

EFSP Phase 36 (Oct. 1 2018 - Sept. 30, 2019)
Application Instructions: Food Pantries and Meal Sites

Instructional Sessions:

Sessions on how to complete the application will be held on Monday, July 22nd at 10:00 am and Wednesday, July 24th at 2:00 pm at Hunger Task Force, 201 S. Hawley Court, Milwaukee, WI. Please RSVP to efsp@hungertaskforce.org if you plan on attending.

How to Complete the ESFP Application Form

- Use the application form marked for Food Pantries or Meal Sites
- Complete sections numbered 1-7. You may complete an electronic version and then print for signatures or you may print and complete the entire form by hand.
- Use checklist to ensure list of required valid documentation is submitted with application.
- Complete signature lines for the application must include signatures of two representative of the agency, one representative being the Executive Director or Chief Officer or Board Chairperson.
- **Note: A DUNS Number is required to apply in Phase 36.** If your organization does not have a DUNS number, you may request one free of charge at <https://www.dnb.com/duns-number/get-a-duns.html>

How to Complete the Individuals Served Verification Form

- Complete Individual Served Verification Form using statistics to support the total amount requested. The reimbursement rate is \$2.00 per individual served. For example, if requesting \$5,000, the total served must equal at least 2,500. Records of individuals served (service statistics) MUST be provided for each month the Individuals Served Verification Form is completed. Complete one form for each month between October 1, 2018 and September 30, 2019 to correspond to your requested amount. **(In order to remain consistent with the federal fiscal year, September 30, 2019 is the end date for Phase 36. Since applications are due before September 30, 2019, submit forms up to the most recently completed month. If additional time beyond that month is needed, please contact Hunger Task Force.) The service statistics from the month of October 2018 MUST be included in your application.**

Pantry Sites

- For each date of the month, place the number of UNDUPLICATED people served on that day in the space provided.
- Dates of the month where no service occurred, place a zero in the space provided.
- Verify the total.

Meal Sites (Soup Kitchens)

- For each date of the month, place the number of meals served on that day in the space provided.
- Dates of the month where no service occurred, place a zero in the space provided.
- Verify the total.

Eligible Food Expenses

- **Pantry Site:** food, diapers, food vouchers, gift cards for food, boxes and plastic storage bags, or Feeding America shared maintenance fees
- **Meal Site:** food, paper products, utensils, gloves, cleaning products, agency rent/mortgage, utilities and staff salaries

Ineligible Food Expenses

- Snacks, sweets, pet food, vitamins, personal care products and holiday dinners or event meals

Fiscal Agent Form

- The fiscal agent form must be completed for your organization. This form will be completed electronically by the applicant's contact person. When the form is made available by EFSP, it will be provided.