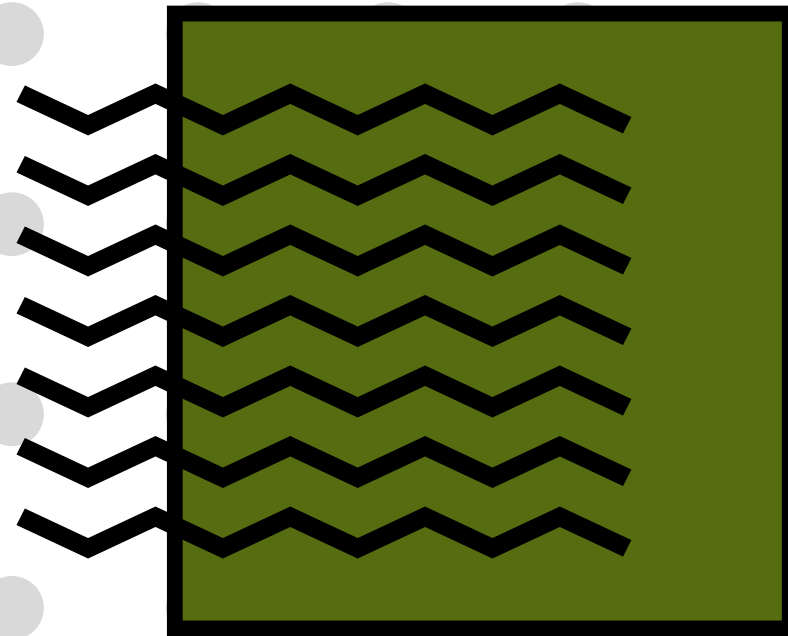




A Member of **FEEDING
AMERICA**



PARTNER AGENCY TRAINING



2023

AGENCY TRAINING OUTLINE:



BIG PICTURE+ UNITED FOOD BANK INTRODUCTION



WHAT IS A PARTNER AGENCY+ EXPECTATIONS



TRAININGS + REQUIREMENTS



PROGRAM TYPES+ FOOD STREAMS



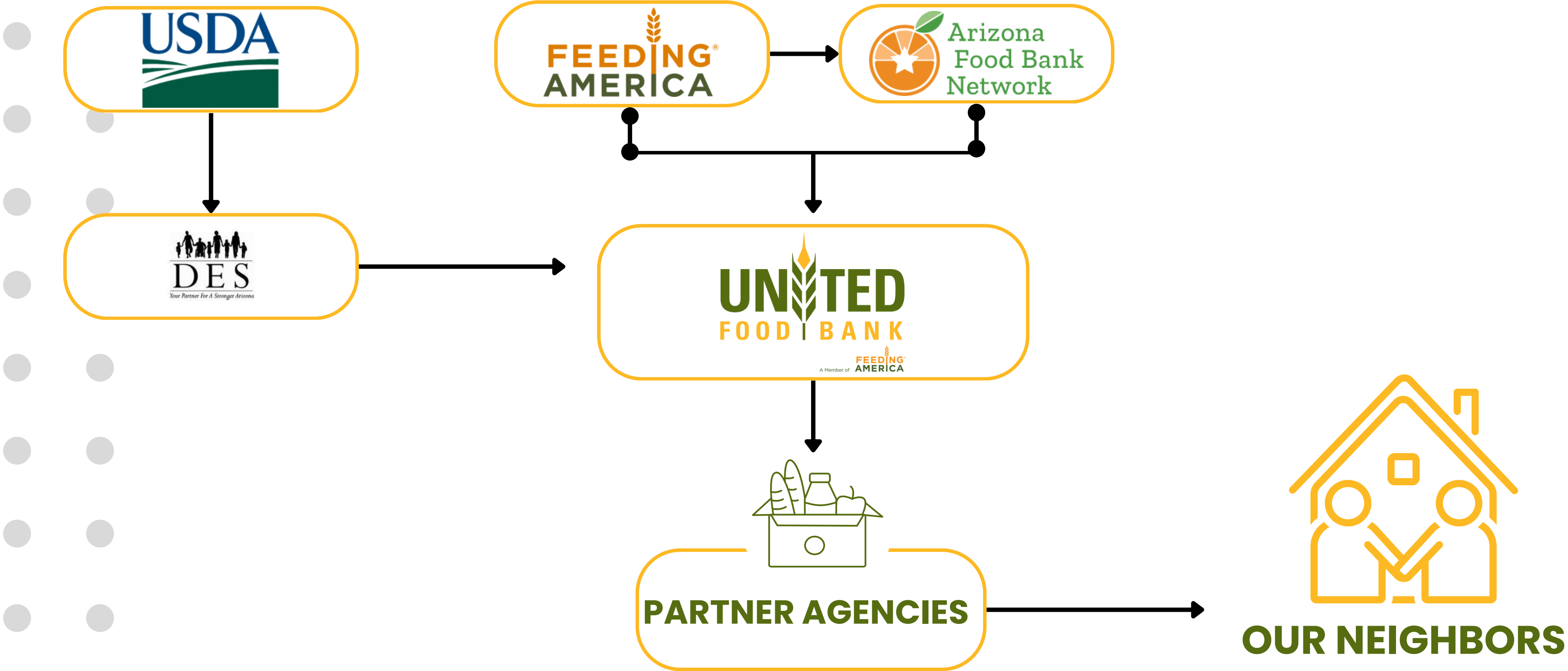
DELIVERIES+ FOOD SAFETY+ PROGRAM REQUIREMENTS



REPORTING



THE BIG PICTURE



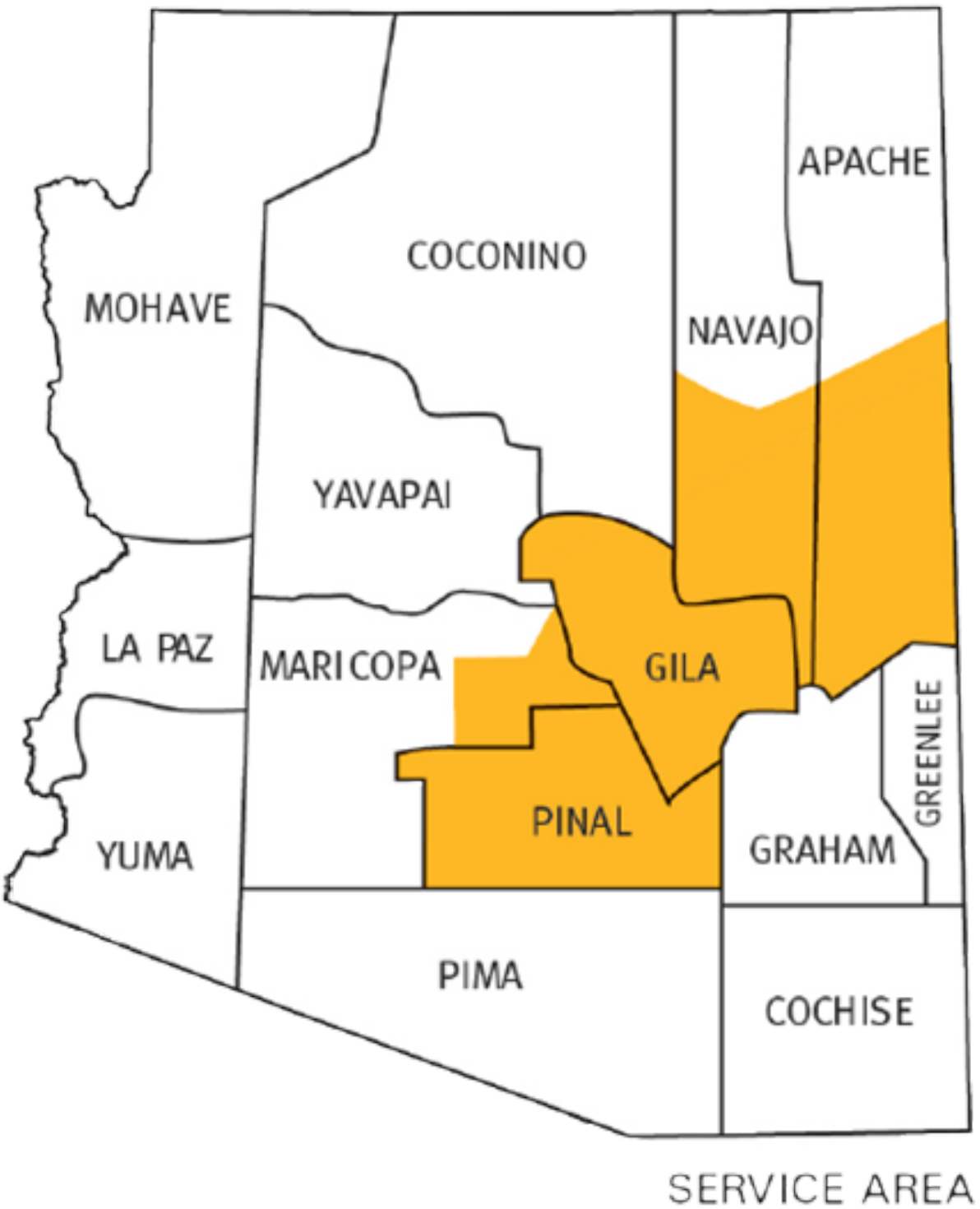
UNITED FOOD BANK INTRODUCTION



ONE OF FOUR REGIONAL FOOD BANKS IN THE STATE OF ARIZONA



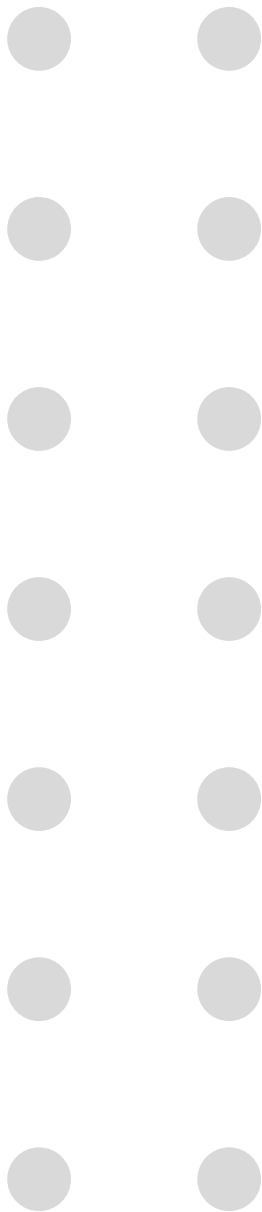
DISTRIBUTES FOOD TO 5 COUNTIES: APACHE, GILA, MARICOPA, NAVAJO AND PINAL COUNTIES



OUR
MISSION

UNITING
COMMUNITIES TO
alleviate
HUNGER

THE TEAM



TORY WILSON

Director of Agency
Partnerships

MARC ROSSO

Director of Retail and
Innovation



THE TEAM



KAREN SCOGGINS

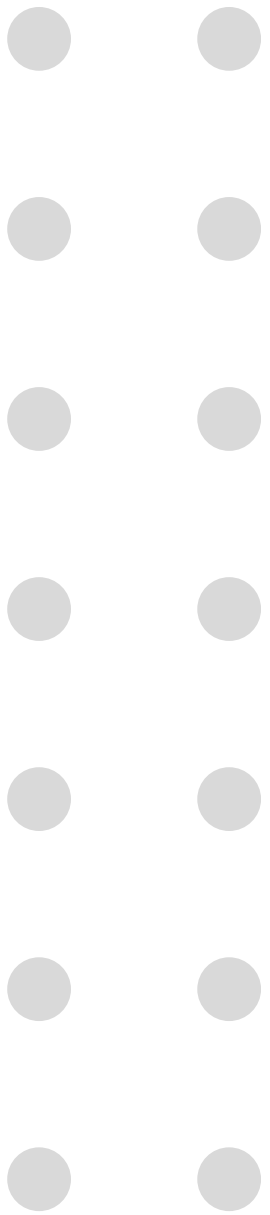
Agency Logistics & CSFP
Manager

**CHRISTOPHER
BODNAR**

Agency Impact Manager

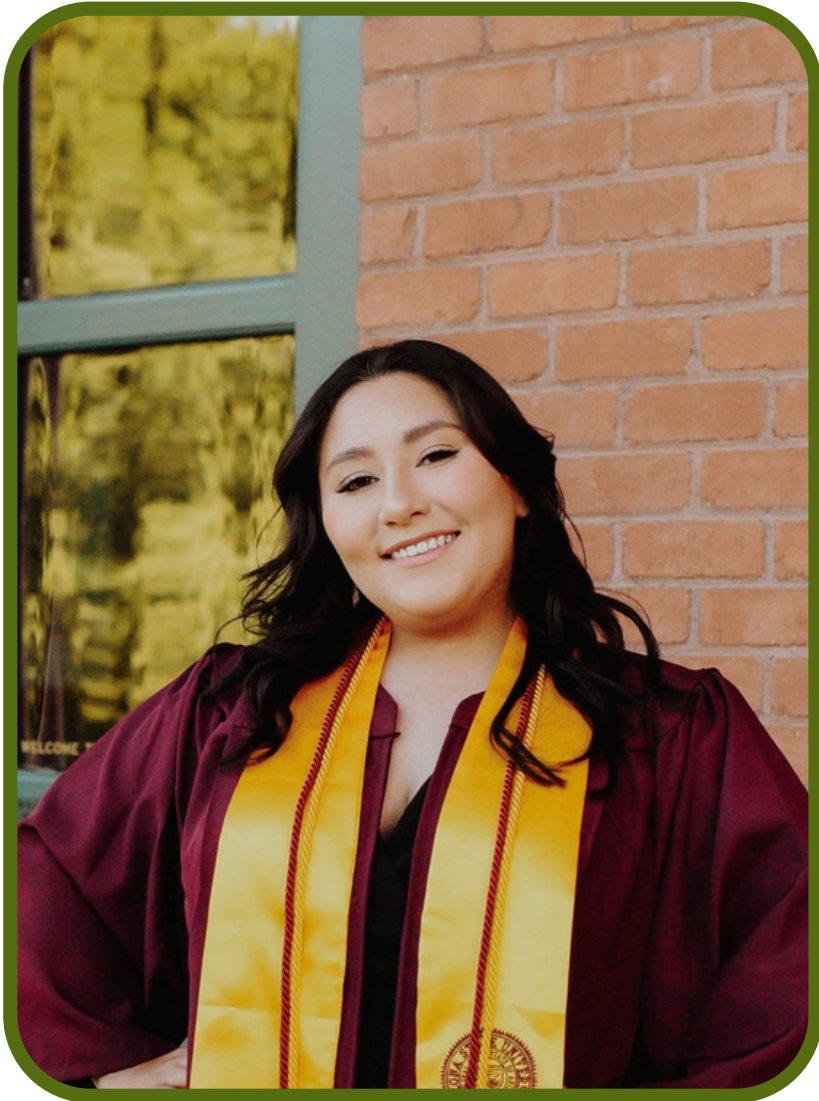


THE TEAM



JOSETTE RAPER

Agency Capacity Specialist



KARL GUSTAFSON

CSFP Specialist

MAYA GALVAN

Hunger Program Specialist





CONTACT INFORMATION

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WHAT IS A PARTNER AGENCY?

May include but are not limited to:

- ●
- ●
- ●
- ●
- ●

EMERGENCY FOOD PANTRY



SCHOOLS



CONGREGATE MEAL SITES



WHAT IS A PARTNER AGENCY?

May include but are not limited to:

- ●
- ●
- ●
- ●
- ●

HOMELESS SHELTERS



HOMES FOR THE MENTALLY DISABLED

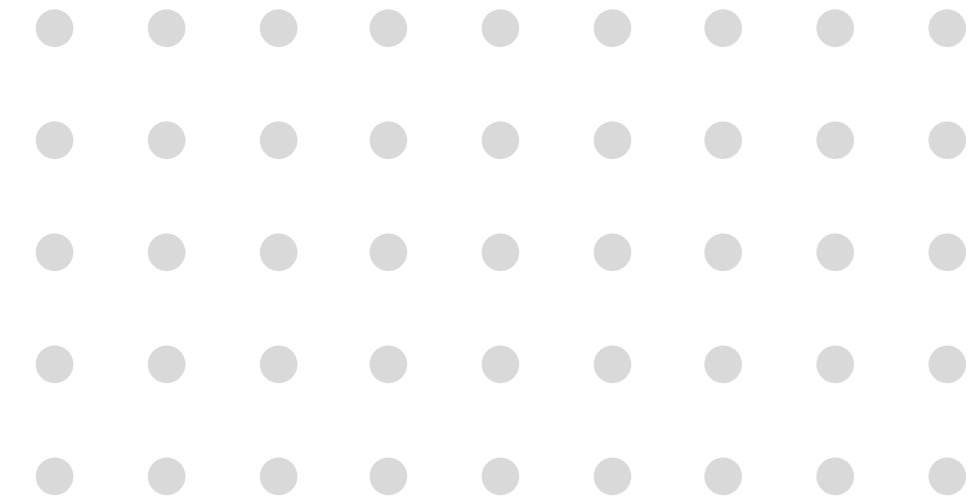


DOMESTIC VIOLENCE SHELTERS





WHAT YOU CAN EXPECT FROM UNITED FOOD BANK



01

United Food Bank will respond to all communication within 1-2 business days.

02

Provide, or offer a route to, trainings and documents required for partnership.

03

Communicate if there are any order delays & important recall information.

04

Provide support, to the best of our ability, for new and innovative projects that a partner wants to implement.

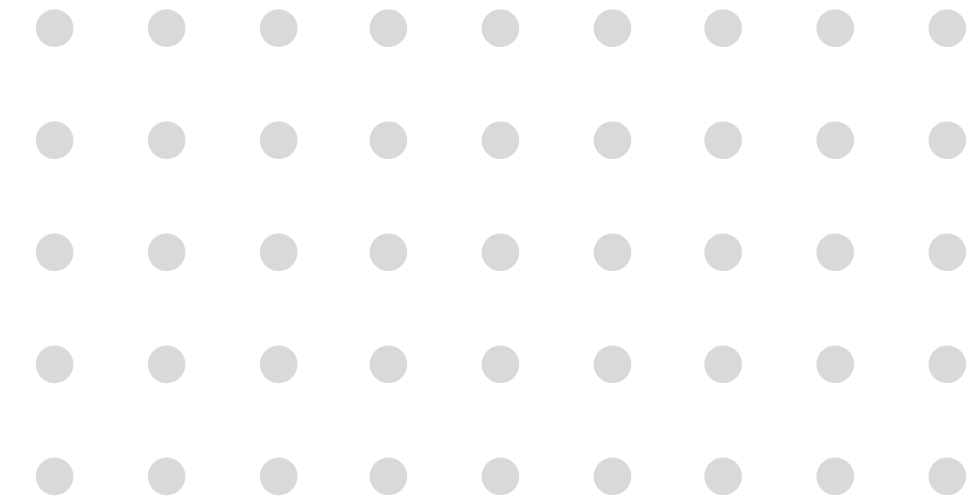
05

Maintain professional integrity.





EXPECTATIONS OF PARTNERSHIP



01

Must read, understand, and follow policies outlined in Partner Agency Handbook.

02

Complete and maintain annual trainings, agreements, and certifications by requested deadlines.

03

Submit timely & correct reports and keep records of documentation.

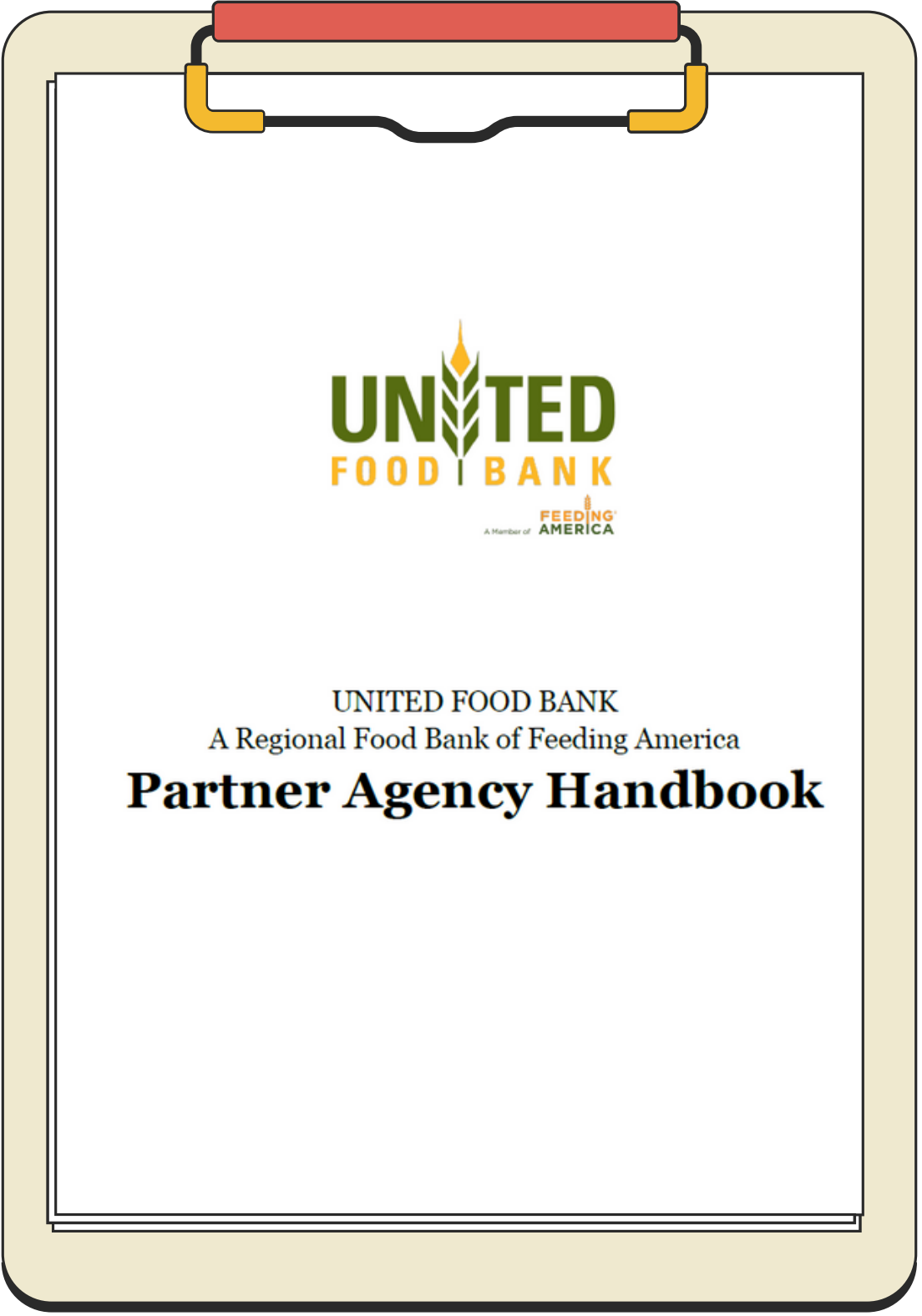
04

Attend annual Partner Agency Conferences.

05

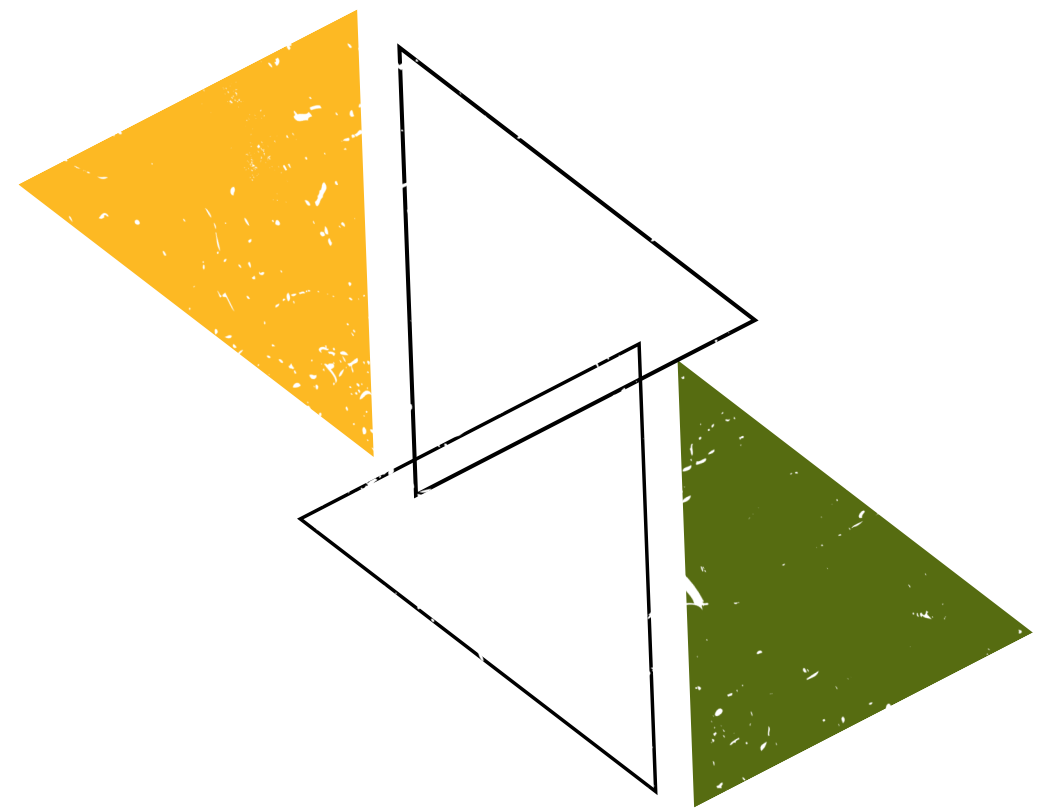
Maintain professional integrity (timely responses to communication, treat others with respect and dignity, etc...)





ALL EXPECTATIONS

Find full list of Expectations of Partnership in your agency handbook



ANNUAL CONTRACTS & AGREEMENTS



PARTNER AGENCY HANDBOOK



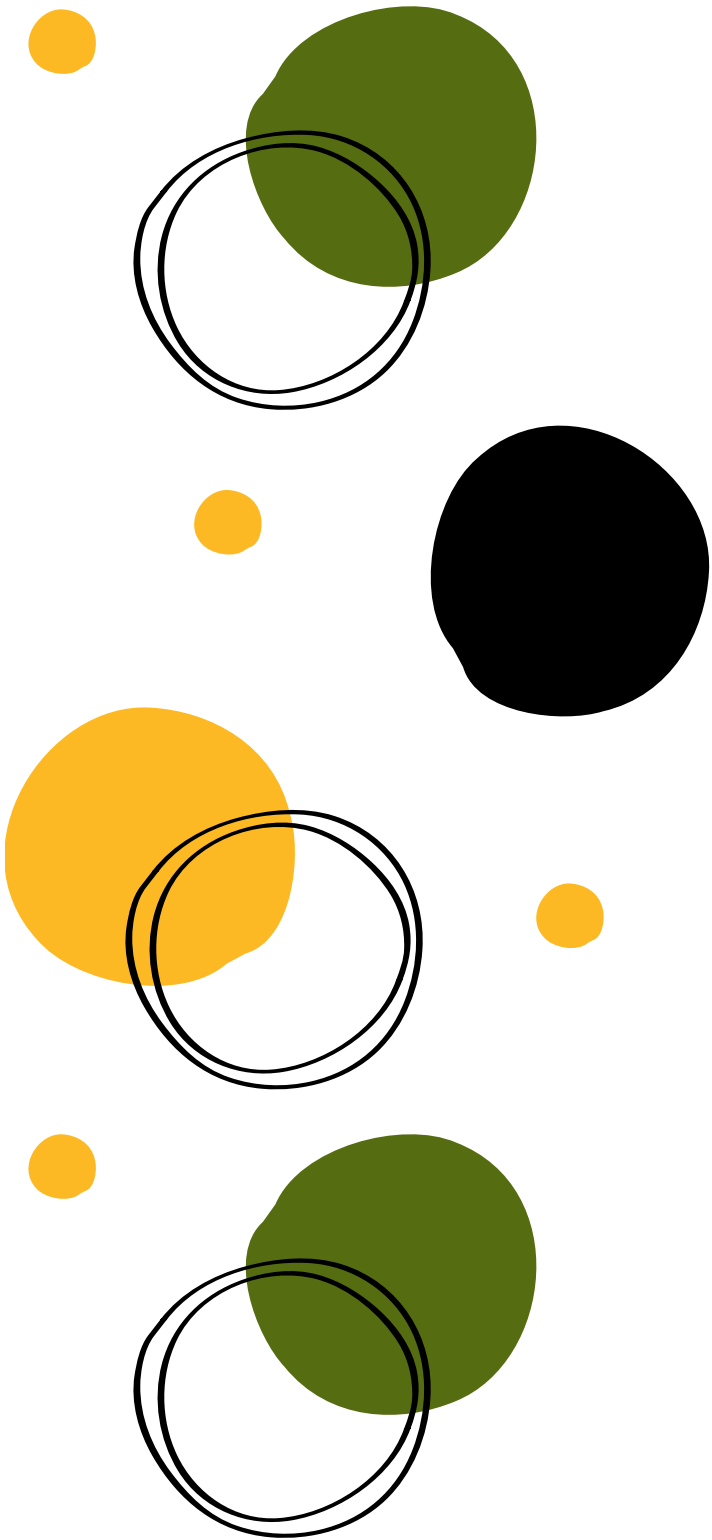
UNITED FOOD BANK FY 2023–2024 AGENCY AGREEMENT & RELEASE AND INDEMNIFICATION”

- Current 501C3 Letter or Sponsorship
- Board of Directors listing
- Form W-9



INDIVIDUAL PROGRAM AGREEMENT(S)

See handbook for full outline





TRAININGS



CIVIL RIGHTS TRAINING

Trainings are offered 3x annually as well as online at anytime. Each year, all staff and volunteers must take training, sign the agreement, and send to United Food Bank upon completion.



VOLUNTEER CONFIDENTIALITY

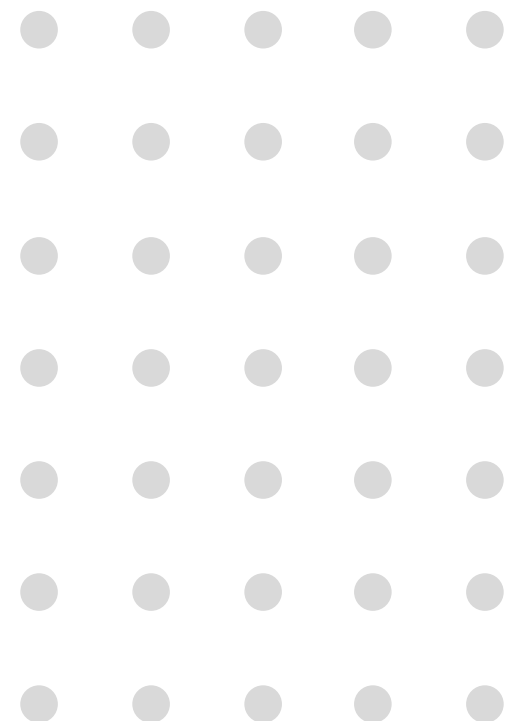
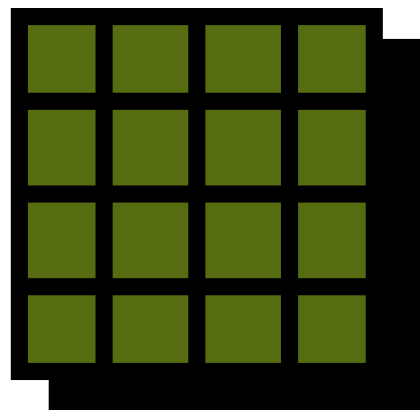
All staff and volunteers involved with distributions must sign and agree to maintain neighbor privacy.



FOOD HANDLER'S CARD/SERVSAFE CERTIFICATION

All individuals responsible for food and distribution must have a Food Handler's Card at minimum- Congregate meal sites must have a manager who has completed the ServSafe Manager Certification.





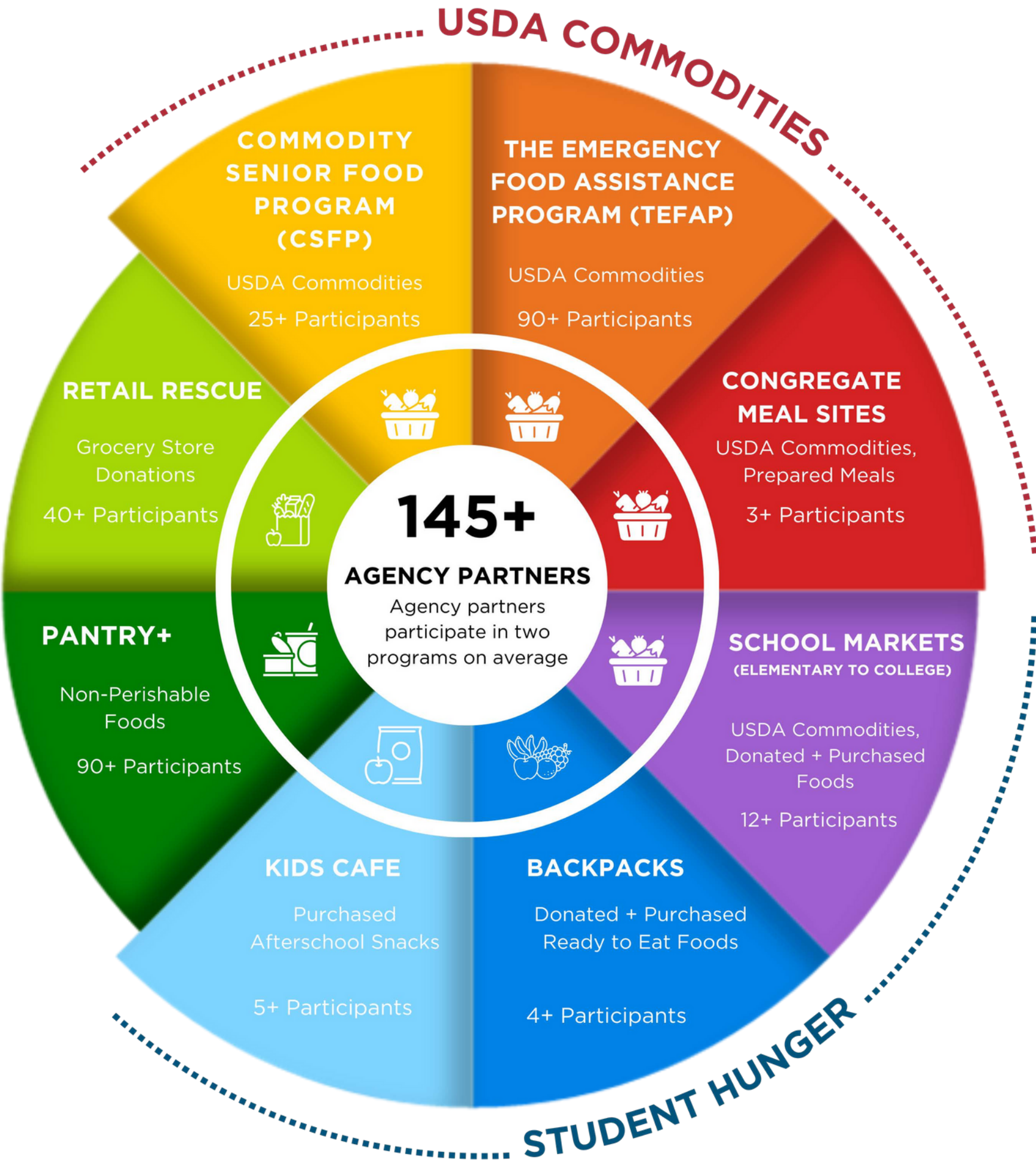
TRAININGS



Different programs offered by United Food Bank have unique requirements that must be understood and followed.

Look out for these throughout today's presentation

PROGRAMS & FOOD STREAMS



THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)



“The Emergency Food Assistance Program (TEFAP) is a federal program that helps supplement the diets of low-income Americans, including elderly people, by providing them with emergency food assistance at no cost. Through TEFAP, the U.S. Department of Agriculture (USDA) purchases a variety of nutritious, high-quality USDA Foods, and makes those foods available to State Distributing Agencies.”



TEFAP REQUIREMENTS



01

USE LINK2FEED

The use of Link2Feed is required statewide by DES in order to receive and distribute TEFAP

02

REPORTING REQUIREMENTS

Complete monthly reporting forms from the Department of Economic Security Hunger Relief Program (DES/HRP)

03

ONCE A MONTH

TEFAP commodities are required to be distributed to the public at least one time per month. Must be distributed within 30-60 days

04

DISPLAY SIGNAGE

Must be displayed in neighbor view at the time of program sign-up & distribution

05

SITE VISITS

Be open to scheduled and unscheduled visits by USDA, DES, and United Food Bank



NEIGHBOR ELIGIBILITY



INCOME

Neighbors can self-declare their income: if their income falls at or below the rates on the Income Eligibility Guidelines (must be posted), they are eligible to receive TEFAP food. Proof of income is not required.



LINK2FEED

If using Link2Feed, ensure neighbors have read and understand self-declaration disclosure.



RESIDENCY

Neighbors must be a resident of Arizona to be eligible for the program.



NEIGHBOR ELIGIBILITY



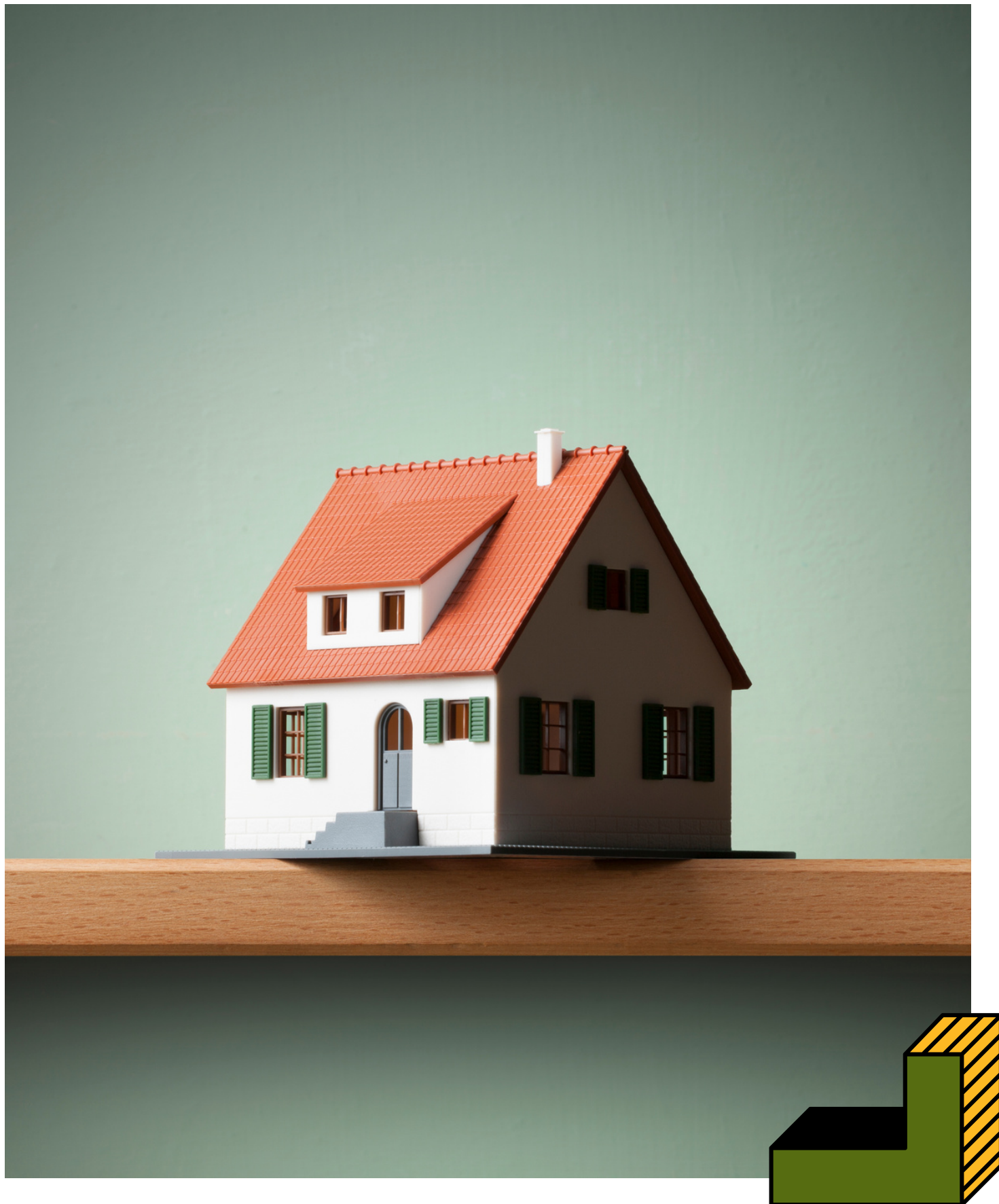
HOUSEHOLD SIZE

TEFAP food is distributed based on household size. If four members of a household come to the pantry together, only one person enters their information into Link2Feed and then adds the three other individuals as household members.

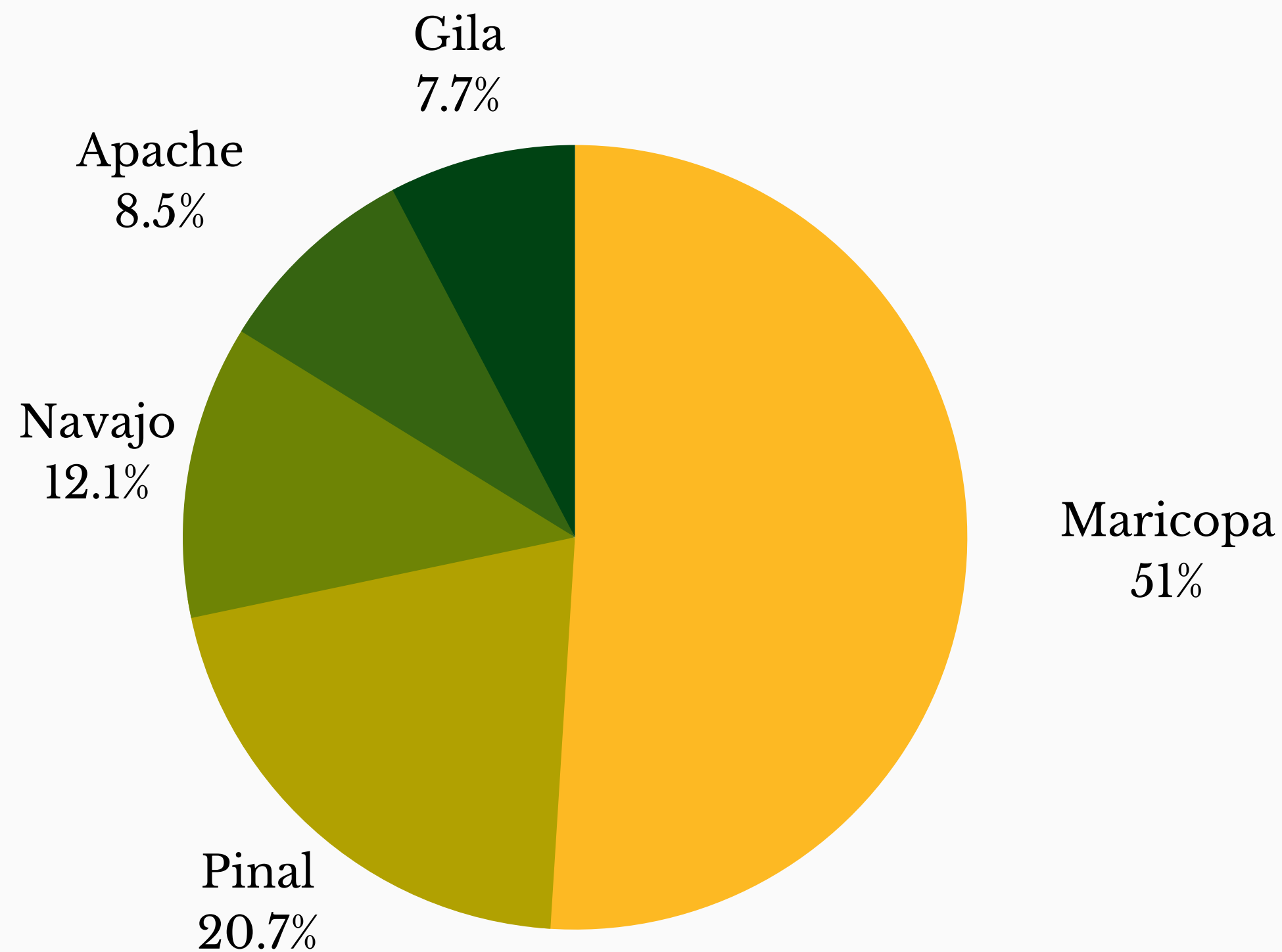


CONGREGATE FEEDING

Recipients of prepared meals at congregate meal sites are considered to be needy and are automatically eligible to receive prepared meals from the congregate meal site.



TEFAP ALLOCATION



United Food Bank is allocated a line of credit to obtain this food per our defined area based upon the income and unemployment statistics of the area/zip code. This is a fixed allocation and one that is shared among the existing food banks in each county. When accepting TEFAP, the partner agency accepts federal and state requirements to track distribution data on Link2Feed.

Good afternoon,

Please see the below menu for **November**. If you need to make a change in your food allocation, please remember that we need at least 3 business days prior to your delivery to make any changes (excluding holidays). **If you have questions about your allocation, please email me.**



United Food Bank sets your allocation based on your monthly inventory reports and your Link2Feed data. If you have certain limitations for your storage areas, let us know and we will make note to ensure that the amount of food we are sending you is appropriate. The items are based on availability and the agency’s storage capacity. If these items are listed as TEFAP, please be sure to include them on your monthly report. We strongly urge agencies to use their invoice upon delivery and fill out the MIPR with the items you received—this saves time at the end of the month filling out your report.

The EFB bins are allocated using full or half bins. A full bin of EFBs is 100 EFBs and a half bin of EFBs is 50 EFBs. Please keep this in mind when adjusting your TEFAP requests.

FROZEN COMMODITIES
Chickens, Whole TEFAP
DRY COMMODITIES
EFBs
Soup, Cream of Mushroom TEFAP

United Food Bank focuses on providing an option for all five food groups in our monthly menu—fruits, vegetables, grains, protein foods, and dairy to offer the nutrients our communities need. If building additional bags from bulk items, please follow the same guidance.

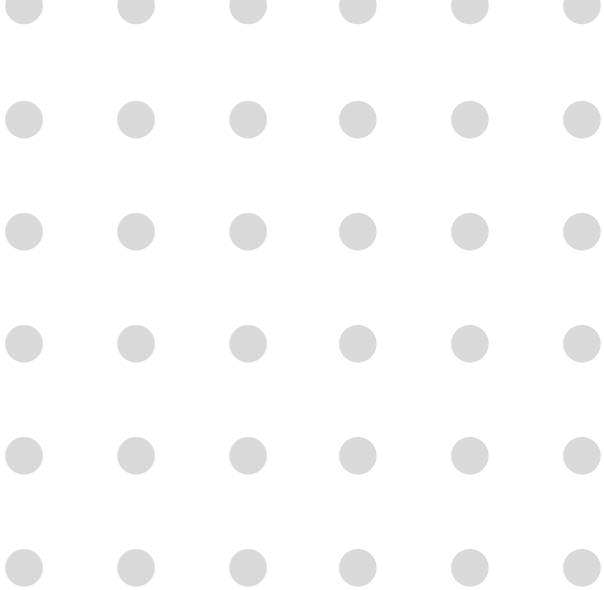
Please follow the equitable distribution model based on family size:

- Household size 1-4 = 1 EFB
- Household size 5-8 = 2 EFBs
- Household size 9+ = 3 EFBs

A staff or volunteer who has a food handlers card or a food manager certification must be present when accepting deliveries.



TEFAP MENU



The TEFAP menu is a full list of the items that United Food Bank may have available. It is not guaranteed that every agency will receive each product

If you have certain limitations for your storage areas, let us know and we will make note to ensure that the amount of food we are sending you is appropriate.



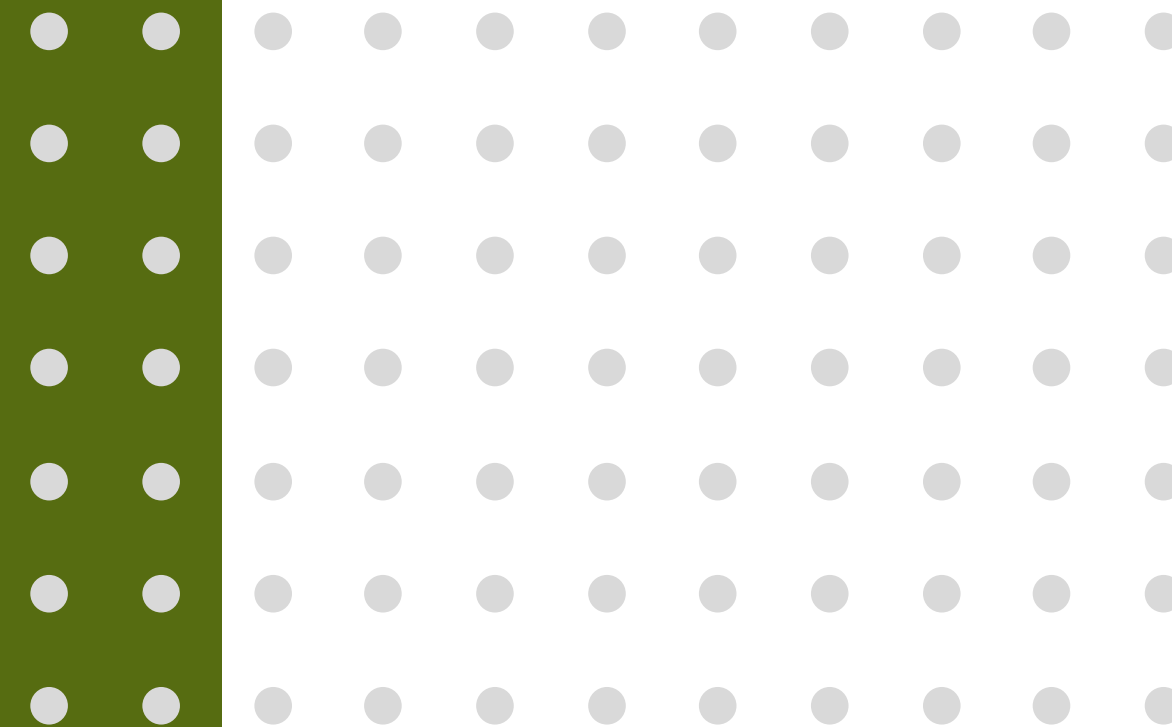
TEFAP MENU



In order for the allocation process to be successful, reports need to be turned in on time.

CHANGES IN TEFAP ORDERS

- All changes to TEFAP orders must be requested at least 3 business days prior to your delivery
- Agencies can request an increase or decrease to their entire monthly allocation.
- Changes made to the orders must be applied to all commodities in either the dry or frozen category
- A change cannot be applied to one specific item (i.e. Garbanzo Beans)
- You can email Josette Raper to make any changes to your TEFAP order





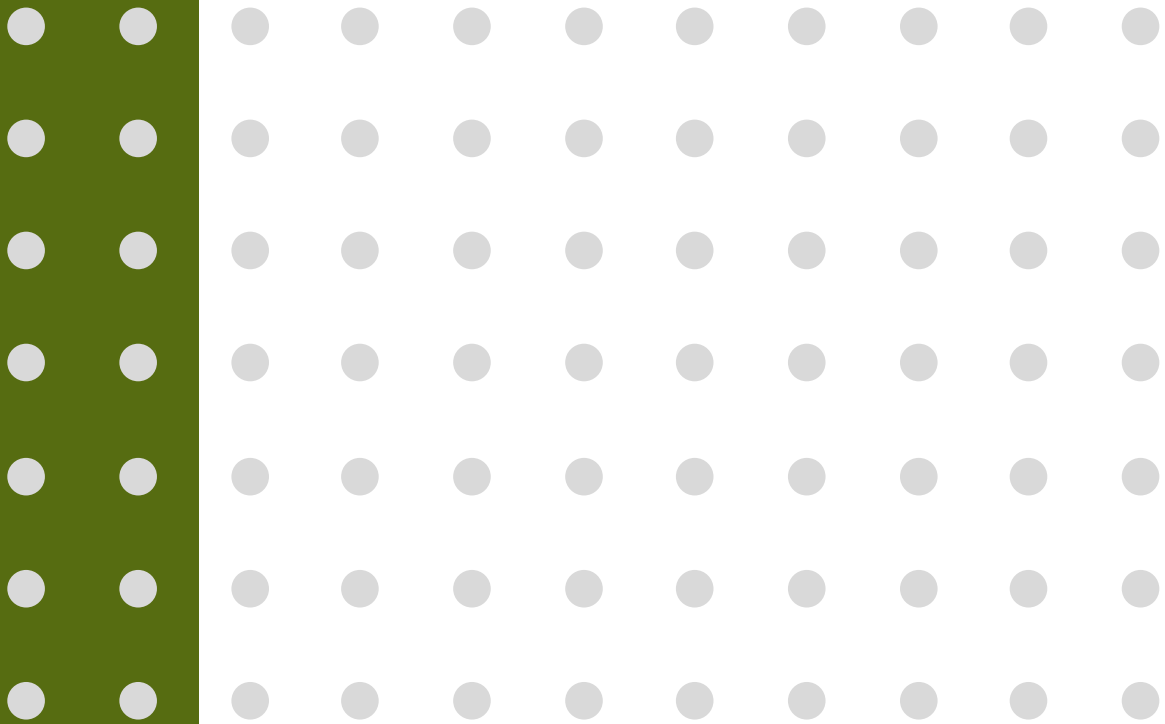
SCHOOL MARKET TEFAP MENU



In order for the allocation process to be successful, reports need to be turned in on time.

CHANGES IN TEFAP ORDERS

- All changes to TEFAP orders must be requested at least 3 business days prior to your delivery
- Agencies can request an increase or decrease to their entire monthly allocation.
- Changes made to the orders must be applied to all commodities in either the dry or frozen category
- A change cannot be applied to one specific item (i.e. Garbanzo Beans)
- You can email Maya Galvan to make any changes to your TEFAP order



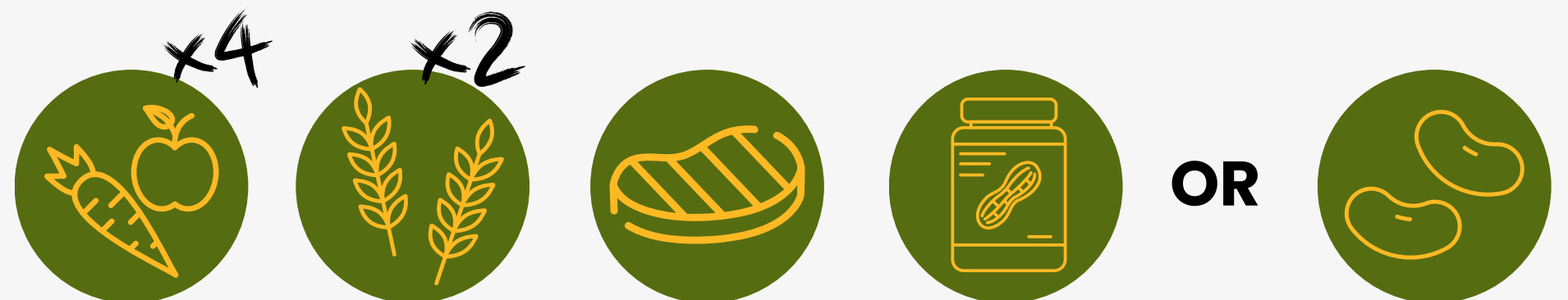


EMERGENCY FOOD BAGS

Also known as EFBs

Pre-built bags using food that United Food Bank receives from TEFAP

At the State and regional food bank level, a core box has been determined to ensure consistency in the minimum amount of food distributed by a food bank.



COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)



Commodity Senior Food Program (CSFP) is a federal commodity food program that works to improve the health of low-income persons 60+ years of age by supplementing their diets with nutritious USDA foods.



■ ■ ■

CSFP REQUIREMENTS

01

USE LINK2FEED

The use of Link2Feed is required statewide by DES in order to receive and distribute CSFP. Preferably live

02

REPORTING REQUIREMENTS

Complete monthly reporting forms from the Department of Economic Security Hunger Relief Program (DES/HRP)

03

AT LEAST ONCE A MONTH

Distribute CSFP commodities to all CSFP enrolled neighbors once per month and meet caseload

04

SIGNAGE + NOTIFICATIONS

Signage must be displayed in neighbor view at the time of program sign-up & distribution; all related notifications must be provided to neighbors

05

SITE VISITS

Be open to scheduled and unscheduled visits by USDA, DES, and United Food Bank.



NEIGHBOR ELIGIBILITY



60+ OR OLDER

Neighbors must show proof of their age by providing their birthday.



RESIDENCY

Neighbors must be a resident of Arizona to be eligible for the program.



NEIGHBOR ELIGIBILITY



IDENTIFICATION

Show proof of identity during enrollment that includes date of birth and a photo.



INCOME

Neighbors must self disclose that their total household income does not exceed 130% of the federal poverty level.



CSFP NOTIFICATIONS

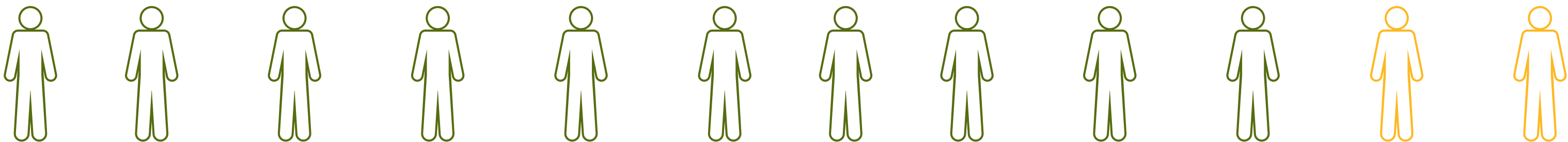
CSFP requires that a variety of notifications be made to program participants for the purpose of determining and maintaining eligibility, assuring fair and equitable distribution of CSFP commodities, and maximizing the number of CSFP boxes served to eligible seniors throughout the state.

CSFP PARTICIPANT RIGHTS & OBLIGATIONS (HRP-1039A/S)	New CSFP applicants
NOTICE OF BENEFICIARY PROTECTIONS (HRP-1034A/S)	Applicable solely to faith-based organizations
CSFP NOTICE OF ACTION (HRP-1052A/S):	Application Denial, Waiting List, Disqualification, & Discontinuance
RECERTIFICATION NOTICE (HRP-1037A/S)	Notify existing CSFP neighbors that their annual recertification is required
WAITING LIST NOTICE (HRP1041A)	Notify neighbors from your agency’s waiting list (in Link2Feed) when a CSFP food box has been allocated to them from the agency’s caseload

IMPORTANT DEFINITION: CASELOAD

A CSFP agency is given a designated caseload, which is total number of active CSFP participants that should be served every month.

Agencies will be provided with enough CSFP product to accommodate their caseload, 1 box and 1 cheese per participant.



Example: Karen's Pantry has a caseload of 10. United Food Bank will provide 10 boxes and 10 cheese to meet the monthly caseload. The same 10 participants should be served every month.

Neighbors who attend a CSFP distribution who have already distributed their caseload will be placed on a waiting list.



BOX & BOX NUMBERS

The CSFP box includes a variety of foods & a 2-pound loaf of cheddar cheese is available to participants each month that their CSFP box is collected

Each CSFP box is numbered based on the date it was created and shelf life of the contents inside.



GROCERY RESCUE



United Food Bank offers an alternative food source program called Grocery Rescue. Through local and national contracts with the Feeding America Grocery Rescue program, participating grocery retailers (retail partners) have agreed to set aside and donate excess food that has been deemed no longer sellable, but is still safe for human consumption.



AGENCY ENABLEMENT



An Enabled Agency is a partner agency of United Food Bank who is authorized to pick up designated donations directly from grocery stores and other retailers on behalf of United Food Bank and Feeding America

Enabled agencies must commit to picking up donations at least two days per week at assigned stores, on designated days, during designated time frames.

In addition to pick up commitments, the agency is also responsible for distributing food items in a timely manner.



ENABLED AGENCY REQUIREMENTS

01

VEHICLES

A vehicle large
enough to safely
transport donations
(refrigerated vehicle
recommended)

02

FOOD SAFETY

Food safe storage
areas & food
handlers cards for
the driver or staff
picking up the food

03

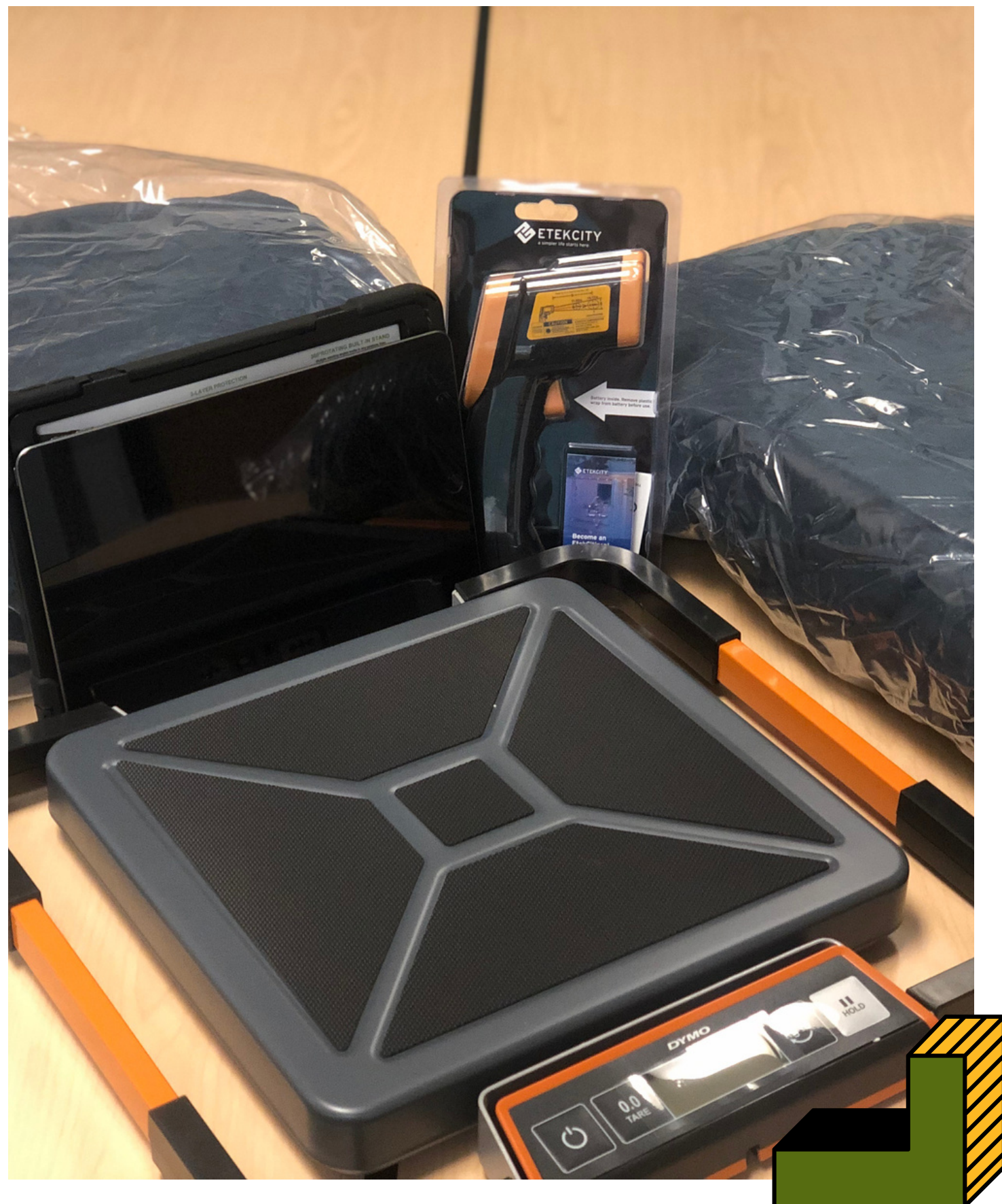
MEALCONNECT

Report all donated
poundage into
MealConnect

04

COMPLIANCE

Follow United Food
Bank's
requirements for
reporting and
auditing



ITEMS PROVIDED



THERMAL BLANKETS



INFRARED LASER THERMOMETER



DIGITAL SCALE



IPAD

PANTRY+



The Pantry+ program is similar to a “wish list” for donated food items and Grocery Rescue product. Items included on the Pantry+ form are considered to be miscellaneous perishables and non-perishables, also known as MNP.



PANTRY+ REQUIREMENTS

01

ORDER AND STORAGE

Items on the Pantry+ form must be ordered in the quantity that can be stored properly and distributed in a timely manner.

02

UPDATES

The Pantry+ form can only be updated once every six months

03

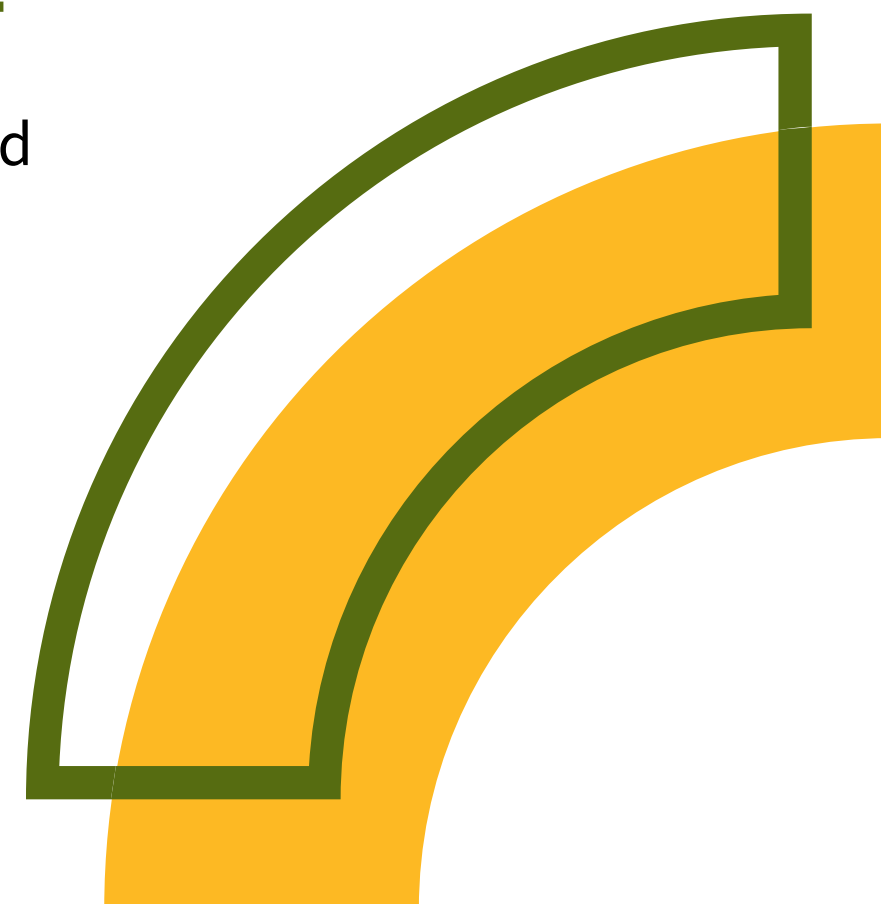
CHANGES

Any changes must be communicated to the Agency and Programs team at least 72 hours before delivery to ensure accuracy

04

COMPLIANCE

Follow United Food Bank's requirements for reporting and auditing





Pantry+

The Pantry+ program is based on the availability of each product and will only be delivered if product is available.
All order changes must be received at least 3 business days prior to delivery.
United Food Bank is closed on weekends and most major holidays.

Agency Name: _____
Agency #: _____ County: _____ Order Schedule: _____
Order Frequency: ☐ Weekly ☐ Bi-Weekly ☐ Monthly

☐ Delivery ☐ Pickup

No Associated Fee

Item #	Item Type	Pounds
GR0013	Produce	
GR0014	Dairy	
GR0016	Deli	
GR0017	Frozen / Prepared	
GR0018	Bread / Pastry	
1000216	Water	

Accept substitutions if product is unavailable? ☐

Storage Capacity:

Cold / Frozen

household refrigerator(s)

commercial refrigerator(s)

household freezer(s)

commercial freezer(s)

Dry / Shelf-stable

approx. area of shelving

Additional Storage Notes:

United Food Bank Use Only - Operation Notes

Avg HH Served Monthly:

JIT Delivery? Y/N

TEFAP Agency? Y/N

Additional Notes:

Shared Maintenance Fee

Item #	Item Type (max 5 cases/product)	Cases*
MO101	Canned Vegetables/Fruits/Tomato (35 lb)	
MO401	Soup, Dry, Ramen (10 lb)	
MO301	Soup, Canned/Dry (35 lb)	
MO501	Canned Meat / Peanut Butter (35 lb)	
MO701	Spices / Condiments/Cooking/Baking (25 lb)	
MO9011	Boxed Meals / Pasta (20 lb)	
M1101	Beans, Canned/Dry (35 lb)	
M1301	Rice (35 lb)	
M1501	Cereal (8 lb)	
M1701	Snacks (15 lb)	
M1901	Beverages/Coffee/Tea/ Cocoa (25 lb)	

Item #	Item Type	Pounds
GR0015	Meat (max 250 lbs)	

The shared maintenance fee of 19 cents per pound is a handling fee paid to United Food Bank in return for services provided (i.e. operations of warehousing and distribution of donated food and grocery products). It is not a charge for food.

Date Updated: _____

Updated By: _____



SHARED
MAINTENANCE FEE

Most items on the Pantry+ form will have an associated shared maintenance fee of 19 cents per pound. This is a handling fee paid to United Food Bank in return for services provided (warehousing and distribution of donated food and grocery products).

Pantry+ orders can only be ordered in a maximum quatity of 5 cases/product

The Pantry+ orders are filled based on available inventory and donations, therefore, partner agencies will not receive all products that are requested.



STUDENT HUNGER PROGRAMS

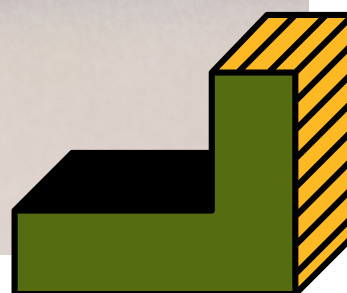


United Food Bank operates three different programs that target student hunger in partnership with local school districts, colleges, universities, and school-age care programs.



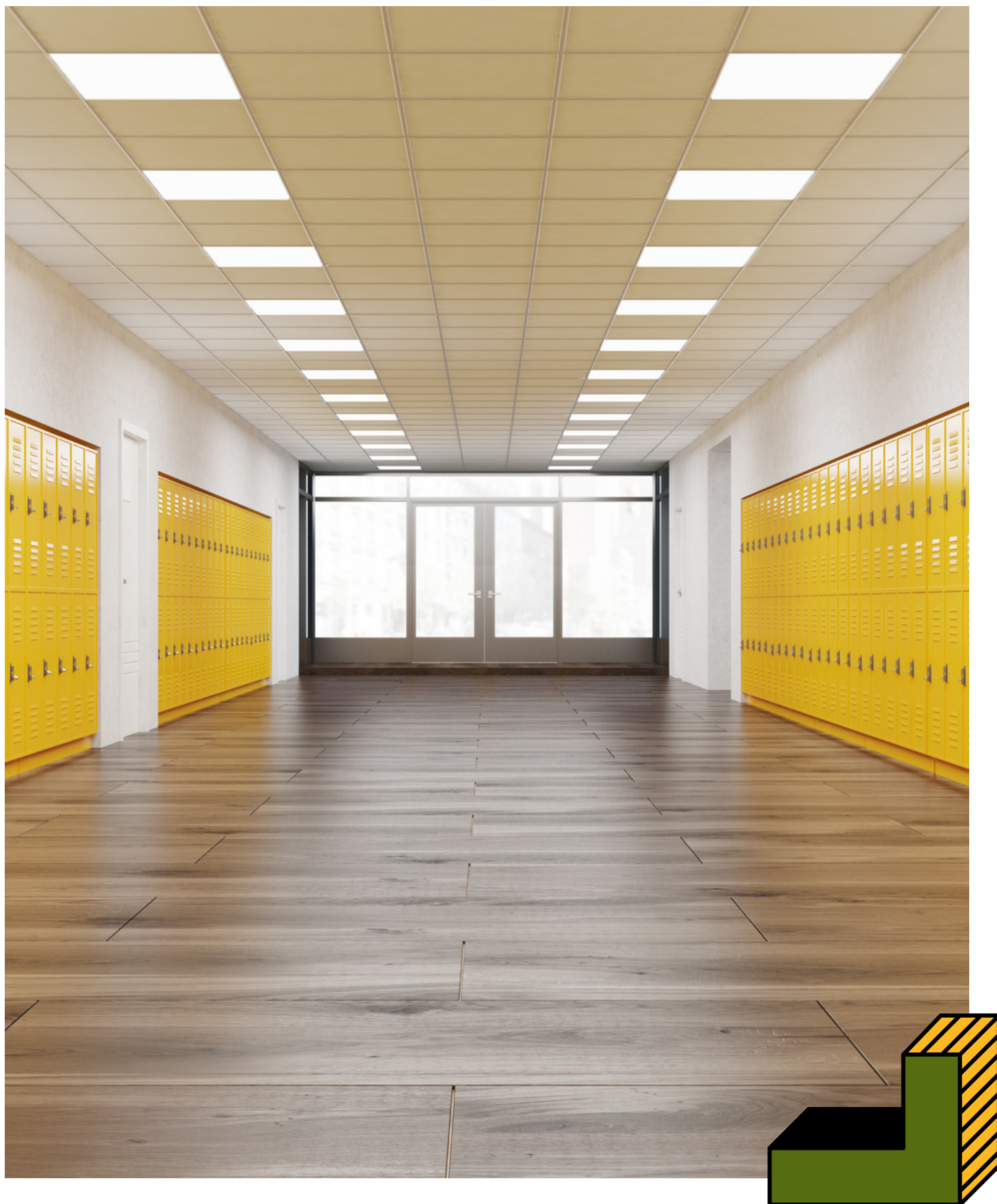
■ ■ ■ **BACKPACK PROGRAM/ WEEKEND MEALS**

The Backpack Program allows sites to provide nutritious, non-perishable, easy-to-prepare food for students to take home on weekends and school vacations. Students struggling with chronic hunger can be identified by parents or faculty and can take advantage of the resource when school meals aren't readily available. Backpacks are usually distributed to students in a school setting.



KIDS CAFE

Kids Cafe sites provide nutritious snacks to children during after school hours and over the summer in a congregate setting. These programs also provide a safe environment for children through enrichment activities such as recreation or tutoring. Kids Cafe sites are usually school-age care programs like Boys & Girls Clubs.



■ ■ ■ **SCHOOL MARKET**

School Markets provide nutritious food to students and their families in a convenient, familiar and safe location.

The market may operate as a permanent pantry set up, as a mobile distribution, or some combination of the two.

Sites must be consistently in the same location, have set distribution schedules, and offer ongoing food assistance services.

School Markets are typically operated by schools, colleges, or universities.



DELIVERY & ORDER PICK UPS



DELIVERY WINDOW

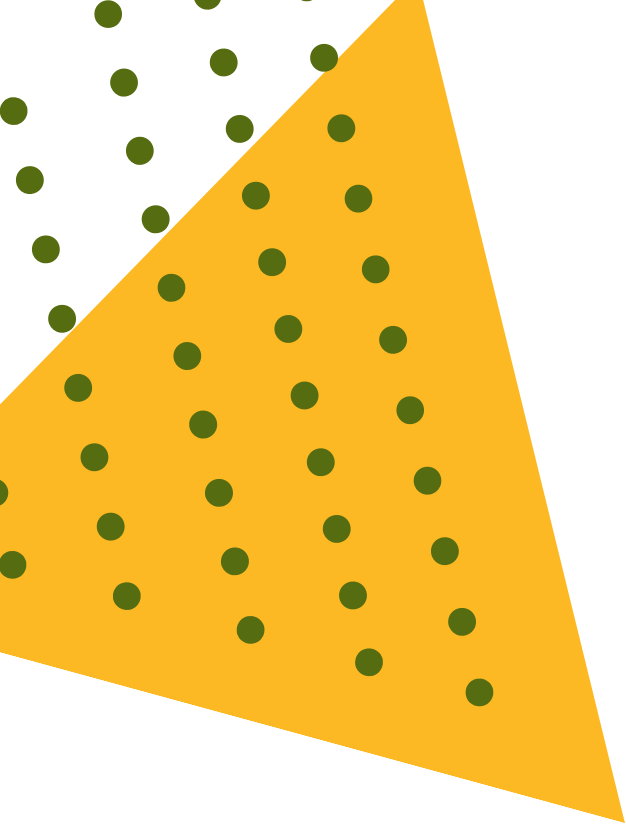
All local deliveries will be scheduled with a 2 hour customary delivery window. This gives the drivers flexibility in case they run into common delays. For rural deliveries, a larger delivery window will be provided. Mobile sites will receive their deliveries "Just-in-Time" for their distribution.

United Food Bank will make every effort to communicate if there are any delays.



PICK UPS

Coordinate a pick up time with the Agency and Programs team to ensure that food will be ready at time of pickup. Most food will be prepared on a pallet and may require special equipment to maneuver.



INVOICES-TEFAP

Ship Via Rural Delivery
Ship Date 12/7/2022
Appt. Time
Due Date 1/6/2023
Terms Due30 days

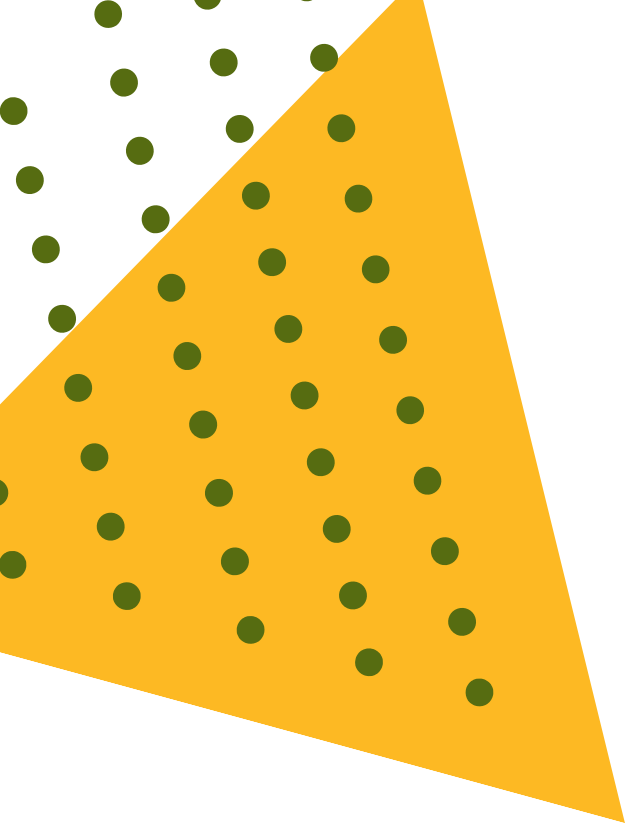
Item No.	Description	Unit	Gross Weight	Qty.
I003295	EFB 10LB Emergency Food Bag	Each	960	96
I003295	EFB 10LB Emergency Food Bag	Each	40	4
T003341	Pumpkin, Canned TEFAP 85 plt	Case	92	4
T002858	Milk Instant PKG 24/12.8 oz	Case	57.6	3
T002794	Raisins TEFAP20 24/15 oz 72 plt	Case	92	4

A Food Handler's card holder must be present to accept deliveries.

Confirm that all commodities were delivered by comparing your invoice to your delivery.

If there are any discrepancies, please email the Agency & Programs team.

TEFAP will either have a T in the item number or say TEFAP in the name.



INVOICES

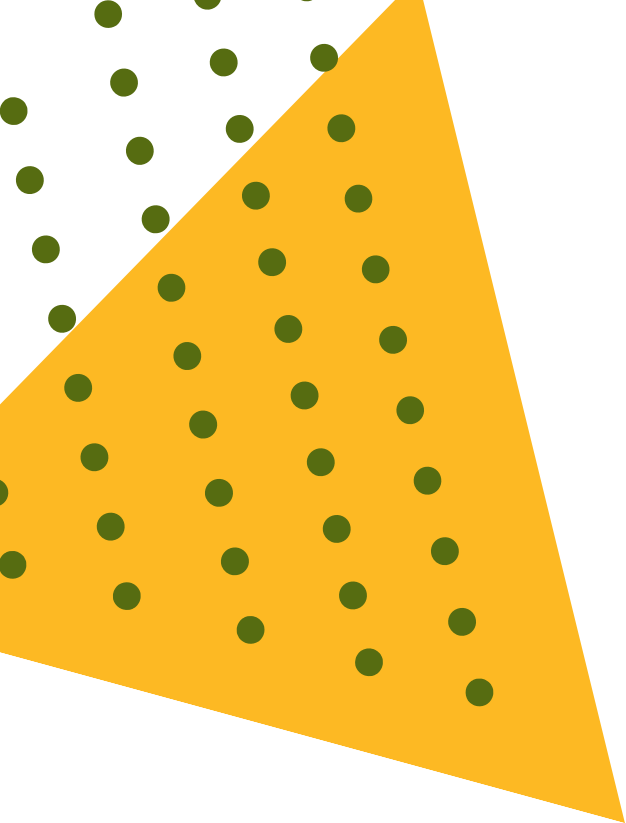
Ship Via Rural Delivery
Ship Date 12/7/2022
Appt. Time
Due Date 1/6/2023
Terms Due30 days

Item No.	Description	Unit	Gross Weight	Qty.
I003295	EFB 10LB Emergency Food Bag	Each	960	96
I003295	EFB 10LB Emergency Food Bag	Each	40	4
T003341	Pumpkin, Canned TEFAP 85 plt	Case	92	4
T002858	Milk Instant PKG 24/12.8 oz	Case	57.6	3
T002794	Raisins TEFAP20 24/15 oz 72 plt	Case	92	4

A Food Handler's card holder must be present to accept deliveries.

Confirm that all products were delivered by comparing your invoice to your delivery.

If there are any discrepancies, please email the Agency & Programs team.



INVOICES-CSFP

Ship Via Agency Pickup
Ship Date 11/21/2022
Appt. Time
Due Date 11/21/2022
Terms

Item No.	Description	Unit	Gross Weight	Qty.
CSFP-224	CSFP Box #224 45 plt 26 lbs	Case	832	32
I003063	CSFP, Cheese, Low Fat, B007 2 lb.	Each	68	34

A Food Handler's card holder must be present to accept deliveries.

Confirm that all commodities were delivered by comparing your invoice to your delivery.

If there are any discrepancies, please email the Agency & Programs team.

CSFP will have CSFP & the box number in both the item number and description.



FOOD SAFETY & STORAGE

1

Food should not be relocated, donated to another organization, or distributed to neighbors outside of the approved distribution area.

2

Stored in a clean storage area, free of dirt, bacteria, pests, chemicals, and other contaminants.

3

All TEFAP and CSFP commodities must be kept separated from non-federal food and it must be clearly marked

4

All food must be labeled with the date it was received to visibly display that the first-in first-out (FIFO) model is being followed

5

All dry storage must be kept on non-porous shelving that can be cleaned of spills

6

Foods in a pantry must be stored at least 6 inches off the floor and 4 inches away from walls.

7

Utilize internal thermometers and temperature logs for cold and frozen storage



LOSSES OF:

1 CAN-4 CASES

REPORT LOSSES ON MIPR

≥5 CASES

**REPORT LOSS ON MIPR &
COMMODITY LOSS REPORT**

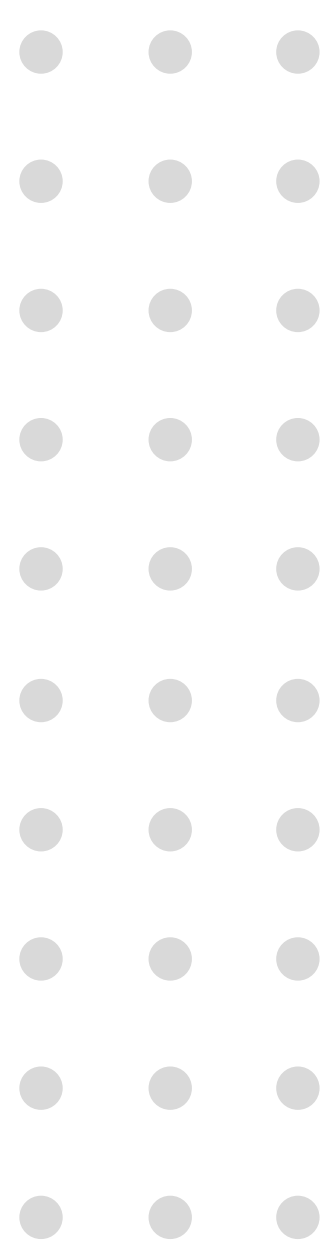
■ ■ ■ TEFAP FOOD LOSS OR SPOILAGE

**NEEDS TO BE REPORTED TO THE
AGENCY AND PROGRAMS TEAM**

IMMEDIATELY!



Email United Food Bank photos of the loss and please hold onto these items until approval to dispose of the items has been confirmed by the agency & programs team.



**DONATED
FOOD LOSS OR
SPOILAGE
NEEDS TO BE REPORTED TO THE
AGENCY AND PROGRAMS TEAM**

IMMEDIATELY!



Email United Food Bank photos of the loss and please hold onto these items until approval to dispose of the items has been confirmed by the agency & programs team.

LOSSES OF:

1-4 CASES

REPORT LOSSES ON MIR

≥5 CASES

**REPORT LOSS ON MIR &
COMMODITY LOSS REPORT**

CSFP FOOD LOSS OR SPOILAGE

**NEEDS TO BE REPORTED TO THE
AGENCY AND PROGRAMS TEAM**

IMMEDIATELY!



Email United Food Bank photos of the loss and please hold onto these items until approval to dispose of the items has been confirmed by the agency & programs team.



FOOD RECALLS

FEEDING AMERICA RECALLS

United Food Bank will notify all partner agencies if there is a recalled product in the state or regional area.

USDA PRODUCT RECALLS

A formal request by a regulatory agency, as an alternative for the detention or seizure action to remove or otherwise correct volatile, distributed products.

MOCK RECALLS OF USDA PRODUCT

United Food Bank will participate in at least two (2) mock recalls per year in order to practice the full recall protocol.





INSPECTIONS



PEST CONTROL

Partner agencies must take reasonable precautions to protect against pest infestation. Pest prevention and control programs can be maintained by staff, volunteers, and/or a contracted source and must be completed and logged at least once every two months.



HEALTH INSPECTIONS

Partner agencies must follow county requirements and acquire the necessary health inspections and permits in order to operate.



SCHOOL INSPECTIONS



PEST CONTROL

Partner agencies must take reasonable precautions to protect against pest infestation. Pest prevention and control programs can be maintained by staff, volunteers, and/or a contracted source and must be completed and logged at least once every two months.



HEALTH AND FIRE SAFETY INSPECTIONS

Partner agencies must follow county requirements and acquire the necessary health and fire safety inspections and permits in order to operate.



TEFAP DISTRIBUTION

TEFAP MUST:

1

Be distributed at least once per month

=

Be distributed in fair share proportions per household size.

Household size 1-4= 1 Emergency Food Bag (EFB)

Household size 5-8= 2 EFBs

Household size 9+= 3 EFBs



DISTRIBUTION & RECONCILIATION



Be distributed in fair share proportions per household size.



Follow the recommended formula:
 $\text{item} \div \text{average \#of HH} = \text{items per HH}$

Ex:

500 bags of peaches \div 250 Households = 2 bags of peaches per household



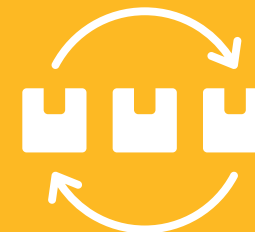


CSFP DISTRIBUTION

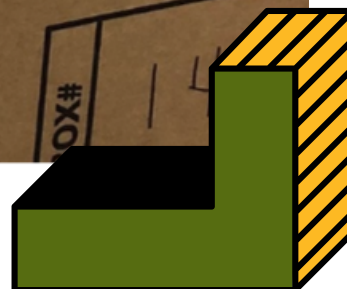
CSFP MUST:

1

At least 1 distribution each month and strive to distribute a CSFP box to each of their actively enrolled neighbors



CSFP product should be distributed using a FIFO inventory system to ensure product integrity (lowest box number first to highest box number)



SIGNAGE

■ JUSTICE FOR ALL POSTER, (NOT ON WEBSITE)

■ AMERICANS WITH DISABILITIES (ADA / 504 NOTICE)

■ HRP 1023A INCOME ELIGIBILITY GUIDELINES

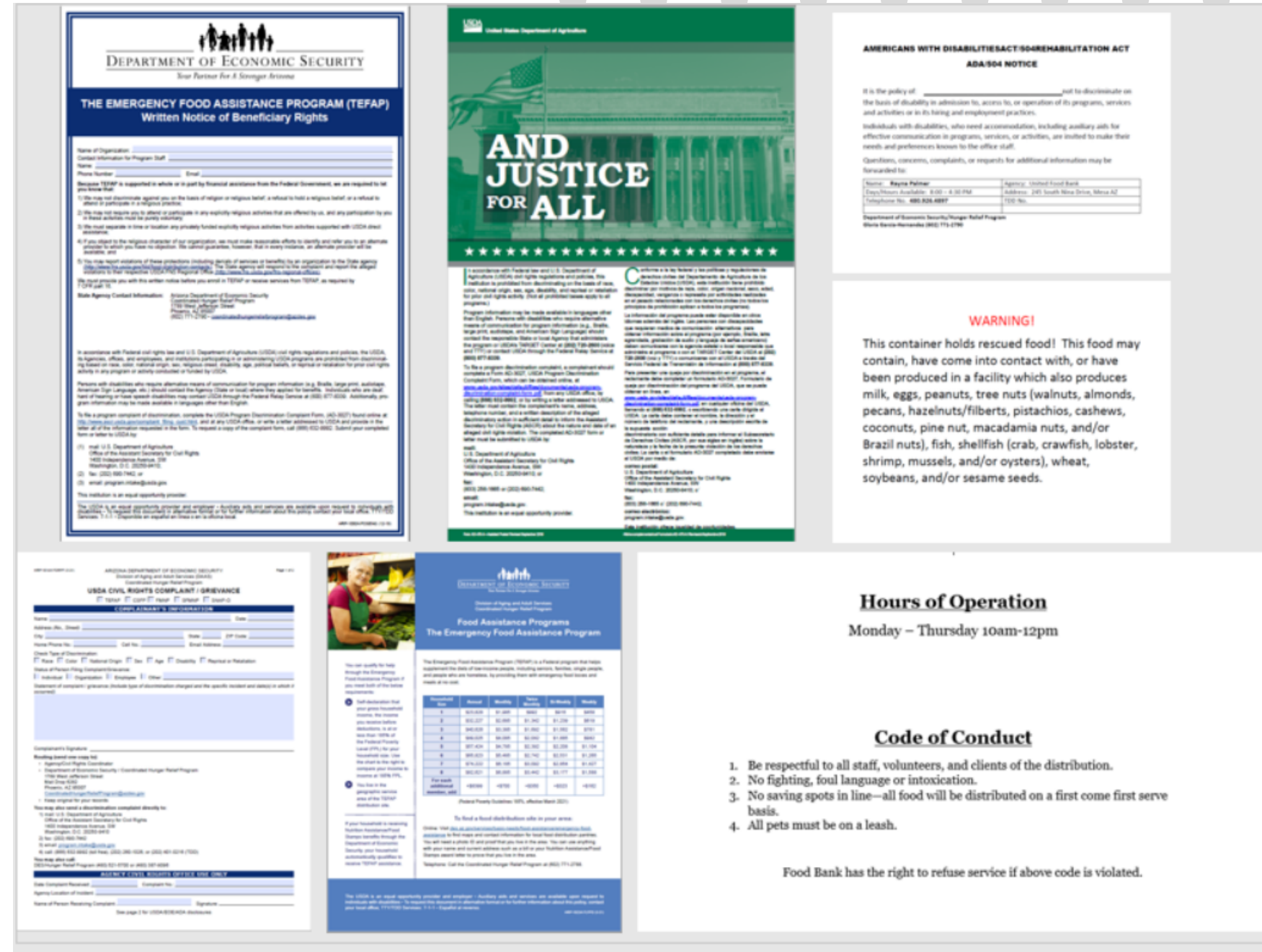
■ HRP 1014A USDA CIVIL RIGHTS COMPLIANT / GRIEVANCE FORMS

■ UFB PROGRAM ELIGIBILITY GUIDELINES

■ HOURS OF OPERATION (AGENCY CREATES)

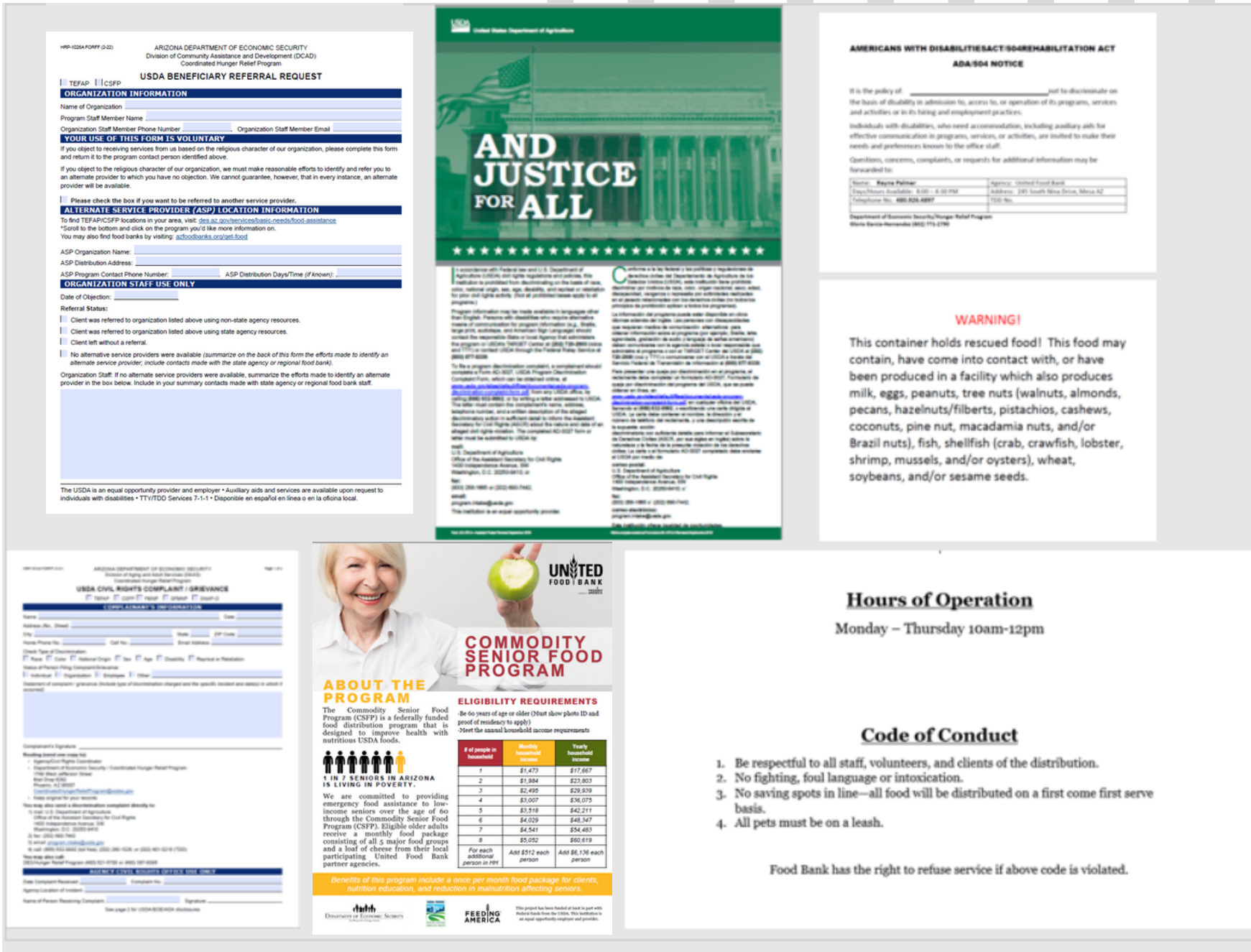
■ CODE OF CONDUCT (AGENCY CREATES)

■ ALLERGEN WARNING SIGN



SIGNAGE

- JUSTICE FOR ALL POSTER, (NOT ON WEBSITE)
- AMERICANS WITH DISABILITIES (ADA / 504 NOTICE)
- INCOME ELIGIBILITY GUIDELINES
- HRP 1014A USDA CIVIL RIGHTS COMPLIANT / GRIEVANCE FORMS
- HRP 1026A USDA BENEFICIARY REFERRAL REQUEST (FAITH BASED ONLY, NOT ON WEBSITE)
- HOURS OF OPERATION (AGENCY CREATES)
- CODE OF CONDUCT (AGENCY CREATES)
- ALLERGEN WARNING SIGN



Division of Adult and Aging Services (DAAS) – Coordinated Hunger Relief Program

TEFAP MONTHLY INVENTORY AND PARTICIPATION REPORT (MIPR)Complete this form as of the last business day of the reporting month and return it to the Food Bank by the 5th.

*See the TEFAP Monthly Inventory and Participation Report (MIPR) Instructions for definitions and details on how to fill out this form.

Agency Name: _____ Reporting Month/Year: _____

EMERGENCY FOOD BOXES (EFB)

Stock at the beginning of the month
Received this month
Distributed this month
Losses (if any)
Remaining end of month count
List reason(s) for any losses:

Notes:

BULK COMMODITIESWere there bulk items left over from last month? ☐ Yes ☐ NoIf yes, were they completely distributed/used this month? ☐ Yes ☐ NoList reason(s) for any losses: _____**BULK COMMODITIES**

(Includes commodities on-hand from prior month. List oldest first.)

Date Received	Item Name	Cases On-Hand or Received	Cases Used	Losses (if any)	Cases Remaining

(Additional space provided on page 2)

By signing below, you affirm the data provided on this form is accurate to the best of your knowledge. You also acknowledge seeing the required USDA Non-Discrimination Statement on the next page even if you do not submit it with your report.

Agency Representative Signature: _____

Date: _____

-Food Bank Use-

Equitable Distribution: EFBs distributed correspond with HH sizes and numbers served (as shown in L2F): ☐ Yes ☐ No

If NO, what follow-up was conducted and what was the resolution?

Reviewer's Initials: _____

See page 2 for USDA/EOE/ADA disclosures



TEFAP REPORTING

All partner agencies receiving TEFAP products must fill out the HRP-1005A TEFAP Monthly Inventory and Participation Report (MIPR) form.

All reporting is due as soon as possible, but no later than the **5th** of the following month.

To complete the MIPR, please see the Reporting in 5 minutes video series on YouTube.

Email all completed reports to monthlyreports@unitedfoodbank.org and maintain copies of these reports for five years.



ST. MARY'S FOOD BANK
COMMODITY SENIOR FOOD PROGRAM (CSFP)
DISTRIBUTION SITE MONTHLY INVENTORY REPORT (MIR)



Site Name: Reporting Month:
Agency #: Reporting Year:

Current Month's Distribution		AMOUNT			
	Box #	Box #	Box #	Box #	
Total Boxes Delivered/ Leftover from Last Month:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2.) Total Boxes Signed for by Client in Current Month:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3.) Total Cheese Delivered/ Leftover from Last Month:					
4.) Total Cheese Signed for by Client in Current Month:					
Remaining Inventory at Month's End					
	Box #	Box #	Box #	Box #	
5.) Number of Boxes on Site:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
6.) Number of Cheese on Site:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lost/ Extra Product					
	Box #	Box #	Box #	Box #	
7.) Number of Lost/ Extra Boxes:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
8.) Number of Lost/ Extra Cheese:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Provide an explanation of any lost or extra product below:

Note: Inventory is defined as Number of Boxes or Number of Cheese

*You must do a physical count of your remaining inventory of CSFP items at the end of each month.

PRINT NAME Date

In order to maintain Inventory, this document must be received within 2 days after last distribution for the month



CSFP REPORTING

All partner agencies who receive CSFP products must complete the Commodity Senior Food Program (CSFP) Distribution Site Monthly Inventory Report (MIR) form.

The report is due 2 days after the final distribution or at the latest, by the 27th of the month, whichever comes first.

To complete the MIR, please see the Reporting in 5 minutes video series on YouTube.

Email all completed reports to monthlyreports@unitedfoodbank.org and maintain copies of these reports for five years.



Distribution Site Monthly Participation Report (MPR)



Instructions: Complete this form by the 5th of the following month and return it to United Food Bank (monthlyreports@unitedfoodbank.org). For non-TEFAP household distributions, please attach the sign-in sheets along with your MPR. Sign-in sheets are not required for non-TEFAP congregate sites.

Agency Name:

Agency #:

Report Month:

Year:

Select all that apply for how your agency received food this month:

☐ Grocery Rescue

☐ Standing Order

☐ Food Drives/Donations

☐ Other

HOUSEHOLD DISTRIBUTION	CONGREGATE SITE
# of households served: <input type="text"/>	# of meals served: <input type="text"/>
# of individuals served: <input type="text"/>	
# of food boxes distributed: <input type="text"/>	

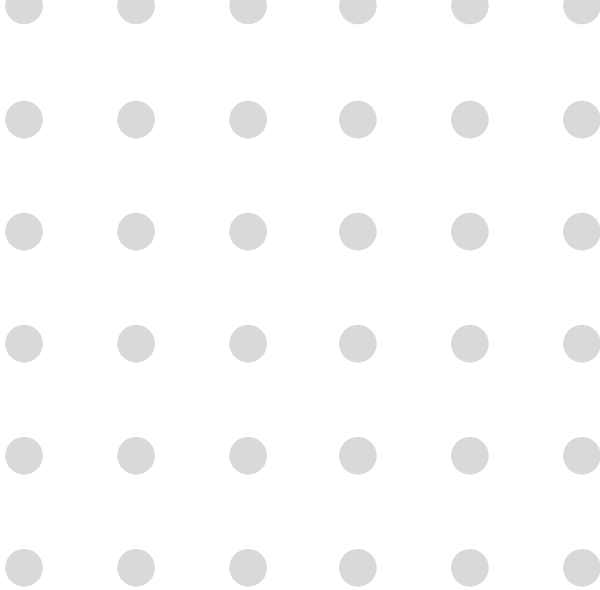
If there were any issues/concerns, please note them here:

Agency Representative Signature

Date



PANTRY REPORTING



If only receiving Pantry+ or Grocery Rescue, partner agencies will use the paper sign-in sheets and the Monthly Participation Report (MPR) to manually track their distribution numbers for their monthly reports

All reporting is due as soon as possible, but no later than the 5th of the following month.

To complete the MPR, please see the Reporting video series on YouTube.

Email all completed reports to monthlyreports@unitedfoodbank.org and maintain copies of these reports for five years.

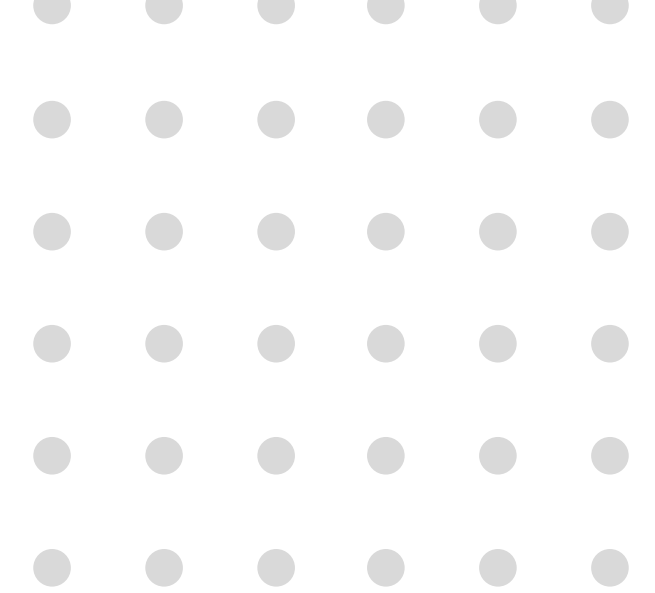


AGENCY: _____					
Year	Month	One Day High Attendance	Unduplicated # of Children Served	Total # of Children Served	Total # of Snacks
2022	July				
2022	August				
2022	September				
2022	October				
2022	November				
2022	December				
2023	January				
2023	February				
2023	March				
2023	April				
2023	May				
2023	June				
	TOTALS				

Please report either participation for the month or indicate inactivity of the program.
Direct any questions to mgalvan@unitedfoodbank.org or (480) 398-4477 &
SUBMIT REPORT TO monthlyreports@unitedfoodbank.org BY THE 5TH OF THE FOLLOWING MONTH



KIDS CAFE REPORTING



All Kids Cafe programs submit a Kids Cafe Monthly Participation Report (KCMPR) to United Food Bank to help track partner impact.

All reporting is due as soon as possible, but no later than the 5th of the following month.

To complete the KCMPR, please see the Instructions document on our website.

Email all completed reports to monthlyreports@unitedfoodbank.org and maintain copies of these reports for five years.



2023-24 Backpack MONTHLY PARTICIPATION REPORT



Agency:

Year	Month	Number of Students Served (based on 1 day high attendance)	Total Number of Backpacks Distributed	Staff Initials
2023	July			
2023	August			
2023	September			
2023	October			
2023	November			
2023	December			
2024	January			
2024	February			
2024	March			
2024	April			
2024	May			
2024	June			
	TOTALS			

Please report either participation for the month or indicate inactivity of the program.
Direct any questions to mgalvan@unitedfoodbank.org or (480) 398-4477 &

SUBMIT REPORT TO monthlyreports@unitedfoodbank.org BY THE 5TH OF THE FOLLOWING MONTH



BACKPACK REPORTING



All Backpack programs submit a Backpack Monthly Participation Report (BPMPR) to United Food Bank to help track partner impact.

All reporting is due as soon as possible, but no later than the 5th of the following month.

Email all completed reports to monthlyreports@unitedfoodbank.org and maintain copies of these reports for five years.



AUDITS & VISITS



AUDIT

United Food Bank will hold an audit each year for all partner agencies. The audit can be either an announced or unannounced monitoring visit to observe if all regulations are in compliance with United Food Bank and DES requirements.



FRIENDLY VISITS

United Food Bank strives to provide support to all partner agencies. The Agency and Programs team will occasionally stop by to make sure that there are no problems and to observe the amazing work that our partner agencies do every day.



STORYTELLING

@HUMANSOFUFB

Sharing stories from our neighbors, volunteers, staff, agencies, & more. Uniting communities through the art of storytelling.

IF YOU HAVE A STORY

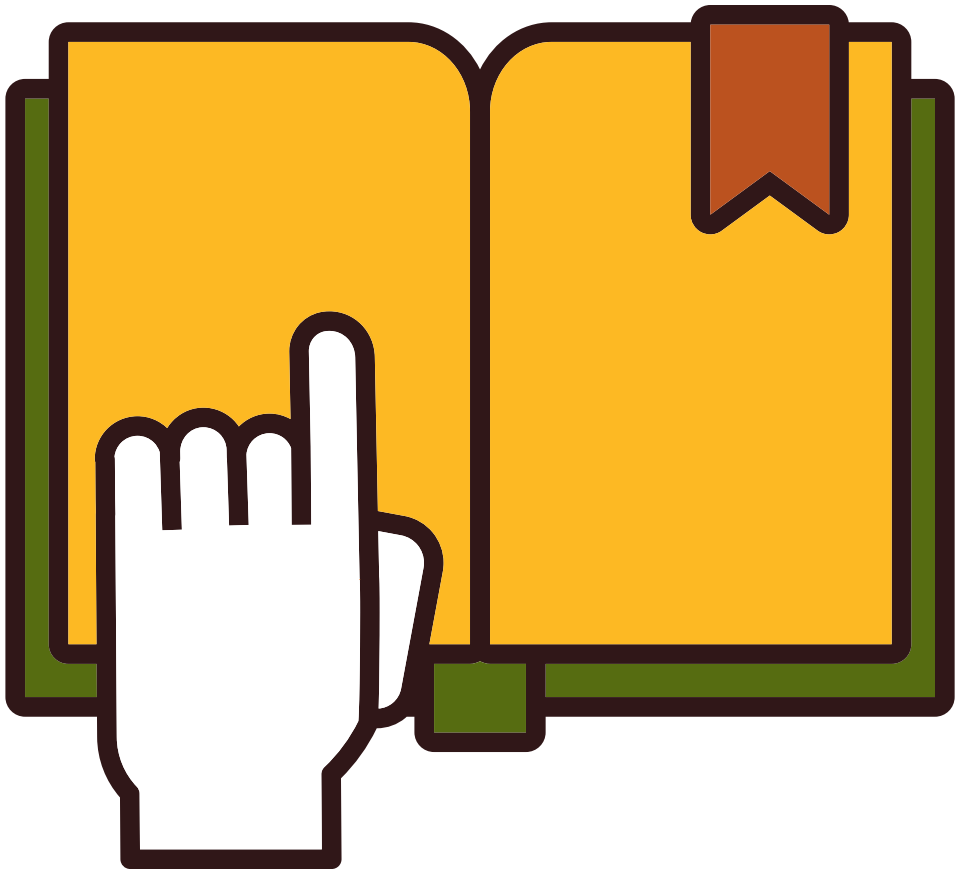
KC Raguay

Storytelling & Marketing Specialist

(312) 934-3983

kraguay@unitedfoodbank.org





READ HANDBOOK PAGES:



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Behaviors & Expectations

Financial Obligations

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Annual Conferences

United Food Bank Closures

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to
the
Family

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