



Emergency Food and Shelter Program

WEBINAR SERIES FOR THE SUPPLEMENTAL APPROPRIATION FOR HUMANITARIAN ASSISTANCE FUNDS

Authorized Agreement for Automatic Deposit

“Electronic Funds Transfer” (EFT)

EFSP Webinar Series for the Supplemental Appropriation for Humanitarian Assistance Funds

- **Purpose of the Authorized Agreement for Automatic Deposits**
- **How to Access the Authorized Agreement for Automatic Deposits**
- **Printing the Authorized Agreement for Automatic Deposits**
- **Preparation and Completion of Authorized Agreement for Automatic Deposits**

Learning Objectives

EFT

- The Authorization Agreement for Automatic Deposits or EFT Forms must be completed by each Agency for any payments after their first payment.
- All newly funded agencies participating in EFSP for the first time, are issued their first payment by check. If the agency received funds in a previous spending cycle, they are not considered new.
- If an agency receives funding in multiple jurisdictions, they will need to enroll for automatic deposits in each jurisdiction separately.
- If an agency decides to use a different bank account to receive funds from EFSP or their bank's routing number changes, they must submit a new form for automatic deposits, along with an original voided check, to prevent delays in the receipt of funds.

Purpose of the Authorization Agreement for Automatic Deposits

Eligible and Ineligible Expenditures

EFSP

Emergency Food and Shelter National Board Program



FEMA

United Way



The Jewish Federations
OF NORTH AMERICA



Catholic
Charities
USA.

Working to Reduce Poverty in America.



American
Red Cross



The National Council of the
Churches of Christ in the USA

SIGN IN

User ID*

Password

Login

[Forgot User ID/Password](#)

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Recommended Browsers:

- Internet Explorer 7 or higher
- Firefox 3.5 or higher

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LATEST NEWS

- [Award Announcements \(as of 6/17/2019\)...](#) [More](#)
- [EFSP Phase 36 \(fiscal year 2018\) Funding Update \(as of 6/7/2019\)...](#) [More](#)
- [DUNS Numbers and Associated Information...](#) [More](#)
- [Registering on the EFSP Website...](#) [More](#)

EFSP

The Emergency Food and Shelter Program was established on March 24, 1983, with the signing of the "Jobs Stimulus Bill," Public Law 98-8. That legislation created a National Board, chaired by the Federal Emergency Management Agency (FEMA) that consisted of representatives of the American Red Cross, Catholic Charities USA, The Jewish Federations of North America, National Council of the Churches of Christ in the USA, The Salvation Army and United Way Worldwide.

The EFSP was authorized under the Stewart B. McKinney Homeless Assistance Act (P.L. 100-77 signed into law on July 24, 1987, since renamed the McKinney-Vento Homeless Assistance Act and subsequently reauthorized under P.L. 100-628, signed into law on November 7, 1988). Since 1983, in its 36-year history, the EFSP will have distributed \$4.5 billion to over 14,000 human service agencies in more than 2,500 communities across the country through this collaborative effort between the private and public sectors...[More](#)

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EFSP 701 North Fairfax Street, Suite 310 Alexandria, VA 22314-2064 Tel. 703-706-9660 Fax. 703-706-9677

- ✦ EFSP Website Guide
- ✦ Forms
- ✦ DUNS
- ✦ Reports
- ✦ LRO Plan
- ✦ Interim & 2nd Pymt
- ✦ Final Report
- ✦ Variances
- ✦ **Manage Personal Info**
- ✦ Change Password
- ✦ Training Workshops
- ✦ What Makes Sense; What Works
- ✦ Key Program Dates
- ✦ **EFT Form**
- ✦ Quick Reference Guides
- ✦ EFSP Manual
- ✦ Key Changes And Clarifications
- ✦ Addendum To Program Manual

Item No.	Phase 33 & 34 Clarifications	User Instructions
1	<p style="text-align: center;"><u>PHASE 33 FINAL REPORTS (as of 7/12/2017)</u></p> <p>The Emergency Food and Shelter Program (EFSP) provided a deadline for submission of Final Reports for Phase 33 when award announcements were made in July 2016. The deadline was provided in the EFSP Key Changes Program Clarifications and Reminders document and Key Program Dates document, which are accessible on the EFSP website. However, given spending period extension to January 31, 2018 to allow LROs time to thoughtfully spend funds in their communities, Phase 33 funding continues to be issued and Phase 33 Final Reports have been delayed. Phase 33 Final Reports will be submitted together with Phase 34 Final Reports. More detail regarding Phase 33 Final Reports and the new due date for submission to the National Board will be provided at a later time.</p> <p>If you have questions regarding this message, please contact the staff at efsp@www.unitedway.org or 703-706-9660.</p>	
2	<p style="text-align: center;"><u>Phase 34, Fiscal Year 2016 Award Announcements (as of 6/20/2017)</u></p> <p>Phase 34, fiscal year 2016, Emergency Food and Shelter Program (EFSP) funding announcements were sent via email on June 20, 2017 to qualifying jurisdictions and State Set-Aside Committees. <u>There were changes to the program; therefore, Local Boards and Local Recipient Organizations (LROs) are encouraged to read Key Changes and Clarifications and the Phase 34 Responsibilities and Requirements Manual Addendum.</u> Local Boards and LROs can find these documents on the EFSP website, after logging in with their user ID and password. To access the Board Plan, Local Boards will need to select Board Plan from the list on the left side of the screen.</p> <p>Board Plans and State Set-Aside Committee Plans are due to the National Board on July 10, 2017. If a Local Board cannot meet the deadline, they may <u>still</u> send the Local Board Plan to EFSP until further notice. However, the delay in submission of the Local Board Plan will cause delay in the processing and approving of the plan to release funds to LROs.</p> <p>Reminder: Phase 33 will run concurrently with Phase 34.</p> <p>If you have any questions, please feel free to contact EFSP staff at efsp@www.unitedway.org or 703-706-9660.</p>	

5999-00 002

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Mail to: Emergency Food and Shelter Program
701 North Fairfax Street
Alexandria, VA 22314-2064

THIS ORIGINAL FORM MUST BE COMPLETED IN ITS ENTIRETY AND MAILED TOGETHER WITH A VOIDED CHECK IN ORDER TO BE PROCESSED.

LRO Contact LRO ID: 599900-002
LRO Name
LRO Address
LRO City, State, Zip

This original form must be completed in full; an original voided check must be attached or it cannot be processed.
The form must be submitted by mail and MAY NOT be faxed to EFSP.

The above listed LRO, by its authorized agent, hereby authorizes United Way Worldwide (UWW), Fiscal Agent for the Emergency Food and Shelter National Board Program, to initiate credit entries (EFT deposits); to initiate, if necessary, debit entries (reversal of deposits) and adjustments for any credit entries in error to the account in the depository indicated below; or to authorize depository to credit or debit initiated transactions.

This authority is to remain in full force and effect until UWW has written notification from the LRO of its termination in such time and in such manner as to afford UWW and DEPOSITORY a reasonable opportunity to act on it.

LOCAL RECIPIENT ORGANIZATION (AUTHORIZED AGENT)

By : _____
Title: _____
Signature: _____
Date: _____

SIGNATURE(S) ON ACCOUNT

1. _____ 2. _____
Printed Name Printed Name

1. _____ 2. _____
Signature Signature

NAME OF DEPOSITORY: _____
(bank, savings and loan, etc.)
TYPE OF ACCOUNT (Please check one) SAVINGS CHECKING
TELEPHONE NUMBER OF DEPOSITORY () _____
(Area code) Phone Number

THE FEDERAL RESERVE REQUIRES THAT UWW KEEP THIS INFORMATION ON RECORD

EFT Form

EFT

9999-00 002

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Mail to: Emer 701 I Alexi

THIS ORIGINAL FORM MUST BE VOIDED

LRO Name
LRO Address
LRO City, State, Zip

LRO Contact
LRO Name
LRO Address
LRO City, State, Zip

**This original form must be completed
The form must be sub**

The above listed LRO, by its authorize Agent for the Emergency Food and Sh to initiate, if necessary, debit entries to the account in the depository indica transactions.

TO THE ORDER OF

VOID

VOID

#050637# 412240077940 292002508#

LOCAL RECIPIENT ORGANIZATION (AUTHORIZED AGENT)

By : JACK J. JACK
Title: Director
Signature: Jack J Jack
Date: 10/6/2016

SIGNATURE(S) ON ACCOUNT

1. Jill J. Jillian Printed Name
Signature: Jill J. Jillian

2. Fred K. Trust Printed Name
Signature: Fred K. Trust

NAME OF DEPOSITORY: BANK OF TRUST
(bank, savings and loan, etc.)

TYPE OF ACCOUNT (Please check one) SAVINGS CHECKING

TELEPHONE NUMBER OF DEPOSITORY ()

(Area code) Phone Number

THE FEDERAL RESERVE REQUIRES THAT UWW KEEP THIS INFORMATION ON RECORD.

EFT Form Submission

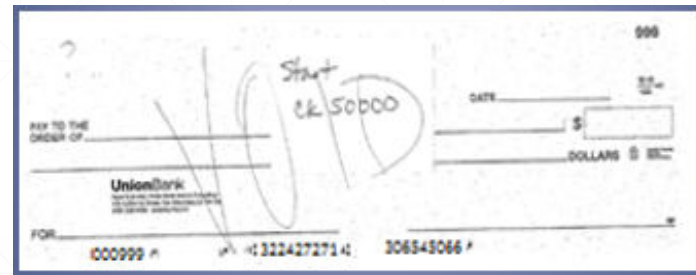
EFT

**REMINDER:
ORIGINAL
CHECKS ONLY**

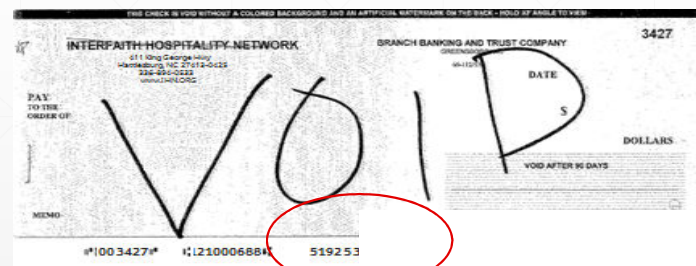
(Starter Check)
Agency's name handwritten



(Starter Check)
Not preprinted with
Agency's name



Altered preprinted
check,
Check with missing
numbers



9999-00 002

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Mail to: Emergency Food and Shelter Program
701 North Fairfax Street
Alexandria, VA 22314-2064

THIS ORIGINAL FORM MUST BE COMPLETED IN ITS ENTIRETY AND MAILED TOGETHER WITH A VOIDED CHECK IN ORDER TO BE PROCESSED.

LRO Contact
Sample Food Pantry
LRO Address
LRO City, State, Zip

LRO ID: 999900-002

This original form must be completed in full; an original voided check must be attached or it cannot be processed.
The form must be submitted by mail and MAY NOT be faxed to EFSP.

The above listed LRO, by its authorized agent, hereby authorizes United Way Worldwide (UWW), Fiscal Agent for the Emergency Food and Shelter National Board Program, to initiate credit entries (EFT deposits):

Name on EFT Form

City Feeding Center
LRO Address
LRO City, State, Zip

VOID

VOID AFTER 60 DAYS
Two SIGNATURES REQUIRED

Name on Voided Check

1. Jill J. Jillian
Signature

2. Fred K. Trust
Signature

NAME OF DEPOSITORY: BANK OF TRUST
(bank, savings and loan, etc.)

TYPE OF ACCOUNT (Please check one) SAVINGS CHECKING

TELEPHONE NUMBER OF DEPOSITORY ()

(Area code) Phone Number

THE FEDERAL RESERVE REQUIRES THAT UWW KEEP THIS INFORMATION ON RECORD

9999-00 002

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Mail to: Emergency Food and Shelter Program
701 North Fairfax Street
Alexandria, VA 22314-2064

THIS ORIGINAL FORM MUST BE COMPLETED IN ITS ENTIRETY AND MAIL VOIDED CHECK IN ORDER TO BE PROCESSED.

LRO Contact
LRO Name
LRO Address
LRO City, State, Zip

This original form must be completed in full; an original voided check must be attached to this form. The form must be submitted by mail and MAY NOT be faxed.

The above listed LRO, by its authorized agent, hereby authorizes United Way World Council, Inc. (UWW) to initiate credit entries (deposits) and adjustments for any account indicated below; or to authorize depository to credit or debit any account indicated below.

This authority is to remain in full force and effect until UWW has written notification from the LRO or its termination in such time and in such manner as to afford UWW and DEPOSITORY a reasonable opportunity to act on it.

LOCAL RECIPIENT ORGANIZATION (AUTHORIZED AGENT)

By : JACK J. JACK
Title: Director
Signature: Jack J Jack
Date: 10/6/2016

SIGNATURE(S) ON ACCOUNT

1. Jill J. Jillian Printed Name
Signature: Jill J. Jillian

2. Fred K. Trust Printed Name
Signature: Fred K. Trust

NAME OF DEPOSITORY: BANK OF TRUST
(bank, savings and loan, etc.)

TYPE OF ACCOUNT (Please check one) SAVINGS CHECKING

TELEPHONE NUMBER OF DEPOSITORY ()

(Area code) Phone Number

THE FEDERAL RESERVE REQUIRES THAT UWW KEEP THIS INFORMATION ON RECORD



Copies are not valid. The voided checks and forms must be original.

- Do NOT alter the EFT form, the preprinted ID number and agency information is from the EFSP database.
- The preprinted information on the EFT form is for that specific agency. The form cannot be used for any other agency to enroll for automatic deposits.
- The preprinted form can only be used for the agency noted in that specific jurisdiction. If an agency is funded in multiple jurisdictions, they will need to complete EFT forms for each to receive the funds.
- The completed form and an original voided check must be mailed to the National Board.

Final Reminders

EFT

- **Purpose of the Authorized Agreement for Automatic Deposits**
- **How to Access the Authorized Agreement for Automatic Deposits**
- **Printing the Authorized Agreement for Automatic Deposits**
- **Preparation and Completion of Authorized Agreement for Automatic Deposits**

Learning Summary

EFT

**Emergency Food and Shelter
National Board Program**

**701 North Fairfax Street
Alexandria, Virginia 22314**

**Phone: 703-706-9660 (option 6)
Fax: 703-706-9677**

Website: efsp.unitedway.org

**Email Address for inquires:
suppfund@uww.unitedway.org**



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