

Agency Name: _____

Application Year: _____



Date of Application: _____

For office use only:

Agency Account Number:	Program Account Number (if applicable):	Agency Initial Effective Date:
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Please fill out Agency Application completely prior to submitting, leaving no blanks. If something is not applicable please indicated so by marking it with an "N/A". The application must be signed by the Executive Director in order to be valid. Please read all agreement stipulations prior to signing as you will be held accountable for all content in this application as well as all content in the Agency Guidebook.

San Antonio Food Bank Agency Application

Initial Application
 Subsequent Application

General Information

Official Agency Name <small>Holder of 501 c 3</small>		Pantry / Program Name <small>(this will be the name on the account)</small>	
Agency's Executive Director		Program Contact <small>(this will be the person we contact for anything related to your account)</small>	
Billing Address <small>(will be address that all documents are mailed to)</small>		City, State, Zip	
Physical Address <small>(if different from above)</small>		City, State, Zip	
Phone Number <small>(this is number that will be given to clients)</small>		Alternate Phone Number <small>(contact's mobile preferred)</small>	
Fax Number		Agency / Program Website	
Contact's Email <small>(please note you must have email account)</small>		Alternate Email	

Agency / Program Services

Agency Mission Statement:

Agency Name: _____

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Service(s) provided to the needy public: *please check all that apply*

<input type="checkbox"/>	Food Assistance	<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Temporary Shelter	<input type="checkbox"/>	Rent / Utility Assistance
<input type="checkbox"/>	Long Term Shelter	<input type="checkbox"/>	Daycare
<input type="checkbox"/>	Group Home	<input type="checkbox"/>	School
<input type="checkbox"/>	Foster Care Agency	<input type="checkbox"/>	Soup Kitchen
<input type="checkbox"/>	Clothing	<input type="checkbox"/>	Senior Center
<input type="checkbox"/>	Children's Program	<input type="checkbox"/>	Other

San Antonio Food Bank Agency Program Type: *please check all that apply*

<input type="checkbox"/>	Super Pantry <i>Please sign attached Agreements A, B & F</i>	<ul style="list-style-type: none"> • Open to all clients and does not have geographical requirements • Is open at least 3 times a week • Is open for at least 4 hours every distribution day • Utilizes multiple SAFB services such as Nutrition Education, Social Services, Children's Programs, etc.
<input type="checkbox"/>	Emergency Food Pantry <i>Please sign attached Agreements A, B & F</i>	<ul style="list-style-type: none"> • Is open a minimum of 2 times a month • Is open to the general public, but may have geographical restrictions • Is available to clients on an emergency basis outside of normal hours of operation
<input type="checkbox"/>	Food Pantry <i>Please sign attached Agreements A, B & F</i>	<ul style="list-style-type: none"> • Is open a minimum of once a month • Is open to the general public, but may have geographical restrictions
<input type="checkbox"/>	Closed Site Food Pantry <i>Please sign attached Agreements A, B, C & F</i>	<ul style="list-style-type: none"> • Is open to serve only internal clients based on the population they serve • Closed site status must be approved by SAFB prior to only serving their own clients
<input type="checkbox"/>	Congregate Feeding Site <i>Please sign attached Agreements A, B & F</i>	<ul style="list-style-type: none"> • Serves prepared meals onsite • Meets all SAFB requirements to serve prepared meals onsite such as health inspection, Food handler's certification, food permits, etc.
<input type="checkbox"/>	Food Fair Site <i>Please sign attached Agreements A,B, D & F</i>	<ul style="list-style-type: none"> • Distributes food product on a large scale to anywhere from 150-500 families per distribution on a quarterly basis, through the SAFB Food Fair program • Is able to accommodate approximately 20 pallets of product and large number of vehicles • Is able to provide volunteers to assist in product sorting and distribution (10-20 volunteers) • Is able to pre-qualify families and distribute vouchers prior to the distribution
<input type="checkbox"/>	Animal and Wildlife Pantry <i>Please sign attached Agreements A, B, E & F</i>	<ul style="list-style-type: none"> • Services only animals, whether wild or domestic and the families that own them
<input type="checkbox"/>	Non-Food Pantry <i>Please sign attached Agreements A, B & F</i>	<ul style="list-style-type: none"> • Distribute only non food items acquired by the SAFB
<input type="checkbox"/>	Seasonal Partners <i>Please sign attached Agreements A,B & F</i>	<ul style="list-style-type: none"> • Partners only with the SAFB for specified seasons or events as approved by the SAFB

Indicate Service Area / Population: *If you have a specified service region or population, please indicate so here. Please note that ALL referrals made by the SAFB must be served on a one time basis, regardless of whether they fall into the agency's designated services area.*

Please note that client eligibility must be determined based on the completion of an SAFB Intake Form and clients may not be required to show proof of any documents in order to qualify. Verbal declaration is sufficient for a client to receive services at any SAFB agency.

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AGENCY / SAFB AGREEMENT

By initialing next to each agreement you are indicating that you have read and will abide by this document and all other policies and procedures of the San Antonio Food Bank. Please note that you will be held accountable for the content of this document and all other documents relevant to the proper distribution of food product through your charitable food program.

Agreement A:

The San Antonio Food Bank Will:

Agency /Church Director Initials: _____

1. Actively seek and develop surplus food resources and store this surplus in a central warehouse for distribution to qualified agencies.
2. Remain neutral in regards to a Church or Agency's internal matters that do not pertain to the use/distribution of San Antonio Food Bank food or products.
3. Provide assistance to your agency in regards to proper training for operating your charitable food program, accessing our warehouse, determining client eligibility, and filing monthly reports.
4. Have an "open-door" policy in regards to helping your agency, staff, and volunteers when they have questions, concerns, or ideas for improvement. Appointments are recommended for face to face meetings with SAFB staff.
5. Provide a regular "shopping list" report regarding the status and availability of inventory.
6. Notify the agency by telephone and/ or in writing if the agency's status with the food bank as far as membership, criteria, or financial agreements are changed or altered.
7. Enforce the stipulations of this agreement, the policy and procedures listed in the Agency Guidebook, and the requirements imposed by the Texas Health and Human Services Commission, the USDA, and Feeding America in regards to the use and distribution of food and assistance.

Agreement B:

All San Antonio Food Bank Agencies

Applicant Partner Will:

Agency /Church Director Initials: _____

1. Be a **designated 501(c)(3)**, non-profit organization by the IRS, or sponsored by a 501(c)(3) umbrella organization. An agency that is a church program or directly sponsored by a church may use the non-profit designation of the parent affiliation of that at church, or of a partner church if all agreements are made in writing and signed by a qualified officer of the umbrella organization. An agency must inform the San Antonio Food Bank of any change in 501(c)(3) status or sponsorship or face immediate, permanent suspension.
Member Agency Guidebook Policy 1.0
2. Read the **Member Agency Guidebook** and adhere to the minimum standards required of all San Antonio Food Bank Agencies.
3. **Clearly post hours of operation, Pantry Bill of Rights, Client Bill of Rights and rules for its programs** so that clients seeking assistance can be made aware of service policies as well as the hours of operation for assistance. **Member Agency Guidebook Policy 2.30**
4. **Meet safe food storage and handling requirements**, as explained in the Member Agency Guidebook. The church or agency must pass periodic inspections by Food Bank and / or the Health Department and make any recommended changes as a result of these inspections. **Member Agency Guidebook Policy 2.0 through 2.12**
5. **Agree not to accept client donations or any type of payment in exchange for food or products.** A church or agency may not receive money, property, or services in exchange for food assistance or product assistance. **This includes the use of product to service volunteers.** Volunteers may be serviced once on an emergency basis with approval from executive director / pastor and the SAFB Agency Relations Department and then must be referred to another pantry for services if they continue to be needed or refrain from assisting as a volunteer. To accept payment, donation and volunteer service from clients is in direct violation of the IRS Code, Section 170. **Food received by the agency must only be used for distribution to eligible low income families or families deemed to be in an emergency situation that is directly affecting their food security.** **Member Agency Guidebook Policy 4.4**
6. Agree **not to refuse service** to any qualified individual, based on race, national origin, religion, political belief, disability, color, age, gender, or personal philosophy. **Member Agency Guidebook Policy 3.6 & 3.11**

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7. Not limit food aid to members of their congregation OR give members preferential treatment. **A Church / Agency must serve all clients upon referral and then refer to SAFB or another food bank in the clients area so as to not leave any clients needs unmet. *Member Agency Guidebook Policy 2.35***
8. **Not ask clients to attend meetings or services, discuss their faith, politics, or personal beliefs as a requirement for receiving food, require a client to participate in prayer, sign political or religious declarations or pledges of membership, or discuss their personal lives in order to receive assistance. Religious services, meetings, and political activities should be held at a different time or place from food distribution. *Member Agency Guidebook Policy 3.9 & 3.10***
9. Share in the operation of the San Antonio Food Bank by accessing product at an inventory list fee. Fees are established by Feeding America and approved by the Board of Directors of the San Antonio Food Bank. There are three categories of product fees described in this agreement.
 - The first of these are “**shared maintenance**” costs directly associated with making food and products available to qualified 501(c)(3) organizations. This is not payment for food, rather a fee to assist in expenses of transporting and storing this product.
 - Other available items might include **purchased product** or **food endowment product**, which indicate that the items are not donations to the SAFB, but rather procured at an additional wholesale expense by the Food Bank. These items are intended to be highly desire items and the goal of the SAFB is to have them on hand for agencies even when donated stock has run out.
 - The final category is **free items** available to agencies and designated for immediate use by agencies and churches for distribution.
10. **Maintain good credit with the San Antonio Food Bank by paying all outstanding charges within 30 days of the invoice date. The first month’s expenditures must be deposited PRIOR to the first pick up day for all new agencies. A credit limit will be assigned to each agency / church account and payments are due every month for the previous month’s expenditures unless other written arrangements are made prior to pick up days. Failure to pay fees may result in an interruption of services, initiation of a payment plan, and / or a termination of this agreement by Agency Relations Department of the San Antonio Food Bank. *Member Agency Guidebook Policy 6.0***
11. Ensure that volunteers / agency staff bring their issued **Agency ID Card** for all Food Bank transactions. **Agencies will be held responsible for any product picked up under the account number provided on the ID card.** Cards that are lost or stolen may be replaced and a replacement fee will be charged to the agency account. **Agencies arriving without their card will not be allowed to pick up product and will have to reschedule their pick up day. New cards must be requested from the Agency Relations Department in writing on agency letterhead and are not guaranteed to be issued on the same day of the request. *Member Agency Guidebook Policy 8.3***
12. Inform the San Antonio Food Bank of any changes pertaining to their agency / services / staff. **New staff or volunteers must attend an Agency Relations Orientation before working with clients or accessing food from the warehouse.** All changes must be submitted on an **Agency Information Change Form** so that the SAFB database can be updated in a timely fashion. Failure to communicate changes and train new staff may result in an interruption of services until all SAFB requirements have been met. *Member Agency Guidebook Policy 2.21*
13. **Maintain and provide all required documentation including intake and qualification documentation and monthly reports.** Monthly Reports are due the 5th of the month for the previous month’s services. **Churches and agencies are expected to keep all San Antonio Food Bank Warehouse Invoices, client records, applicable licenses, and pest control records on file for a minimum of three years. All documents must be accessible to SAFB staff, Feeding America staff, USDA staff and the staff of other governing parties. *Monthly Agency Guidebook Policy 7.0 through 7.5***
14. **Send a minimum of one representative to all mandatory training / conference opportunities that should arise throughout the year.** Failure to participate in conference / training will result in a suspension of services until all training requirements have been met, unless prior arrangements have been made with the Agency Relations Department to meet training requirements. *Member Agency Guidebook Policy 2.22 & 2.23*
15. Understand that product acquired by the San Antonio Food Bank, outside of purchased and endowment product, is likely to be short dated and/ or expired. Agencies and clients are encouraged to use good judgment and common sense in distributing and consuming product. The SAFB also offers helpful information on product expiration dates (beyond those indicated on containers and packages).
16. **Maintain regular communication with the SAFB via telephone, fax, email or any means of correspondence. The agency must be responsive to all referrals made for food assistance as well as any attempts of contact initiated by the SAFB. Failure to maintain communication may result in suspension of the account until communication is established again. *Member Agency Guidebook Policy 2.33 & 2.34***

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17. **Agrees to refer any clients potentially eligible for other social services of the SAFB to the food bank.** Programs include, but are not exclusive to, SNAP (Food Stamps), nutrition education, WIC, TANF, Medicaid, CHIP, Women's Health Insurance and other programs.
18. **Be cooperative with SAFB / USDA / Feeding America, and USDA staff with regards to site visits, inspections, audits and investigations.** Failure to comply will be documented and may result in a suspension / termination of services.
19. **The Church or Agency agrees to behave in an ethical manner in regards to serving the public, working with Food Bank staff, and managing its staff and volunteers.** A church or agency is only as good and honest as the individuals who represent it.

Agreement C: Closed Site Food Pantry
Applicant Partner will:

Agency / Church Director's Initials: _____

1. **Qualify as a Closed Site Food Pantry only with the documented approval of the San Antonio Food Bank.**
2. **Closed Site Food Pantry will distribute to internal clients only, but distribution will be equitable, nonetheless.**
3. **Closed Site Food Pantry will follow all monitoring, documentation, reporting, ordering and billing requirements as other agencies, but will be exempt of the requirement of serving the general community and will not receive referrals from the San Antonio Food Bank. *Member Agency Guidebook Policy 2.36***

Agreement D: Food Fair Distribution Site (Including School Programs)
Applicant Partner will:

Agency / Church Director's Initials: _____

1. **Enroll and complete all requirements for the Food Fair Distribution Program.**
2. **Service any and all eligible individuals in their county / service area (to be determined by the SAFB) for food fair distributions.**
3. **Use the SAFB Food Fair Voucher form to pre-qualify all clients for the distribution.**
4. **Will provide the San Antonio Food Bank with all vouchers upon completion of the distribution for the connection of the client to social services they are eligible for.**
5. **Will provide a space large enough to accommodate approximately 350 – 500 vehicles in a orderly distribution line as well as space to accommodate approximately 20 pallets of product.**
6. **Will provide a volunteer group to distribute product on the food fair distribution day. Group should consist of 10-20 individuals.**
7. **Food Fair Sites will follow all monitoring, documentation, and reporting requirements as other agencies, but will be exempt of the billing requirement as all product distributed through food fairs is subsidized by the San Antonio Food Bank. *Member Agency Guidebook Policy 2.36***

Agreement E: Animal and Wildlife Pantries
Applicant Partner will:

Agency / Church Director's Initials: _____

1. **Qualify as an Animal and Wildlife Pantry based on their service to only the animal population and the families that own them.**
2. **Animal and Wildlife Food Pantries follow all monitoring, documentation, reporting, ordering and billing requirements as other agencies, but will be exempt of the requirement of serving the general community and will not receive referrals from the San Antonio Food Bank unless they are for the purposes of providing a low income family with pet food so they can maintain the pet in their home rather than surrendering to a pet rescue organization. *Member Agency Guidebook Policy 2.36***

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Agreement F:

Agency / Church Director's Initials: _____

I have read and I understand that I am responsible for all information in the SAFB Member Agency Guidebook as well as the information presented in this agreement.

I certify that this Church or Agency, and the individuals that represent this Church or Agency will adhere to all Member Agency Guidebook Policies and they will behave in an ethical, non-discriminatory manner, and will not sell, barter, hoard, or otherwise misuse Food or Products procured from the San Antonio Food Bank. Food and Products obtained from the Food Bank may **ONLY** be used to serve the Ill, the Needy, Children, and other At-Risk populations.

Whether at law or in equity, arising out of or based upon the negligence or any act, whether independent or concurrent, of the agency, its employees, agents, volunteers, or independent contractors in connection with the storage, maintenance, transportation, use or distribution of any food or product whether received from the San Antonio Food Bank or other sources, the Church or Agency releases the original donor, Feeding America, the Nation's Food Bank Network, and the San Antonio Food Bank and agrees to hold them harmless and indemnify them against liability, loss, damage or claim of any kind. The San Antonio Food Bank, Inc. and the original donor expressly disclaim any warranties, express or implied, of the marketing of fitness of any donated product for a particular use.

Applicant Agency or Church

San Antonio Food Bank

Executive Director / Pastor Signature

**Eric S. Cooper
Executive Director
San Antonio Food Bank**

Title _____

Printed Name _____

Date _____

Must be signed by Executive Director of Agency / Church

**Sponsoring 501 C 3
(if applicable)**

Executive Director Signature

Title _____

Printed Name _____

Date _____

Please attach the following documents to this application for consideration:

- **501(c)(3)** documentation from the IRS
- A **photo of the exterior** of your building where food will be stored **and the interior** of the storage room / area
- Evidence of a **pest control** contract and/or recent pest control service for your location. This must be within the last 30 days
- A site visit / inspection of the food storage site
- If you will be preparing meals: A **Health Inspection & Food Handler's License** as well as a **Food Permit**
- Following your approval (within 4 months after you have started picking up product) you will need to attend a **Funding & Resources Training**

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USDA ELIGIBILITY FORM

NO, WE DO NOT WISH TO (OR ARE NOT ELIGIBLE TO) RECEIVE USDA COMMODITY PRODUCTS
(IF NO, SKIP THIS PAGE)

YES, WE WOULD LIKE TO SIGN UP TO RECEIVE USDA COMMODITY PRODUCTS
(IF YES, SEE BELOW)

The San Antonio Food Bank has contracted with the Health and Human Services Commission to distribute UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) COMMODITIES. These products are advantageous to a charitable agency because they are fresh, nutritious, high quality, and available homogeneously in bulk by the case.

For a Church or Agency to be eligible to access USDA commodity products from the San Antonio Food Bank, that Church or Agency must:

- (A) Not already be receiving USDA commodities or funding-in-lieu of commodities directly from the USDA for the **same program** that this application is intended for.
- (B) Determine that the client who will receive USDA commodity products from the charitable Food Service Program is eligible (based on low-income or emergency need) to receive these food products. USDA commodities may be distributed to any family or individual whose annual household income does not exceed 185% of Federal Poverty Guidelines. **THE TEMPLATE FOR THE USDA INTAKE FORM WILL BE PROVIDED BY THE FOOD BANK AT AGENCY ORIENTATION, AS WELL AS INSTRUCTIONS ON HOW TO PROPERLY DO A POLITE, CONFIDENTIAL USDA CLIENT ELIGIBILITY DETERMINATION.** THESE INTAKE FORMS MUST BE KEPT ON FILE BY THE AGENCY, TO PROVE DILIGENCE IN REGARDS TO SAFEGUARDING THE USDA FOOD PRODUCTS FOR THE USE BY INCOME-ELIGIBLE CLIENTS.
- (C) Agree to safeguard all USDA products from damage or other misuse that would cause the food to become inedible or the packaging illegible, and protect the USDA products from fraudulent distribution, including but not limited to the sale, barter, or un-approved out-of-county transport of products, or the distribution of such products to a client not deemed eligible based on low-income or emergency need.
- (D) Consent to respecting the Civil Rights of individuals by certifying below that no client will be discriminated against based on race, national origin, religion, political belief, disability, color, age, gender, or personal philosophy.

Type of Food Program: _____

Does the Applicant participate in any other USDA program? (TexCap, CACFP, SFSP etc):

If yes, please provide details:

I CERTIFY I HAVE READ THE ABOVE GUIDELINES, AND THAT THE CIVILS RIGHTS OF CLIENTS WILL BE RESPECTED AND THAT 100% OF PERSONS RECEIVING USDA COMMODITIES MEET THE INCOME ELIGIBILITY REQUIREMENTS AS STIPULATED BY USDA REGULATIONS.

NAME: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____