

Source Program Guide

Site Responsibilities

Ordering Process

- To place a Source order, agency will receive a daily email of available products to purchase and will complete form specifying the desired items, case quantities, and day to pick up order or receive a delivery.
- Orders take 3 business days for SMFB to fulfill if picking up. Direct delivery dates will depend upon truck space and routing.
- SMFB will mail the agency an invoice for the order and agency must pay within a timely manner.

Reporting & Compliance

- Dependent on the type of food the agency purchases, site must follow Donated or USDA requirements for signs, logs, forms, client intake and reporting.
- Source food must be distributed to clients and may not be purchased for personal use or re-sold to another party.
- If food is being picked up, agency must follow food safety guidelines for the transport of food.

Staffing & Volunteers

- Site must provide appropriate number of volunteers to support the volume of product being distributed
- Staff and/or volunteers will assist with picking up or 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 site chooses. Minimum is (1) time a month.
- Timeframes and dates to conduct food distributions is dependent on the site's and SMFB's truck route availability.
- Distribution area must be pre-determined and cannot move locations unless approved by SMFB



ABOUT

Source Program offers the ability to purchase quality product at below market-value rates, often unavailable through our donation channels

A Source product "menu" and pricing is shared on a daily basis based on available items.

All agency partners are eligible to participate in purchasing Source products alongside other programming or independently.

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

