

## STEP 1 - CHOOSE A DISTRIBUTION MODEL:

### MOBILE PANTRY



- A "pop-up" style distribution held in safe & clean locations such as parking lots, parks & empty lots
- No food is stored, all food is distributed same day as delivery
- Operates as a drive-thru or walk-up. Site can distribute by client choice or pre-packaged boxes

### PANTRY



- A brick-and-mortar distribution site capable of storing food in a secured, organized, and clean area
- Operates as a drive-thru or walk-up. Site can distribute by client choice or pre-packaged boxes
- Cannot be personal residence unless permitted

### CONGREGATE MEAL



- A commercial health department regulated kitchen that preps and cooks' meals for individuals
- Operates as a grab-and-go or congregate style meals
- Must have required county permits and a Food Protection Manager's Certification
- Cannot use EFB's or CSFP boxes to cook

## STEP 2 - CHOOSE A PRODUCT TYPE:

### SMFB - DONATED



- SMFB's donated product is sourced from generous individuals, community groups, grocery stores, farmers, and manufactures
- No income or geographical limitations for distribution
- Obtain basic client data via sign-in sheets. Report total # of clients served per month into Link2Feed, an online platform for reporting

### USDA - TEFAP



- The Emergency Food Assistance Program (TEFAP) is quality product funded by the USDA for clients 18+ years, who self-declare the federal poverty income guidelines, and reside in AZ
- Partner must be open to the public to receive pre-packaged Emergency Food Boxes (EFB), TEFAP bulk items, or Large Family Bags (LFB)
- Input individual client data into Link2Feed, an online platform for data collection and reporting

### USDA - CSFP



- The Commodity Supplemental Food Program (CSFP) is quality product funded by the USDA for seniors 60+ years, who self-declare the federal poverty income guidelines, and reside in AZ
- Caseload management required to distribute pre-packaged nutritious boxes with cheese
- Input individual client data into Link2Feed, an online platform for data collection and reporting

### SMFB - SOURCE



- Approved sites can purchase low-cost, high demand products, often unavailable through our donation channels
- A menu of source products and pricing is shared via email daily based on current availability
- May be picked up at SMFB's Phoenix warehouse or delivered
- Participation in this program, requires participation in another program

### SMFB - SHOPPING



- Shop at SMFB's warehouse in Phoenix or at an approved SMFB agency partner for specific products and quantities to diversify client offerings
- Preferred by congregate meal sites due to variety of bulk product
- Requires proper transportation and storage to maintain food temperatures
- Limited availability

### GROCERY RESCUE



- Pick up local food from Feeding America's contracted grocery store(s)
- Track poundage received and report through Meal Connect, an online Feeding America platform
- Requires proper transportation and storage to maintain product safety
- Limited availability

## STEP 3 - CHOOSE HOW TO RECEIVE FOOD:

### DIRECT DELIVERY

- A SMFB driver will deliver product to partner's approved location free of charge
- Roads, bridges, and tunnels leading to location must have at least 14 ft overhead clearance, capacity to hold at least 80,000 pounds, and have no significant transportation barriers or low hanging wires



### PICK UP

- Partner may pick up product directly from SMFB's Phoenix warehouse located off 31<sup>st</sup> Ave and Thomas
- If participating in Shopping, partner *is required* to pick up from SMFB's Phoenix Warehouse or an SMFB approved agency partner's warehouse
- If participating in Grocery Rescue, partner may pick up directly from their assigned local grocery store
- Equipment for maintaining food temperatures during transport of food is required



## ONGOING PARTNER RESPONSIBILITIES:

### DISTRIBUTION LOCATION

Distribute from a pre-designated physical location that is clean, safe, organized and approved by SMFB

### VOLUNTEERS

Consistent volunteer recruitment. Conduct trainings for volunteer food safety, civil rights, and volunteer confidentiality

### CLIENT INTAKE

All programs require client data collection, the amount of data required is dependent on program type. Internet, scanner/printer, computer, tablet and/or cell phone may be required.

### MAINTAIN RECORDS

Maintain required agency records such as: signature sheets, product invoices, monthly reports, permits, inspections, etc. Required to keep records for 5 years from start of program.

### PROPER SIGNAGE

Partner must clearly display required program signage for clients

### REPORTING

Monthly electronic submission(s) of food distributed, # of clients served and if applicable, inventory records

### CIVIL RIGHTS

Staff and volunteers must participate in annual civil rights training to ensure clients are being equitably served

### FOOD SAFETY

Maintain food safety training certification, manage recalls, and practice all proper sanitation & food handling safety protocols

### MARKETING

All partners must equitably promote food distributions to the local community unless approved by SMFB

### INSPECTIONS

Partners are subject to unannounced inspections by SMFB, Feeding America, local health authorities and if applicable, the Department of Economic Security

### COMMUNICATION

Maintain consistent communication with SMFB and relay any changes to hours of operation, distribution location, leadership, or households being served

### ANNUAL CONFERENCE

Agencies are invited to attend SMFB's annual conference to discuss important updates, available resources, and collaborate with other partner agencies