

Donated Program Guide

Site Responsibilities

Client Identification

- **Client Intake:**
 - k If distributing unprepared food, site must use sign-in sheets to collect client's name, zip code and # of persons in household.
 - k If preparing and distributing congregate meals, site does not need to collect client information but must total #'s of meals served per distribution.
- **Income** does not have limitations on
representation of address or number of
meals served per distribution

Reporting & Compliance

- Site will enter in a total of # of households and individuals served at the end of the month as (1) "mass click" into Link2Feed, our online database system. Submission due by the 1st of the following month.
- Site will keep all sign-in sheets and other required food distribution documents on site for minimum of 5 years
- Site must display days and hours of food distribution and nondiscrimination statement in clear site to clients

Staffing & Volunteers

- Site must provide appropriate number of volunteers to support the volume of product being distributed
- Staff and/or volunteers will assist with unloading product, pallet set up or stocking items, food distribution, client intake, cleaning, traffic control and reporting
- Staff and volunteers must stay in compliance with annual civil rights trainings, volunteer confidentiality & food safety

Distribution Process

- Offer food distribution(s) as frequently as the site chooses. Minimum is (1) time a month.
- Time frames and dates to conduct food distributions is dependent on the site's availability.
- Distribution area must be pre-determined and cannot move locations unless approved by SMFB



ABOUT

St. Mary's Food Bank's **Donated Program** includes product received from generous individuals, community groups, restaurants, stores, farmers, and manufacturers

Donated product varies but may contain fresh fruits and vegetables, non-perishables such as canned and baked goods, and bulk product.

All agency partners are eligible to receive donated products.

For client safety, agency partners participating in this program are subject to the requirements noted in the SMFB Agency Toolkit.

Have a question you still need answered?
Contact Agency Services:

General: (602) 322-7861
Northern AZ: (602) 344-4100
Email: agencyservices@stmarysfoodbank.org

