



Agency Application Process and Requirements

This document outlines the process that a potential partner agency of the San Antonio Food Bank must complete in order to be approved as a member agency. Should you have any questions about this process, do not hesitate to call the Agency Relations Department at (210) 431-8329. Thank you in advance for your interest in working with us.

Step	Description / Activity
Step 1	
Information Session	In this session you will learn about all the SAFB Programs and Departments. You will see if there are any areas of interest in partnering with the SAFB. This is a general awareness session open to the public.
	During this Session you may take an application or an interest form.
Step 2	
Application Process	During this step you will complete / gather the following:
	Agency Application
	Copy of 501 c 3 letter from the IRS
	Photo of the Inside and Outside of your storage area
	Pest Control Documentation
	Food Handler's License (if you are preparing meals)
	Health Inspection (if you are preparing meals)
	Food Permit (if you are preparing meals)
	Foster Care License (for each participating family in the pod)
	Foster Home Health Inspection (for each participating family)
Step 3	
Orientation & Civil Rights Training	
	During this training we will talk about all the policies and procedures agencies must uphold. We will discuss forms and how you order and pick up product from the SAFB. We will discuss Civil Rights and Food Safety as well.
Step 4	
Inspection and Approval	During this step the following will occur:
	Inspection / Site Visit
	Approval or Recommendations for Improvements
	Creating account and agency cards
	Ordering and Picking up Product through the warehouse
Step 5	
Funding and Resources Training	During this training we will give ideas for funding for agencies as well as some skill building in resource development.
	(must be completed within four months of approval)
Step 6	
Ongoing Requirements	Ongoing SAFB requirements include:
	Having new staff of agency trained if there is turn over in management
	Mandatory attendance of an annual Agency Relations Conference
	Completion of all required documentation
	Accommodating an annual inspection / site visit from the SAFB