00	\$18.77	\$112.62
PUR-213	Peaches Sliced 12/15oz Light Syrup = Pur-88	Dry	10.00	14	142.00	\$0.00	\$0.00	\$10.35	\$103.50
PUR-234	Potatoes Sweet (Yams) 12/15oz	Dry	10.00	13	130.00	\$0.00	\$0.00	\$10.14	\$101.40
PUR-295	Pear Halves in Light Syrup 12/15oz =PUR-1227	Dry	10.00	12	120.00	\$0.00	\$0.00	\$10.49	\$104.90
PUR-320	Milk 1% Shelf Stable 12/32oz Cartons	Dry	10.00	24	240.00	\$0.00	\$0.00	\$17.23	\$172.30
PUR-342	Jelly Grape "Plastic Squeeze" 12/20oz =PUR-9342	Dry	6.00	16	96.00	\$0.00	\$0.00	\$11.49	\$68.94
PUR-452	Jelly Strawberry Squeeze Bottle 12/19oz	Dry	6.00	15	90.00	\$0.00	\$0.00	\$11.49	\$68.94
PUR-515	Cereal Crispy Rice 14/12oz = PUR-1287	Dry	10.00	11	105.00	\$0.00	\$0.00	\$18.03	\$180.30
PUR-81	Spaghetti Sauce Low Sodium 24/15oz = PUR-838	Dry	10.00	27	270.00	\$0.00	\$0.00	\$18.32	\$183.20
PUR-9125	Soup Tomato 24-10.5oz = PUR-1301	Dry	10.00	16	158.00	\$0.00	\$0.00	\$12.52	\$125.20
PUR-9142	Pasta Spaghetti 20-16oz = PUR-829	Dry	10.00	21	210.00	\$0.00	\$0.00	\$11.49	\$114.90
PUR-929	Mac & Cheese Dinner 24-7.25oz	Dry	6.00	13	75.00	\$0.00	\$0.00	\$9.26	\$55.56
PUR-935	Peanut Butter Creamy 12-18oz = Pur-825	Dry	10.00	16	160.00	\$0.00	\$0.00	\$20.23	\$202.30
PUR-9440	Tuna Chunk Light in Water 48-5oz Pop Top	Dry	10.00	20	200.00	\$0.00	\$0.00	\$29.01	\$290.10
PUR-9467	Pasta Elbow Macaroni 20-16oz =PUR-824	Dry	4.00	21	84.00	\$0.00	\$0.00	\$11.48	\$45.92
PUR-9608	Soup Cream of Mushroom 24-10.5oz =PUR 818	Dry	10.00	16	158.00	\$0.00	\$0.00	\$11.91	\$119.10
			156.00		2,681		\$0.00		\$2,238.94
<b>TEFAP Orange P1</b>									
TEFO-216	Pork, Canned 100139	Dry	4.00	43	172.00	\$0.00	\$0.00	\$0.00	\$0.00
TEFO-228	Applesauce 100207	Dry	10.00	27	270.00	\$0.00	\$0.00	\$0.00	\$0.00
			14.00		442		\$0.00		\$0.00
<b>Invoice Totals:</b>			170		3,123		\$0.00		\$2,238.94

**4**

**TOTAL CHARGES:** \$2,238.94  
**Amount Owed:** \$2,238.94 → *EFSP Phase 38 Charge \$2,238.94*

# Other Food – Food Banks as Vendors

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- **FOR SECOND HARVEST ONLY**
- <https://secure.hfuw.org/epledge/EFN>
- **Other Food - Food Banks:** <https://www.surveymonkey.com/r/EFSPFoodBanks>
- Food Banks can be both LROs directly serving clients and vendors to other LROs.
- Therefore, Food Banks can receive direct payment if LRO's purchase food items from them.
- **Submitting monthly or bi-monthly requests for payment will assist in smooth processing of paperwork (70-day invoice rule).**



## Other Food (Food Purchases for Food Banks/Pantries and Other Food Providers) – Invoice Example

1: Ensure the name of the partner agency is on the invoice and that it matches the agency's name on the spreadsheet.

2: Ensure the **pickup date** is no more than 70 days old.

3: Review the invoice to identify the costs of **only the food items**.

4: Ensure the amount charged to EFSP matches or is less than the total cost of food items.

0100 Second Harvest Food Bank of Central Florida  
 411 Mercy Drive  
 Orlando, FL 32805  
 Tel: 407-295-5009 Fax: (407) 295-5299

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Agency No: OE1049 Phone#: (407)402-6568 Invoice No: 602854B

**1**

Shepherd Vision Missionary, Inc  
 1415 W. Central Blvd.  
 (Heart 2 Heart Bldg.)  
 Orlando FL 32805

**2**

Order Date: 03/12/2021  
 Pickup Date: 03/18/2021  
 Pickup Time: 8:00 am

Ship Via: \*\*Dock 3

Product Reference	Description	Storage	Quantity	Unit	Weight Total	Shared Maintenance /Lb	Total	Cost Unit	Total
<b>Fresh Produce National</b>									
MIX-4	Assorted Fresh Produce	Refrigerated	538.00	1	538.00	\$0.00	\$0.00	\$0.00	\$0.00
			538.00		538		\$0.00		\$0.00
<b>Local Donations</b>									
MIX-1	Assorted Dry Food	Dry	21.00	1	21.00	\$0.19	\$3.99	\$0.00	\$0.00
MIX-10	Assorted Dry Salvage (No SM)	Dry	66.00	1	66.00	\$0.00	\$0.00	\$0.00	\$0.00
MIX-5	Assorted Non Food Items	Dry	105.00	1	105.00	\$0.00	\$0.00	\$0.00	\$0.00
			192.00		192		\$3.99		\$0.00
<b>Purchase Food</b>									
PUR-1312	Beans "Dry" Black 24-16oz = Pur-1324	Dry	10.00	25	250.00	\$0.00	\$0.00	\$15.01	\$150.10
PUR-813	Rice White 6-5lb	Dry	10.00	31	310.00	\$0.00	\$0.00	\$16.50	\$165.00
PUR-935	Peanut Butter Creamy 12-18oz = Pur-825	Dry	10.00	16	160.00	\$0.00	\$0.00	\$20.85	\$208.50
PV_G	PG	Dry	1.00	0	0.00	\$0.00	\$0.00	\$0.00	\$0.00
			31.00		720		\$0.00		\$523.60
<b>Retail Store Program</b>									
RSP-1	Assorted Bakery	Refrigerated	409.00	1	409.00	\$0.00	\$0.00	\$0.00	\$0.00
RSP-12	Assorted Meat and Frozen Products	Frozen	127.00	1	127.00	\$0.19	\$24.13	\$0.00	\$0.00
			536.00		536		\$24.13		\$0.00
<b>Second Harvest Local</b>									
BP14207	Assorted Bread Products	Dry	123.00	1	123.00	\$0.00	\$0.00	\$0.00	\$0.00
			123.00		123		\$0.00		\$0.00
<b>TEFAP Orange P1</b>									
TEFO-315	Eggs Fresh Medium Grade A 100936	Refrigerated	10.00	23	230.00	\$0.00	\$0.00	\$0.00	\$0.00
TEFO-341	Fresh Milk 2%	Refrigerated	10.00	43	430.00	\$0.00	\$0.00	\$0.00	\$0.00
			20.00		660		\$0.00		\$0.00
<b>Invoice Totals:</b>			1,440		2,769		\$28.12		\$523.60

**4**

<b>TOTAL CHARGES:</b>		<b>\$551.72</b>
LESS Grant: 500554 COVID19 - Orange 2021 SM :		\$28.12
LESS Grant: 500549 EFSP Orange County Phase 38 :		\$261.80
LESS 784 on 5/13/21 :		\$100.00
LESS 782 on 5/6/21 :		\$80.08
<b>Amount Owed:</b>		<b>\$81.74</b>





### OTHER FOOD EXPENDITURES - FOOD BANKS

[illegible]



# Other Food (Food Purchases for Food Banks/Pantries and Other Food Providers) – Spreadsheet Example

Emergency Food & Shelter Program - Phase 38 Other Food Expenditures - Food Banks				
Local Board#:	Orange (168000)			
LRO ID #:	022			
LRO Name:	Second Harvest Food Bank of Central Florida			
Street Address:	411 Mercy Drive, Orlando FL 32805			

Member Agency Name	Invoice/Receipt Date (MM/DD/YY)	Invoice/Receipt Number (If no number, enter N/A)	Invoice/Receipt Amount	EFSP Portion of Check Amount
House of Prayer and Praise	3/16/2021	602259B	\$454.15	\$220.42
St. Vincent De Paul/St. John Vianney	3/18/2021	602423B	\$838.94	\$249.19
Shepherd Vision Missionary, Inc	3/18/2021	602854B	\$551.72	\$261.80
Real Life Christian Church - Orange	3/19/2021	603041B	\$557.66	\$278.83
Hope Community Center Farmworker M	3/23/2021	603117B	\$683.64	\$271.99
St. Peter the Apostle Coptic Orthodox C	3/23/2021	603430B	\$1,125.95	\$245.20
Berachah II SDA	3/24/2021	603083B	\$909.52	\$242.35
One Heart for Women & Children	3/25/2021	603100B	\$1,063.57	\$241.17
Freedom Fellowship, Inc.	3/25/2021	603833B	\$649.64	\$255.47
Coalition for the Homeless of Central Fl	3/26/2021	604127B	\$796.22	\$229.90
Catholic Charities of Central Florida, Inc	3/30/2021	604025B	\$10,028.86	\$4,945.08
One Heart for Women & Children	4/1/2021	604282B	\$784.12	\$280.15
Shepherd Vision Missionary, Inc	4/1/2021	605007B	\$573.05	\$248.05
Community Baptist Church	4/2/2021	604714B	\$650.54	\$273.40
Hope Community Center Farmworker M	4/5/2021	605086B	\$607.65	\$231.72
First Brazilian Baptist Church of Orlando	4/9/2021	605722B	\$1,517.43	\$367.56
Joy Metropolitan Community Church	4/12/2021	605014B	\$1,108.79	\$505.42
Hope Community Center Farmworker M	4/12/2021	606006B	\$687.00	\$265.88
ICNA	4/13/2021	605922B	\$1,015.15	\$507.50
Episcopal Church of St. John the Baptist	4/13/2021	605926B	\$1,034.36	\$517.18
Revelations II, Inc.	4/13/2021	606133B	\$515.98	\$219.65
Sanctuary at Conway Church of God	4/14/2021	604294B	\$932.34	\$462.37
Jewish Family Services of Greater Orlan	4/14/2021	606119B	\$798.69	\$316.60
Bethel SDA Church	4/14/2021	606329B	\$1,039.07	\$490.08
One Heart for Women & Children	4/15/2021	605756B	\$1,173.48	\$526.60
St. Vincent De Paul / Holy Family	4/16/2021	605009B	\$2,112.57	\$902.86
Community Baptist Church	4/16/2021	606046B	\$1,172.65	\$505.62
One Heart for Women & Children	4/16/2021	606447B	\$1,319.36	\$486.40
Seniors First, Inc.	4/19/2021	606628B	\$1,287.66	\$643.83
Mt. Olive S.D.A. Church	4/20/2021	606448B	\$1,158.71	\$402.76
House of Prayer and Praise	4/20/2021	606460B	\$680.37	\$325.93
Advent Health Orlando	4/21/2021	606326B	\$575.50	\$248.80
Forest City Spanish SDA Church	4/21/2021	606413B	\$1,275.83	\$498.02
Covenant Charities, Inc.	4/21/2021	606708B	\$897.63	\$360.56
Prince Of Peace Lutheran Church	4/22/2021	605327B	\$721.38	\$360.69
Jesus Loves You Outreach/Winter Garde	4/22/2021	605900B	\$2,172.62	\$704.58
One Heart for Women & Children	4/22/2021	606840B	\$877.71	\$360.29



# Other Food – Food Banks as Vendors Submitting Request for Payment

## Emergency Food & Shelter Program Payment Request: Other Food Expenditures - Food Banks

Before submitting any payment requests, please review all of the Emergency Food & Shelter Program (EFSP) information provided on the [Emergency Funds Network website](#), which includes the:

- EFSP spending periods;
- Most recent EFSP manual;
- EFSP allowable costs, limitations, and requirements for payments.

Please use this link to provide information for payments regarding the following EFSP category:

- **Other Food Expenditures - Food Banks**

### **Please Note**

Please review your organization's payment request information and required documentation **prior** to submitting this payment request. No payment details or follow up information for mass shelter, other shelter, meals served, and other food will be accepted by email.

Your organization will be notified by email if your payment request has been approved or denied. If the payment request has been denied, your organization is required to make all corrections and resubmit the request through this website.

Any questions regarding EFSP may be sent to [EFSP@hfuw.org](mailto:EFSP@hfuw.org).

Next

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 SurveyMonkey  
See how easy it is to [create a survey](#).

## Emergency Food & Shelter Program Payment Request: Other Food Expenditures - Food Banks

\* 1. EFSP Phase

\* 2. Jurisdiction

\* 3. LRO Name & LRO#

\* 4. Total Amount Applied to EFSP (for food costs only)

**Please Be Advised:** The purchase of food (hot meals, groceries) and dessert items (e.g., cookies, snack food, candy, etc.) used as a part of a daily meal plan may be purchased in limited amounts. The purchase of gift certificates for food (gift certificates must be marked "Food Only", "Food & Diapers Only" or Food, Diapers & Feminine Hygiene Items Only").

HFUW will issue the payment directly to the food vendor within 90 days of the invoice date.

The above request may only apply to **one** EFSP Phase. The total amount of available EFSP funds will be applied to this request. If the amount of the request is more than the amount of available funds, the request may not be resubmitted to a different EFSP Phase.



Heart of Florida United Way

# Other Food – Food Banks as Vendors Submitting Request for Payment

**Please Be Advised:** The purchase of food (hot meals, groceries) and dessert items (e.g., cookies, snack food, candy, etc.) used as a part of a daily meal plan may be purchased in limited amounts. The purchase of gift certificates for food (gift certificates must be marked “Food Only”, “Food & Diapers Only” or Food, Diapers & Feminine Hygiene Items Only”).

HFUW will issue the payment directly to the food vendor within 90 days of the invoice date.

The above request may only apply to **one** EFSP Phase. The total amount of available EFSP funds will be applied to this request. If the amount of the request is more than the amount of available funds, the request may not be resubmitted to a different EFSP Phase.

If you have any questions about the amount of EFSP funding available to your organization, please email [EFSP@hfuw.org](mailto:EFSP@hfuw.org) **prior** to submitting your payment request.

## \* 5. Unpaid Invoices

Upload the unpaid, dated vendor invoices for food purchases only.

Choose File

No file chosen

## \* 6. Other Food Expenditures - Food Banks Spreadsheet

Upload the Other Food Expenditures - Food Banks spreadsheet.

Choose File

No file chosen

Prev

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# UPCOMING SLIDES

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- The remaining Slides will cover Rent/Mortgage and utility Assistance.
- HFUW is currently implementing a new software that will be replacing much of what I just covered.
- When the software is up and running, we will be providing another training.
- Questions regarding any of the previous slides?

# Rent/Mortgage and Utility

For Rent/Mortgage and Utilities the web link is <https://secure.hfuw.org/epledge/EFN>

 HEART OF FLORIDA UNITED WAY INC. <div>     </div>	
3. Upload the Other Food Expenditures - Food Banks spreadsheet.	
Rent and Mortgage Assistance Verification Form	<p>Limited emergency rent or mortgage assistance (principal and interest only) for individuals or households. LROs may now pay <b>up to three (3) months of rent/mortgage assistance per phase</b> if it is necessary to maintain housing.HFUW will issue the rent or mortgage payment directly to the landlord/mortgage company.</p> <p><b>For Payment:</b> LROs must submit a complete packet to HFUW by email to <a href="mailto:EHS@hfuw.org">EHS@hfuw.org</a> that includes the following:</p> <ol style="list-style-type: none"> <li>1. <a href="#">The Rent &amp; Mortgage Assistance Verification Form</a>;</li> <li>2. A copy of the identification for all adults in the household;</li> <li>3. <b>Rent Assistance:</b> A copy of the client's lease (the pages must include the landlord's name, the tenant's name, the address of rental property, term of lease, base rent page with due date of rent, and the signature page of contract or if electronically signed, the IP page) <b>or Mortgage Assistance:</b> The mortgage statement for each month being paid;</li> <li>4. A completed and signed W9 for the landlord or mortgage company; and,</li> <li>5. A printout from the Property Appraiser's website (confirms property ownership).</li> </ol>
Utility Assistance Verification Form	<p>Limited metered utility assistance (includes gas, electricity, water, and sewer service) for individuals or households. LROs may now pay <b>up to three (3) months of utility assistance per phase</b> if it is necessary to prevent disconnection of services. The client must be 1) a resident of the home or apartment and 2) responsible for the utility on the home or apartment for which utility assistance is to be paid.HFUW will issue the utility payment directly to the utility company.</p> <p><b>For Payment:</b> LROs must submit a complete packet to HFUW by email to <a href="mailto:EHS@hfuw.org">EHS@hfuw.org</a> that includes the following:</p> <ol style="list-style-type: none"> <li>1. <a href="#">The Utility Assistance Verification Form</a>;</li> <li>2. A copy of the identification for all adults in the household;</li> <li>3. A copy of the utility bill for each month being paid; and,</li> </ol>



# Rent/Mortgage Payment Request

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<https://secure.hfuw.org/epledge/EFN>

- **For Payment:** LROs must ensure all client information (household profile, income and expenses, and case notes) is entered in **HFUW's client management system (MACCLink)** *and* submit a complete packet to HFUW by email to [EHS@hfuw.org](mailto:EHS@hfuw.org) that includes the following:

## Rent/Mortgage Payment Request

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- [EFSP: The Rent & Mortgage Assistance Verification Form](#);
- A copy of the identification for all adults in the household;
- ***Rent Assistance***: A copy of the client's lease (the pages must include the landlord's name, the tenant's name, the address of rental property, term of lease, **base rent page with due date of rent**, and the signature page of contract (or if electronically signed, the IP page) or ***Mortgage Assistance***: The mortgage statement for each month being paid;
- A completed and signed W9 for the landlord or mortgage company; and,
- A printout from the Property Appraiser's website (confirms property ownership).



# Rent/Mortgage Verification Form

Limited emergency rent or mortgage assistance (principal and interest only) for individuals or households. LROs may now pay **up to three (3) months of rent/mortgage assistance per phase** if it is necessary to maintain housing. HFUW will issue the rent or mortgage payment directly to the landlord/mortgage company.

EMERGENCY FOOD & SHELTER PROGRAM (EFSP)  
RENT & MORTGAGE VERIFICATION FORM

EFSP Phase: Choose an item. Jurisdiction: Choose an item.

LRO Name & LRO#: Choose an item.

Client Information

Client Name: Click or tap here to enter text.

Client Address (City/State/Zip): Click or tap here to enter text.

Type of Assistance:

Rent

☐ Past due rent

☐ Current month's rent

☐ First month's rent (effective move-in date-Month/Date/Year): Click or tap to enter a date.

Mortgage

☐ Past due mortgage

☐ Current month's mortgage

The monthly (one month base) rent or mortgage (principle & interest only) payment: Click or tap here to enter text.

The total amount owed by the client: Click or tap here to enter text.

The amount being paid is for the month(s) of (Month/Year)	Due Date (Month/Date/Year)	Amount Base Rent or Principal & Interest Only
Click or tap here to enter text.	Click or tap to enter a date.	\$ Click or tap here to enter text.
Click or tap here to enter text.	Click or tap to enter a date.	\$ Click or tap here to enter text.
Click or tap here to enter text.	Click or tap to enter a date.	\$ Click or tap here to enter text.

The total amount being paid by EFSP: Click or tap here to enter text.

LROs may pay up to 90 days (3 months) for clients per phase if it is necessary to maintain housing. The amounts owed above must come from the landlord and not a three-day notice or client statement. The amounts owed above must be for base rent or principal and interest only. Current month's rent may be paid up to 10 calendar days before the due date, and past due amounts must be outstanding at the time of payment. First month's rent may be paid up to 30 days prior to move-in date. No deposits, screen fees, late fees, etc. are eligible when providing assistance to individuals/households. First month's mortgages are not allowed.

LRO Verification (To be completed by the LRO staff)

LRO Staff Name: Click or tap here to enter text. Date: Click or tap to enter a date.

LRO Staff Signature: Click or tap here to enter text.

Landlord/Mortgage Holder Verification (To be completed by the landlord/mortgage holder)

This is to confirm that the above information is accurate, and payment made by this agency will guarantee residency for an additional 30 days.

Landlord/Mortgage Holder Name: Click or tap here to enter text.

Landlord/Mortgage Holder Address (Street/City/State): Click or tap here to enter text.

Landlord/Mortgage Holder Phone: Click or tap here to enter text.

Landlord/Mortgage Holder Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Heart of Florida United Way

# Rent/Mortgage Notes

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- Assistance must guarantee residency for an additional 30 days.
- The amounts owed comes from Landlord and not a 3-day notice or client's statement.
- *The turnaround time for issuing a check once an application is approved is 21 business days and **Landlords must be agreeable to this.***

# Utility Payment Request

<https://secure.hfuw.org/epledge/EFN>

**For Payment:** LROs must ensure all client information (household profile, income and expenses, and case notes) is entered in **HFUW's client management system (MAACLink)** *and* submit a complete packet to HFUW by email to [EHS@hfuw.org](mailto:EHS@hfuw.org) that includes the following:

- **For Payment:** LROs must submit a complete "packet" to HFUW by email to [EHS@hfuw.org](mailto:EHS@hfuw.org) that includes the following:
- [EFSP: The Utility Assistance Verification Form](#);
- A copy of the identification for all adults in the household;
- A copy of the utility bill for each month being paid; and,
- A copy of the guarantee sent to the utility company.



# EFSP: Utility Assistance Verification Form

EMERGENCY FOOD & SHELTER PROGRAM  
METERED UTILITY VERIFICATION FORM

EFSP Phase:  Jurisdiction:

LRO Name & LRO#:

**Client Information (required)**

Client Name:

Customer Account Number:

Client Address:

**Utility Payment Type:** ☐ Electric ☐ Gas ☐ Water

The amount(s) being paid by the agency is for: ☐ Current month's utilities ☐ Past due utilities

The amount being paid is for the period(s) of <small>(month/day/year-month/day/year)</small>	Due Date <small>(month/date/year)</small>	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

The total amount being paid by EFSP:

The amount paid for each billing period cannot exceed one month's billing, and the payment being made by this agency must be entirely past due and is part of the total amount owed at the time of payment. LROs may pay clients up to 90 days (3 months) per phase if necessary to prevent disconnection of services. EFSP guidelines allow for the payment of utility assistance up to 10 calendar days before the due date. No deposits, late fees, or other service fees are eligible.

**LRO Verification (To be completed by the LRO staff)**

The information above has been verified with the utility company, and the appropriate utility bills are provided with this form.

Verified on (month/day/year):

Verified with (name of utility company):

Verified by (name of utility company staff):

Name of LRO staff conducting verification:

Signature of LRO staff conducting verification:

Limited metered utility assistance (includes gas, electricity, water, and sewer service) for individuals or households. LROs may now pay **up to three (3) months of utility assistance per phase** if it is necessary to prevent disconnection of services.



# Utility Payment Notes

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## Utility Assistance

- The client must be 1) a resident of the home or apartment and 2) authorized user for the utility on the home or apartment for which utility assistance is to be paid.
- LROs must submit to HFUW, complete client information including (1) the application for assistance and (2) a copy of the utility bill for each month being paid
- HFUW will issue the utility payment directly to the utility company.
- *The turnaround time for issuing a check once an application is approved is 21 business days.*

# Next Steps & Questions

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***The End.  
Questions??***