

**WESTCHESTER
EMERGENCY FOOD AND SHELTER PROGRAM
(EFSP)**

AGENCY ELIGIBILITY CRITERIA

For an agency to be eligible for funding it must:

- Have the existing capability to provide emergency food and/or shelter services;
- Use the funds to supplement and extend existing resources, and not to substitute or reimburse on-going programs and services;
- Be a not-for-profit organization/corporation 501©(3), or an agency to the government;
- Have an accounting system or fiscal agent approved by the Local Board;
- Conduct an independent annual audit if receiving \$25,000 or more in Federal funds;
- Have or will secure a Federal Employer Identification Number (FEIN);
- Practice non-discrimination (if an agency has a religious affiliation, it must not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with federal funds);
- Be a private, not-for-profit organization with an active Volunteer Board.

To be approved for funding, in addition to meeting the above eligibility criteria, an agency must:

- Fully understand the eligible and ineligible costs of this program;
- Be able to provide all required reports and audit information to the Local Board;
- Expend monies only on eligible costs and keep complete documentation (copies of canceled checks, invoices, appropriate itemized receipts, etc. – cash expenditures are ineligible) on all expenditures for a minimum of three years;
- Be able to spend all funds and close out the program by the end of the spending cycle, and return any unused funds to the National EFSP Board;
- Be able to close all separate bank accounts (or bring to a zero balance) and provide complete documentation of expenses to the Local Board, if requested, according to EFSP audit guidelines, no later than two weeks following the end of the program.

**For more information, please contact Mary Ann Luna at United Way of Westchester and Putnam
336 Central Park Avenue, White Plains, NY 10606 Phone: 914-997-6700 ext. 740 Fax: 914-949-6438
E-Mail: mluna@uwwp.org**

