



Food and
Nutrition
Service

1320 Braddock Place
Alexandria, VA
22314

DATE: January 14, 2020

SUBJECT: Reporting and Return Requirements for Fiscal Year (FY) 2019
Trade Mitigation Program Eligible Recipient Agency (ERA)
Operational Funds

TO: Regional Directors
Special Nutrition Programs
MARO, MPRO, MWRO,
NERO, SERO, SWRO, and
WRO

State Directors
All TEFAP State agencies

In FY 2019, the U.S. Department of Agriculture (USDA) provided \$49.1 million to assist with the operational costs of the receipt, storage, and distribution of TEFAP Trade Mitigation Program foods, now referred to as Food Purchase Distribution Program (FPDP) foods. As per the March 5, 2019 memo "Terms and Conditions for Funds Available for Storage and Distribution of Trade Mitigation Program Foods," State agencies must report the total amount of these funds used and return any unused funds to USDA. The purpose of this memorandum is to describe the reporting requirements associated with the FY 2019 Trade Mitigation Program ERA Operational Funds and outline the procedures for returning any unused funds to USDA.

Reporting Format

State agencies must submit a summary report of the total FY 2019 Trade Mitigation Program ERA Operational Funds expended and remaining using the attached Excel worksheet (Attachment A). For reference, a summary report of total funds allocated in FY 2019 is attached (Attachment B). State agencies must return the completed worksheet (Attachment A) to their respective Food and Nutrition Service (FNS) Regional Office no later than April 15, 2020.

Return of Unused Funds

State agencies were required to pass through 100% of this funding to those TEFAP ERAs that received FPDP foods. State agencies must recover any unused funds that remain at the ERA level and return all remaining funds, including any funds that remain at the State level, to USDA. Once all final reports are received, USDA will initiate the process for returning unused funds. Beginning on April 30, 2020, States may return their unused funds to USDA either via mailed check or electronic wire transfer.

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

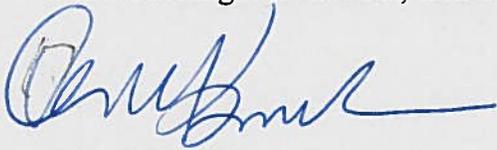
- To return funds via wire transfer, please use the below information and the attached form "Wire Transfer of Funds" (Attachment C).

Commodity Credit Corporation
Account Number **00004992**
Special Instructions: BNF=/AC-4992 OBI=CCC!
ABA#021030004
Federal Reserve Bank of New York
33 Liberty Street
New York, NY 10045

- To return funds via mailed check, please use the below address:

USDA/FSC/RMO
Mail Stop 8212
P.O. Box 419205
Kansas City, MO 64141-6205

TEFAP State agencies with questions on the reporting or return of these funds should contact their FNS Regional Offices, who may in turn contact Polly Fairfield at (703) 305-4386.



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