

Sample News Release (updated 10/8/25)

This is a sample of a news release to be published by TEFAP Food Bank and/or affiliated agency announcing a mass household distribution of TEFAP commodities:

The _____
(Name of Recipient Agency)
announced today that U.S. Department of Agriculture commodity foods
will be distributed to eligible area residents on _____.
(Date)

The foods will be distributed at: _____
(Name and Address of Site or Sites)

on _____ from _____ to _____
(Day) (Times of Day)

Eligibility will be based on total household income not more than the State-established maximum percentage of the poverty line for the appropriate household size. Also, anyone receiving aid from one of the following programs is eligible for USDA commodities: Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps), Families First, Supplemental Security Income (SSI), Low Income Home Energy Assistance Program, or documented residence in public housing.

2025-26 Income Eligibility 185%
Persons in family/household

1	-	\$28,953	5	-	\$69,653
2	-	39,128	6	-	79,828
3	-	49,303	7	-	90,003
4	-	59,478	8	-	100,178

Also include the full civil rights statement if space allows:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

If the news release space is too small to permit the full statement to be included, the release will, at a minimum, include this statement in print size no smaller than the size of the text:

“This institution is an equal opportunity provider.”