

REPORTING DUE DATES

REPORTS

GUIDELINES

Exhibit G – TEFAP Manifest	Signed manifest must be submitted within 15 days
Exhibit K – Request for Reimbursement	Submit within 10 days of incurred expense related to commodities
Mileage Reimbursement Rate	Effective July 1, 2022 - The private vehicle mile rate is .585 cents per mile
Exhibit M – Monthly Report	Participating organizations must submit Exhibit M (monthly report) to Area Coordinators within 10 days of distribution. Area Coordinators will submit reports to Food Distribution Unit within 30 days after the last distribution of their area

OTHER MISCELLANEOUS SUBMISSIONS

1. If a shipment of commodities is received directly from the vendor and not from the State Contracted Warehouse, copies of the shipping paperwork must be submitted to the Food Distribution Unit upon receipt of shipment.
2. TEFAP Agreements must be on file for all participating distributing organizations. All participating organizations must be Federal Tax Exempt 501C3 or Public Tax Exempt.
3. Bi-annually, Participating Organizations are required to submit distribution information and point of contact information, including but not limited to distribution date, time, phone number, email address and emergency contact for food recalls.

For Blank Exhibits/Reports:

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