

NEW MEMBER APPLICATION PACKET



Thank you for your interest in joining Feeding the Valley Food Bank in working to end hunger in West Georgia. **Our Programs are designed for serving the food requirements for the ill, needy and minor children.** Feeding the Valley, is a member of the Feeding America network, distributed more than 15 million pounds of food and groceries to partner agencies in our 17 Georgia counties and 1 Alabama county last year. In order to access food items through Feeding the Valley, you must apply for and be approved for membership. **New Members must be a federally exempt 501(c) (3) organization.** The New Member Application Packet will explain what an organization must do in order to qualify as a Feeding the Valley agency. For more information on becoming an agency, please contact:

Agency Relations
Feeding the Valley
P.O. Box 8904
Columbus, Ga 31908
706-561-4755

Main Warehouse
6744 Flat Rock Road
Midland, Ga.

LaGrange Warehouse
118 Gordon Commercial Drive
LaGrange, Ga.

Albany Warehouse
301 South Slappey Blvd.
Albany, GA

GLOSSARY OF FOOD BANKING TERMS

Agency

A non-profit agency who partners with a food bank (e.g., Feeding the Valley Food Bank) to access product which it will in turn distribute to those in need through food pantries or meal programs. This term is used interchangeably with the term “partner agency”.

Branch

Warehouse location in addition to the food bank’s corporate headquarters. A branch serves the same function as the organizational headquarters in a more convenient location.

Client

Someone who visits an agency program (e.g., food pantry, soup kitchen, etc.) for food assistance.

Donor

Individual or organization who gives food, product, or funds to support the work of the food bank.

Feeding America

The national network of more than 200 food banks (formerly known as America’s Second Harvest). Feeding America food banks have operated in the U.S. for over 30 years. Feeding America headquarters are located in Chicago, IL.

Food Bank

Nonprofit distribution warehousing organization often affiliated with Feeding America, the national network of food banks. Food banks provide a central location for the receiving of donated food and distribution of food and grocery products to local nonprofits in their communities. (Note: There are some food banks that are not affiliated with the Feeding America network; and some food pantries also use the term “food bank” in their names though they do not fulfill the same function.)

Food Pantry

Community-based, nonprofit food assistance program most often found at churches, synagogues, ministries, and social service agencies. Food pantries are places where those without food receive a supply of food to take home and prepare. Pantries acquire a substantial portion of their food supply from food banks.

GNAP (Georgia Nutrition Assistance Program)

State federally funded program administered by the state to provide funds for food banks to purchase high nutrition food products for distribution to children and families with children who live in the state of Georgia. Funding approval comes from the state legislature annually. Agencies must sign a contract to participate in GNAP product distribution, and clients must meet income eligibility requirements. Not to be confused with SNAP (Supplemental Nutrition Assistance Program) which was formerly called the Food Stamp Program.

Membership Fee

Annually agency is required to pay a membership to Feeding the Valley

Meal Program

Agency program which provides meals to those in need; meals may be eaten on site. Also referred to as congregate feeding program. Examples are soup kitchens, meals on wheels, or backpack programs.

Nonprofit Organizations

Refers to those legally constituted, non-governmental entities, incorporated under state law as charitable or not-for-profit corporations that have been set up to serve some public purpose and are tax-exempt according to the IRS. All Feeding America food banks are IRS approved nonprofit agencies under 501(c) (3).

Product

Food and non-food grocery items distributed through a food bank

Service Area

Each Feeding America certified food bank has an assigned service area. Feeding the Valley Georgia's service area is 17 counties in Georgia and 1 county in Alabama.

Share Fee

Refers to the fee that Feeding America affiliated food bank partner agencies pay per pound of product to help defray the costs of product storage, transportation, and distribution.

Shelter

Place that temporarily houses homeless people, usually overnight; meals are usually served. Some shelters are for families and others for individuals. Some have a limited time that a family or individual can stay, and others will let people stay for extended periods.

United States Department of Agriculture (USDA)

Federal executive department responsible for developing and executing federal government policy on farming, agriculture, forestry, and food.

The Emergency Food Assistance Program (TEFAP)

Program through which federal food commodities made available to state food banks. TEFAP is administered in Georgia through the Department of Education for USDA. Agencies must sign a contract to participate in TEFAP product distribution, and clients must meet income eligibility requirements.

ADDITIONAL REQUIRED APPLICATION INFORMATION

Feeding the Valley New Member Application provides a checklist of membership requirements. Below are brief definitions of some of the items mentioned in the application?

Federal Employer Identification Number

Number issued by the IRS to organizations for tax purposes. Also known as the EIN. Feeding the Valley must have your organization's EIN so we can report the recipients of donated product to the IRS at the end of the year.

IRS 501(c) (3) Determination Letter

A document issued by the Internal Revenue Service to a nonprofit organization confirming its status as an organization exempt from paying federal income taxes and stating the type of exempt organization, for instance 501(c)(3) and the date of that exemption. Feeding the Valley can only distribute to nonprofits and qualified churches. Please include a copy of your determination letter with your application packet.

Agency Representatives and Officers

These representatives appointed by your organization or organizational officers are an agency's "shoppers" and may access product on behalf of the agency.

Basic Agreement

The contractual agreement between the agency and the food bank. (The pastor or executive director of the program must initial all boxes.).

Checklist for Membership

Please be sure to answer all questions to the best of your ability. Also, should a blank or question not apply to your agency, simply fill in with N/A.

Once completed, please make a copy of this application for your records so that you are aware of all regulations and procedures required of you and Feeding the Valley.

- ✓ Completed New Membership Application
- ✓ Agreement Completed (All Boxes initialed; agreement signed)
- ✓ Copy of 501(c)(3) Tax Exempt Verification form
- ✓ Signature of Director on all lines requiring a signature
- ✓ All letters are typed on agency letterhead
- ✓ History of the organization
- ✓ SERV Safe Training

All agencies must have one individual trained on SERV Safe Food Handler Course. This training is on line and the certification is good for three years. To complete the training go to www.ServSafet.com. Go to the bottom of the page a click on SERV Safe Food Handers. Enter your state and then click on the online bundle for \$15.00. Once completed you will need to send a copy of the certificate to Feeding the Valley.



SERVS SAFE FOOD HANDLER ONLINE COURSE AND ASSESSMENT BUNDLE

\$15.00

State Version: Non-state specific
Languages: English/Spanish/Simplified
Chinese/Korean/Vietnamese
Exam Type: Three attempts at the online assessment are
Included
Certificate: The ServSafe Food Handler Certificate is valid for
three years
Food Code: 2017 FDA Food Code
Product SKU: SSECT6

ServSafe 6th Edition Food Handler® Online Course and Assessment is a comprehensive solution that delivers consistent food safety training to employees. This ensures the same food safety principles are delivered each and every time.

Upon completion of this application, please return to Feeding the Valley for a scheduled pre-monitoring inspection. After the inspection, a meeting for new member agency orientation will be schedule. An inspection of your facility must be performed prior to you to any new agency orientation.

Feeding the Valley
New Member Agency Application

Please provide accurate mailing address and email addresses.

*For the entire application: If you are a church, the **Senior Pastor** needs to sign all signature lines. If you are a 501(c), (3) the Executive Director needs to sign all signature lines.*

Federal Employer Identification Number (EIN) _____

1. Name of Organization (i.e., "First Baptist Church") _____

Physical Address _____

Mailing Address _____

City/State _____ Zip Code _____

County _____ Phone Number (____) _____

Fax Number (____) _____ E-mail _____

2. Name of Feeding Program (i.e., "First Baptist Church"), **IF DIFFERENT FROM ABOVE**

Physical Address _____

Mailing Address _____

City/State _____ Zip Code _____

County _____ Phone Number (____) _____

Fax Number (____) _____ E-mail _____

3. Primary Contact

(Pastor or Executive Director)

Program Director

Name: _____

Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Cell: _____

Cell: _____

Physical Address of Food Distribution Site _____

4. Persons authorized to pick-up products from Feeding the Valley Food Bank (Shoppers)

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

5. Type of Food Distribution Program(s)

(A) _____ Emergency Food Pantry

(B) _____ Residential Program

(C) _____ Soup Kitchen

(D) _____ Shelter

(E) _____ Abuse Recovery Center

(F) _____ Buddy Pack Program

(H) _____ Other*

*If other, please briefly explain how food received from Feeding the Valley will be used for your program:

6. Storage Capabilities

Please check the type of food storage equipment available at your site (All storage must be located at agency site).

Dry (Shelves/cabinets) () Refrigerator () Freezer ()

7. Program Information

Expected Agency Client Base:

1-25 clients () 26-50 clients () 51 – 100 clients () Over 100 clients ()

Do you currently have a regular program in operation () Yes () No

Frequency of operation

Daily () Weekly () Bi-Weekly () Monthly () 60 days () 90 days ()

Hours of Operation:

(Please specify if you only distribute one particular day of the month i.e., 1st Saturday, 2nd Wednesday)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Example					1 st & 3 rd 9 am to 12		
Food Pantry							
Feeding Sites							

Printed Name of Pastor/Executive Director

_____ / / _____

Signature of Pastor/Executive Director Date

Monitoring Information Guidelines for New Agencies

1. Initial Inspection Monitoring of site(s)

This phase of the application process gives the Food Bank staff a first-hand look at the charity’s program(s) and mode of operation. Site visits or monitors are a necessary process because they give the Food Bank an opportunity to meet charity representatives who will be responsible for the day-to-day operation of your feeding program as well as answer any service questions.

2. What does a monitor look for?

- The existence of all site(s) or program(s) listed on the application.
- Adequate and appropriate storage for food products received from the Food Bank
- (Dry storage space, refrigerators and freezers).
- The general cleanliness of the food preparation and storage areas.
- Existing record keeping procedures and/or systems.
- Evidence of pest control.



Feeding the Valley Food Bank

Agency Membership

Agreement

For office – DO NOT COMPLETE THIS SECTION

Agency Name: _____ **Date Returned Agreement** _____

Basic Membership Agreement

Date __/__/__

Current Agency Number _____

Name of Agency: _____

Agency Phone: _____

(Clients should be able to call this #)

County Serving _____

**Primary Contact
(Pastor or Executive Director)**

Name: _____

Email: _____

Phone: _____

Cell: _____

Program Director

Name: _____

Email: _____

Phone: _____

Cell: _____

Physical Address of Distribution Site

Mailing Address

Ho

Hours of Operation:

(Please specify your distribute time & day(s) of the month i.e., 1st Saturday, 2nd Wednesday)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Example					1 st & 3 rd 9 am to 12 pm		
Food Pantry							
Feeding Sites							

Agency Authorized Shoppers

Please list the first/last names of the two authorized shoppers for your agency. Shoppers must have current working emails and phone numbers and are accountable for record keeping, food safety and inventory control. Shopper may only be on one organization shopping list (Any organization that has more than one institution unit under the total group, may have one shopper for all the units.) During the in the warehouse shopping only 2 individuals from your agency will be allowed in the building at one time

Initial _____

Name	Phone Number	Email	
			Shopper / Online Shopper
			Shopper / Online Shopper
			Authorized Pickup Person

			Authorized Pickup Person
--	--	--	--------------------------

Feeding the Valley Basic Membership Agreement

Agency Name: _____

This Basic Membership Agreement must be completed, signed by the Agency Pastor or Executive Director and returned to the Food Bank no later than November 1 of each year.

Feeding the Valley Inc. (FTV) and the Member Agency agree to the following terms and conditions. The FTV agrees to provide donated food to the member agency. The member agency will use that food in programs serving people needing food assistance for 12-month period starting November 1 of each year. FTV and the member agency acknowledge that each party is freely and voluntarily entering into this Basic Membership Agreement. Either party may terminate the agreement at any time by telling the other party in writing of such a decision by its Executive Director/ Pastor/CEO.

Membership

1. Each member agency will pay an annual membership fee before accessing FTV’s services. The fee is due by November 1 of each year, accompanied by a signed copy of this Basic Membership Agreement. The membership fee is \$50.00 for each emergency food program site (pantry, meal site, shelter). Membership fees are non-transferrable and non-refundable.
2. The member agency must be a public charity, non-profit, tax-exempt religious organization with a 501 (c) 3. The member agency may not be a private foundation and its sponsored programs may not be private foundations. The member agency must be incorporated for serving the ill, needy or infants (minor children).

Note: All agencies must actively maintain their 501c (3) statuses with the IRS. The IRS requires all non-church 501c (3) organizations to file an annual return or notice. Those that fail to do so for three consecutive years will have their 501c (3) statuses automatically revoked by the IRS. If status is revoked, your membership with the Food Bank will be suspended until evidence of IRS reinstatement is provided. All sponsors must have an ACTIVE 501 (c) 3

3. The member agency assumes programmatic, financial and legal responsibility for all sponsored programs’ obligations with FTV.
4. All shelters, daycares, group homes, residential services must have regulated facilities licensed by the Department of Regulatory and/or Family Services.
5. The member agency will not engage in discrimination against any person on the grounds of race, color, citizenship, immigrations status, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, and gender identity, unfavorable discharge from the military or protected veteran status.
6. There must be an established need in your community for a new food program. FTV reserves the right to review the concentration of agencies in your community. If a food program already exists within five miles of another Agency operating a similar outreach program, then FTV will suggests that the agencies collaborate to serve the community with a team effort. The applying agency may not be approved if providing the same service in close proximity to an existing member agency.

Initial _____

Program Requirements

A program site is the physical location where a member agency stores and distributes FTV foods and products. Program memberships are non-transferable.

The Member Agency agrees to the following:

Receipt of Food

1. Each member program must place an order with the FTV at least once every 3 months. Programs that are unable to do so will be suspended or inactivate, and will not automatically receive annual membership renewal materials. Programs on suspension or inactivate status must reapply for membership and will be considered according to regional needs determined by FTV. Renewal of membership is not guaranteed for programs that allow membership to lapse.
2. Each member agency will contribute to the “shared maintenance “for product to FTV. This Shared Maintenance Fee (SMF) is assessed for every pound of donated, USDA, GSNAP food received by member programs. The SMF is set by FTV, but shall be no greater than 19 cents per pound. The SMF is subject to change and may be waived or reduced for any portion of items deemed appropriate by FTV.
3. Programs will accept FTV food “as is” and will store it safely and securely at the program site. Food and products from FTV must be stored in a secured area when not in use by the feeding program.
4. FTV reserves the right to limit the amount of product available to each program and to change the method and policies for food distribution to member programs. Such changes will not warrant a refund of membership fees.
5. The member agency must keep FTV receipts on file at the program site for three years plus the current fiscal year. Additionally, all applications for food must be kept 3 years.
6. All products from FTV must be taken directly to the program site, adhering to time and temperature food safety regulations in transit.
7. The member agency releases Feeding America, FTV and original donors of donated products from any liability resulting from the donated product.
8. The member agency agrees to adhere to donor requirements about all donated product.
9. The member agency agrees to hold harmless the original Donor, FTV and Feeding America from any claims or obligations concerning the Agency or the donated Product.
10. The original Donor, FTV and Feeding America offer no express warranties in relation to the Product.

Initial _____

Distribution of Food

1. Products ordered from the food bank may be used only to feed people in need of food assistance in a manner related to the tax-exempt purpose of the organization.
2. Products ordered from FTV must be distributed within two months from date of purchase. Failure to distribute the food in a timely manner may result in the program being suspended until the situation is rectified.
3. Products from FTV must be distributed to clients, not to staff or volunteers unless they go through the same qualifying and distribution process as other clients. Staff and/or volunteers who do qualify to access food will not be given preferential or priority treatment.
4. Products from FTV may not be exchanged for money, property or participation in religious programs or other services (including volunteer service). The member agency agrees to provide meals, snacks, emergency food bags or non-food items received from FTV to its clients free of any direct or indirect charges.
5. Religious materials and activities (such as worship, proselytization and/or religious instruction) must be separate from food distributions in time or location.

6. FTV products obtained from the food bank may not be shared, given or redistributed to other food feeding program sites.
7. The partner agency must be located in and distribute food in FTV service area. Our service area includes Calhoun, Chattahoochee, Clay, Dougherty, Harris, Lee, Marion, Meriwether, Muscogee, Quitman, Randolph, Schley, Stewart, Talbot, Terrell, Troup, Webster counties in Georgia and Russell in Alabama.
8. Partner Agencies cannot operate the food distribution program out of a personal residence.
9. If distributing chilled or frozen product, the agency must have a refrigerator and freezer designed units for the food program.
10. Product acquired from FTV must be used for the purpose agreed upon in the Agency Application. Not used for any other programs.
For example, if the Agency applies for membership as a Food Pantry, the agency may not use the food for other programs including, but not limited to, soup kitchens/meal programs, retreats, Sunday School, convents, Bible studies, Church fellowship function's, appreciation banquets, fundraisers or any other institutional uses.

Initial _____

Location, Communication and Hours of Operation

1. Emergency feeding programs (pantries, meal sites, and shelters) must be available to any clients by telephone at the number on file with FTV. FTV will not share this number with the public.
2. Emergency feeding programs (pantries, meal sites and shelters) must be open during the hours they have on file at FTV and must inform FTV in writing/email of any changes. Failure to do so will result in suspension.
3. Products from FTV should only be distributed during posted hours at the location. Any emergencies issue should be handled on a one-on-one basis.
4. Emergency feeding programs (pantries and meal sites) must post their hours of operation on an external part of their programs site.
5. Emergency pantries or meal programs that change their location or days/hours of operation must have prior approval (written or electronic) from The Food Bank.
6. Programs that change the location of their food storage, preparation or distribution must first have that space inspected and approved by FTV.

Initial _____

Primary Contacts and Authorized Shoppers

1. Agencies will name one individual at each program site as that program's representative and primary contact with FTV.
2. The primary contact may designate and terminate authorized pick-up personnel and online ordering contacts and must do so in writing. FTV reserves the right to approve or withdraw the privileges of any individual shopper.
3. All primary contacts will maintain and use a valid email account, as email is the primary form of communication with FTV.
4. During inside warehouse shopping, a maximum of two shoppers will be allowed in the building at one time. Shopping time will be limited to 30 minutes.

Initial _____

Reporting

Programs will submit accurate and timely statistical data about clients served and the distribution of FTV products.

1. Programs must submit reports monthly. Reports are due on the fifth working day of the next month.
2. Programs that have not submitted complete and accurate reports by the stated deadline will be suspended until their reports are brought up to date.

Initial _____

Site Monitoring

FTV member with Feeding America is required to conduct a site-monitoring visit of each program at least once every two years.

1. Programs will participate in a scheduled site-monitoring visit at least once every two years. FTV staff will interview program staff, review programs, records, and receipts, inspect the program's food storage site to ensure food safety and will provide on-site food safety guidance.
2. Programs that are not compliant with this requirement will be suspended until a site visit can be conducted.
3. The feeding program Executive Director and Program Director must be present and available during the site-monitoring visit.
4. Programs will keep a copy of FTV invoices and Monthly Reports on file for a period of three fiscal years plus the current fiscal year.
5. Failure of any agency partner missing more than two site monitoring visits can be subject to disciplinary restrictions or imposed (suspension or termination).

Initial _____

Food Safety

1. The Agency must have a system for securing donated product received and have adequate refrigeration/freezer space and dry storage at your distribution site to ensure the food safety.
2. FTV will notify programs of recalled products via email, signs in the warehouse or phone calls. Member programs will remove all recalled products from their inventory, dispose of recalled products, notify their customers of product recalls and maintain records of removal and disposal of recalled products.
3. Critical violations of food safety regulations may result in suspension or termination of the program's membership with FTV.
4. All food transported from FTV must be transported with a cover to protect the food.
5. The Agency must agree to meet any applicable local, state and federal health and safety requirements regarding the safe and proper handling of donated food.
6. All agencies must have one individual trained on the SERV Safe Food Handler Course. This training is on line and the certification is good for three years. To complete the training go to www.ServSafet.com. Go to the bottom of the page and click on SERV Safe Food Handlers. Enter your state and then click on the online bundle for \$15.00. Once completed you will need to send a copy of the certificate to FTV. All current pantries must have training completed by November 1, 2022.



SERVSAFE FOOD HANDLER ONLINE COURSE AND ASSESSMENT BUNDLE

\$15.00

State Version: Non-state specific
Languages: English/Spanish/Simplified
Chinese/Korean/Vietnamese
Exam Type: Three attempts at the online assessment are
Included
Certificate: The ServSafe Food Handler Certificate is valid for
three years
Food Code: 2017 FDA Food Code
Product SKU: SSECT6

ServSafe 6th Edition Food Handler® Online Course and
Assessment is a comprehensive solution that delivers
consistent food safety training to employees. This ensures
the same food safety principles are delivered each and every
time.

Initial _____

Billing and Payment

1. Shared Maintenance Fees and other fees may be paid in person at the time of service or can be charged to the program’s account.
2. FTV will provide monthly statements for each program. The member agency agrees to pay all charges within thirty days of the statement date and to keep its financial account with FTV in good standing.
3. The member agency agrees to make all payments in the form of a check from the member agency or its program. FTV cannot accept cash, money orders, personal checks or payments from third parties. FTV will charge a \$30.00 fee for each returned check.
4. FTV reserves the right to limit services, restrict access to certain foods, and/or suspend the membership of agencies (all of their sponsored programs) with overdue accounts and to place overdue accounts into collection.
5. Termination of agency or program membership does not eliminate outstanding financial accounts with The Food Bank.
6. FTV reserves the right to levy the following fees for service or violation of agreement
 - Membership Fees: \$50.00 due November 1 each year
 - Returned Check Fee: \$30.00 per incident
 - Restocking Fee (for missed pick-up): \$40.00

Initial_____

Disaster Planning and Protecting Personal Information

1. To ensure the network’s ability to provide adequate support during an unplanned disaster, all emergency feeding programs should have a written disaster plan on file.
2. In order to protect the privacy of the people visiting program sites, programs will not provide personal identifying information to anyone outside of the emergency food network (Staff from FTV, officials from USDA – GNAP and Feeding America) may inspect records at the program site.

Initial_____

Grievance Procedure

Agencies may voice concerns or appeal any decisions made by FTV personnel. Place your concerns in writing and send to the Director of Operations and/or President & CEO. Appeals will be reviewed and written notification will be sent to the concerned party.

By signing below, the parties below agree to the terms and conditions stated in this Basic Membership Agreement.

Signature, Executive Director or Pastor

Date

Feeding the Valley Representative

Date