



FOOD BANK

of Contra Costa and Solano

Dear Agency Representative:

Enclosed is the member agency application that you requested from the Food Bank of Contra Costa and Solano. Please review this packet and send me the following items:

- A copy of your organization's letter of determination from the Internal Revenue Service verifying that the organization is a nonprofit, tax-exempt organization under section 501(c)(3) of the IRS code. (Note: A religious organization can use the IRS letter from its national congregation if it can show that it is a congregation member.)
- Completed Member Agency Contract (see enclosed contract) signed by the executive director or board chairperson or, if a religious organization, the pastor or head of congregation.
- Completed Member Agency Information form (see enclosed form).
- List of your organization's board of directors.
- A \$50 check or money order to pay for the one-time membership fee.

Once we have received all of the above items, I will call you to set up an appointment to monitor your agency. If your agency passes the on-site monitoring, you will be eligible to receive food from the food bank.

If you have any questions, I can be reached at (925) 677-7027. My e-mail address is csylvester@foodbankccs.org

Sincerely,

Cory Sylvester
Agency Relations Coordinator

Enclosures

Please return completed application to:
Attn. Cory Sylvester
Food Bank of Contra Costa and Solano
P.O. Box 6324
Concord, CA94524

MEMBER AGENCY REQUIREMENTS

To qualify as a member agency of the Food Bank of Contra Costa and Solano, an organization must:

1. Provide a copy of its letter of determination from the Internal Revenue Service verifying that the organization is a nonprofit, tax-exempt organization under section 501(c)(3) of the IRS code.
 - Agencies must prove public foundation status, if their advance ruling period has expired.
 - Churches applying as a member of an umbrella church convention must provide either a copy of the listing of the churches that are part of their convention or a letter from a regional or national office of the convention stating that their church is part of the convention.
2. Sign a member agency contract and complete the member agency information form.
3. Submit a list of its board of directors with addresses and telephone numbers.
4. Pass an on-site inspection.
5. Distribute without charge food obtained from the Food Bank of Contra Costa and Solano.
6. Serve people without regard to race, creed, national origin, age, sex, or handicap.
7. Pay a one-time membership fee of \$50.
8. Pay with checks from the member agency's account with 501(c)(3) status.
9. New agencies must pay invoices COD or within 10 days for the first six months from the initial Food Bank invoice.

Organizations applying as food pantries must also:

10. Make every effort to provide balanced, nutritious food baskets.
11. Accept referrals from the Food Bank of Contra Costa and Solano, social workers, local ministers and rabbis, and local community service agencies, and be listed in any Food Resource Directory published by the Food Bank.
12. Keep regular posted hours and provide ongoing service to the general public.
13. Inform the Food Bank of Contra Costa and Solano, in writing, regarding the number of households and people served each month. Reports are due by the 10th day of the month following the month in which service was provided.

AGENCY DEFINITIONS

Food Pantries (FP) provide food to the general public on an ongoing basis. Pantries may limit the number of times they serve the same recipient in a given time period. Types of pantries include:

Emergency Food Pantries provide three-day supplies of food to people in crisis situations. Food baskets are put together according to a suggested menu.

Supplemental Food Pantries provide balanced food bags to needy people on a regular basis (usually weekly). Typically these programs are less restrictive with regard to how often a family or individual can receive food.

Soup Kitchens (SK) provide free meals to the general public. In order to qualify as a soup kitchen, the program must be ongoing with publicized hours and location.

Homeless shelters (SH) provide housing and meals to homeless individuals and families. Formal shelter programs offering extended services to shelter residents and past shelter residents are included in this category.

Congregate meal sites prepare meals on site for a particular group of needy or disadvantaged people.

After school programs (AS) low-income child care centers or schools for special populations (DC), group homes for children under 18 (GH), transitional and rehabilitation programs (RH).

Senior Programs (SP) direct the food they receive toward the senior population.

Supplemental Specific (SS) programs provide bags of food to a specific population (e.g. residents of a particular low income neighborhood, parents of children in a low income day care program, people with HIV/AIDS). They generally do not prepare meals on site.

FOOD BANK DISTRIBUTION POLICIES

Donated Food. The Food Bank of Contra Costa and Solano solicits donations of surplus and unmarketable food from manufacturers, retailers, farmers, brokers, and other sources, then distributes this food to charitable agencies in the counties of Contra Costa and Solano that serve needy residents in each county. The food bank also sponsors food drives with community groups. In Contra Costa County, the Food Bank picks up and distributes prepared food to soup kitchens through the Prepared and Perishable Food Program.

Priorities. Our primary goal is to see that food resources are distributed to local residents most in need and at risk of hunger. To this end, we set priorities as follows:

1. Food pantries, soup kitchens, and homeless shelters.
2. Direct service programs of the Food Bank, including Food for Children, Brown Bag, Friday's Table and The Food Assistance Program.
3. Other local charities (senior citizen agencies, low-income child care centers and after school programs, group homes, transitional and rehabilitation programs, and others).

Food Bank staff may, from time to time, determine that there is a limited supply of certain food and nonfood items and distribute it according to the above priorities. In practice, this means that these food items may be limited to programs that fall in one of the first two priorities.

Agency Service Fee. Some of the food that we distribute, such as bread and produce, is free to member agencies. For other food items agencies pay an agency service fee of 18¢ per pound. This fee partially defrays operating costs of the food bank and commercial transportation and storage charges that are incurred when donations from national food companies are delivered by truck or rail to us. Member agencies cannot request or accept cash donations from recipients. All food and other products received from the food bank must be given to the needy at no cost to the recipient. Agencies must pay for the food with checks from their agency checking accounts, using income from agency budgets, special fundraising events, or grants. We do not accept cash or personal checks.

Purchased Food. The food bank purchases staple food items from wholesalers and vendors and agencies pay 10 percent above cost for this food. Items such as pinto beans, rice, canned fruit and vegetables, powdered milk, peanut butter, tuna, and pasta are normally available at all times.

USDA Commodities. We are responsible for distributing United States Department of Agriculture (USDA) commodities. In Contra Costa County, this program is also known as the Food Assistance Program (FAP); in Solano County, the program is known as TEFAP. Recipients must meet federally established income guidelines.

Inactive Agencies. Member agencies that do not use the food bank at least once in a calendar year are designated inactive and are not allowed to receive food from the food bank. To become active again, member agencies must pass an on-site inspection and inform the food bank of any program changes.

Delivery to Agencies. In Contra Costa County, delivery is available to agencies that meet certain qualifications. Agencies must meet a number of criteria (available upon request) in order to be eligible for delivery. In Solano County, specific agencies are eligible for delivery based on grants. Most member agencies pick up food from food bank warehouses weekly, every other week, or monthly.

MEMBER AGENCY INFORMATION

Agency Name:

Program Name:

| | |
|----------------------------|--------------------------|
| Address: | Address: |
| Executive Director: | Program Director: |
| Phone: | Phone: |
| Cell: | Cell: |
| Fax: | Fax: |
| Email: | Email: |

| | |
|-------------------------|----------------------|
| Billing Address: | Site Address: |
| Billing Contact: | Site Manager: |
| Phone: | Phone: |
| Cell: | Cell: |
| Fax: | Fax: |
| Email: | Email |

Website Address _____

Program (please check boxes that apply, then answer the questions in the appropriate section(s) below)
You may wish to refer to the Agency Definitions on the page titled Member Agency Requirements.

- Food Pantry Soup Kitchen Homeless Shelter After School Day Care/School
 Group Home Rehab (includes residential or day) Senior Services Supplemental Specific Program

Provide a list of people allowed to pick-up Food (Title - Name – Phone)

| | |
|--|--|
| | |
| | |
| | |

Please explain more about your organization:

For ALL Programs

1. When did your food program begin or how long has it been operating? _____
2. How much money do you budget each month to purchase food? _____
3. Where does this money come from? (list sources of funding) _____

4. Do you have a refrigerator? _____ Do you have a freezer? _____
5. How do people find out about your program? _____
6. Does your agency serve a specific population? _____
7. What are your eligibility requirements? _____
8. Do you have records of the people receiving food? _____
9. Do you keep your food receipts for one year? _____
10. How many people are currently needed to run your food program? _____
11. How many people have a current "Servsafe" certification? _____

Food Pantry/Supplemental Specific Programs/Other

1. How many families do you serve in an average month? _____
2. How many individuals do you serve in an average month? _____
3. What percentage of these people are referred to you? _____
4. Do you attempt to qualify the people who are not referred? _____
If yes, how? _____
5. What days and hours are you open? _____
6. How many times may someone utilize your program in a month? _____
7. What is the phone number people can call for help? _____
8. What area do you serve? _____
9. What is your pantry distribution procedure? _____

Soup Kitchen/Homeless Shelter/Residential Programs/Day Care and After School Programs

1. Is your kitchen licensed? yes no
If yes, by what licensing agency? _____
2. Which meals do you prepare? breakfast lunch dinner snacks
3. How many meals do you serve in an average month? _____
4. Does your meal count reflect people having a second helping? _____
5. What percentage of the people you serve are low income? _____
6. What percentage of the people you serve are repeats? _____
7. Do you serve one age group in particular? _____

To the best of my knowledge, the information provided above is true and correct.

Executive Director's Signature

Date