



Feeding
the Valley
FOOD BANK

ANNUAL TRAINING

2022



A close-up photograph of Swiss chard leaves. The leaves are dark green with prominent veins. The stems are brightly colored, showing yellow, pink, and red hues. The text 'Section 1' is overlaid in a white box with a black border.

Section 1



Steve Watson
Operations Director



FRANK SHEPPARD
PRESIDENT & CEO



David Shemwell
Programs
Administrator





CARLEEN FROKJER
FUND DEVELOPMENT ADMINISTRATOR
CFROKJER@FEEDINGTHEVALLEY.ORG
706-561-4755, EXT. 108



MICHELLE HENRY
AGENCY RELATIONS MANAGER
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CHERYL MADDOX
ALBANY SITE MANAGER
CMADDOX@FEEDINGTHEVALLEY.ORG
229-496-2031



JIMMY PRUITT
LAGRANGE WAREHOUSE
COORDINATOR
JPRUITT@FEEDINGTHEVALLEY.ORG
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Margalena Remington
Food Sourcing Manager
mremington@feedingthevalley.org
706-561-4755, ext. 105



Shelby Williams
Business Manager & Volunteer
Coordinator
swilliams@feedingthevalley.org
706-561-4755, ext. 104



Tammy Wilson
Midland Headquarters Coordinator
twilson@feedingthevalley.org
706-561-4755, ext. 106



2021 YEAR IN REVIEW



Total lbs. Distributed- 16,077,874
Active Partner Agencies – 322



Columbus Distribution: 10,386,979
Lagrange Distribution: 1,780,034
Albany Distribution: 3,910,861



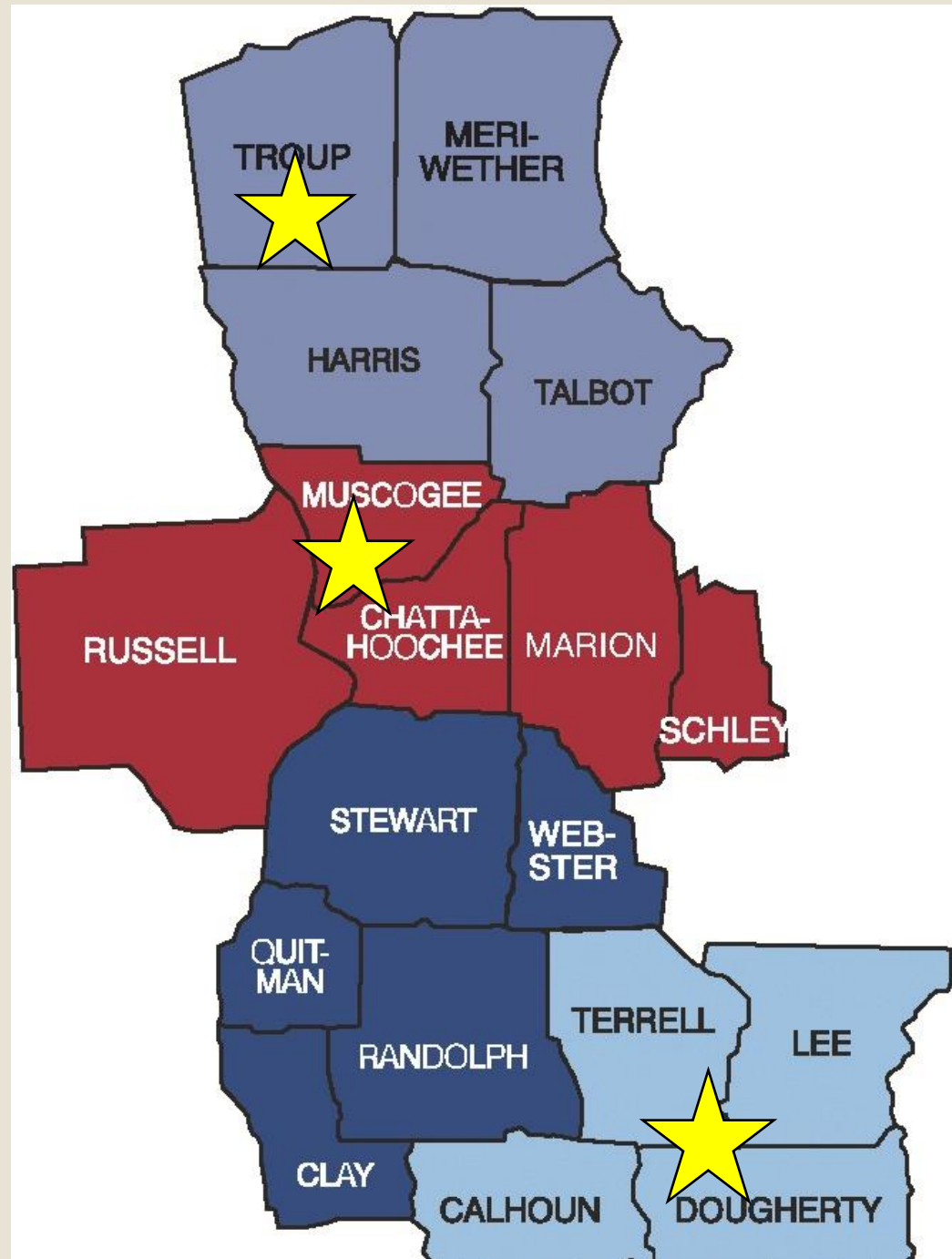
Agency Savings in 2022
~ Over \$9,148,000
Total Meals Served: 13,398,230

2023 HOLIDAYS

- | | | |
|-----------|--|------------------------------------|
| 1 | New Year | Monday, January 2, 2023 |
| 2 | Birthday of Martin Luther King, Jr. | Monday, January 16, 2023 |
| 3 | President's Day | Monday, February 20, 2023 |
| 4 | Memorial Day | Monday, May 29, 2023 |
| 5 | Juneteenth | Monday, June 19, 2023 |
| 6 | Day before Independence Day | Monday, July 3, 2023 |
| 7 | Independence Day | Tuesday, July 4, 2023 |
| 8 | Labor Day | Monday, September 4, 2023 |
| 9 | Columbus Day | Monday, October 9, 2023 |
| 10 | Thanksgiving Day | Thursday, November 23, 2023 |
| 11 | Christmas Holiday | Monday, December 25, 2023 |



FEEDING THE VALLEY HAS THREE DISTRIBUTION SITES



EVENTS

ANNUAL
N
TRUCKS
MOTORCYCLES
GROUP

DRIVEN TO END HUNGER!
Car Show



March 12, 2022

Food, Fun & Wicked Cool Cars, Trucks & Motorcycles!
Free Admission!

Pre-register - \$20
(Pre-register by March 5 to save \$5.)
Register on Show Day - \$25

PROCEEDS BENEFIT

Registration: 7am to 9am
Open to the public at 9am
Rain date will be
Saturday, March 19
For more information call
706-561-4755, ext. 104.

Several categories & prizes available.
Register your vehicle at
feedingthevalley.org/events

 Feeding
the Valley
FOOD BANK

6744 Flat Rock Road • Midland, Georgia
feedingthevalley.org

 United
Way
Feeding the Valley

SIXTH ANNUAL OUTRUN HUNGER



FEEDING THE VALLEY
FOOD BANK



the big gobble

DELIVERING THANKSGIVING
FEEDING THE VALLEY FOOD BANK

NATIONAL ASSOCIATION
OF LETTER CARRIERS

Stamp
Out
Hunger

FOOD DRIVE



Empty
Bowl

BECAUSE NO CHILD SHOULD BE HUNGRY



A close-up photograph of Swiss chard leaves. The leaves are dark green with prominent veins. The stems are thick and come in various colors: bright yellow, vibrant pink, and deep red. The background is dark, making the colors of the chard stand out.

Section 2



CIVIL RIGHTS TRAINING



The purpose of this Civil Rights instruction is to establish and convey policy and provide guidance and direction to the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) and its recipients and customers, and ensure compliance with and enforcement of the prohibition against discrimination in all Federal and State nutrition programs and activities, whether federal and state funds.



PROTECTED CLASSES

PROGRAM BENEFITS AND PARTICIPATION ARE MADE AVAILABLE
WITHOUT REGARD TO:



- ▶ Race
- ▶ Color
- ▶ National Origin
- ▶ Age
- ▶ Sex
- ▶ Disability
- ▶ Gender Identity
- ▶ Religion
- ▶ Reprisal
- ▶ Political Beliefs
- ▶ Martial Status
- ▶ Familial or Parental Status
- ▶ Sexual Orientation
- ▶ Public Assistance Income
- ▶ Protected Genetic Information in employment, program or a activity conducted or funded by the Department



AND JUSTICE FOR ALL

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(833) 256-1665 or (202) 690-7442; or

email:
program.intake@usda.gov.

This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación de sexual), edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles.

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en [https://www.usda.gov/sites/default/files/documents/USDAProgramComplaintForm-Spanish-Section 506-complaint.pdf](https://www.usda.gov/sites/default/files/documents/USDAProgramComplaintForm-Spanish-Section%20506-complaint.pdf), en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o

fax:
(833) 256-1665 o (202) 690-7442; o

correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Available online!!!



FOR ADDITIONAL CIVIL RIGHTS COMPLIANCE INFORMATION

Contact:

Georgia Department of Human Services

DFCS/OFI/FANU/TEFAP

2 Peachtree St. NW, Suite 21

Atlanta, GA. 30333



A close-up photograph of Swiss chard leaves. The leaves are dark green with prominent veins. The stems are brightly colored, showing yellow, pink, and red hues. The text 'Section 3' is overlaid in a white box with a black border.

Section 3



FOOD SAFETY



Prevent Contamination to Food

1. Physical Contaminants:

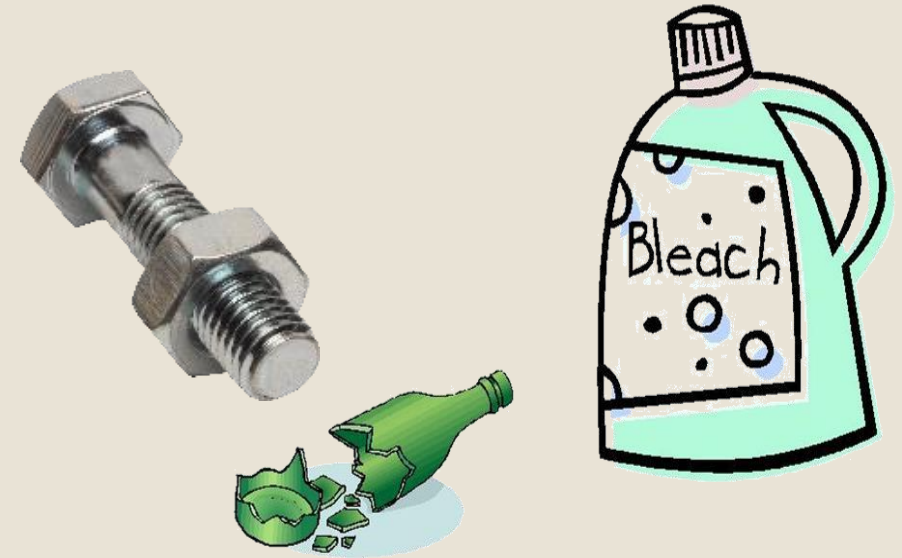
Wood, metal, glass, paint chips, hair

2. Chemical Contaminants:

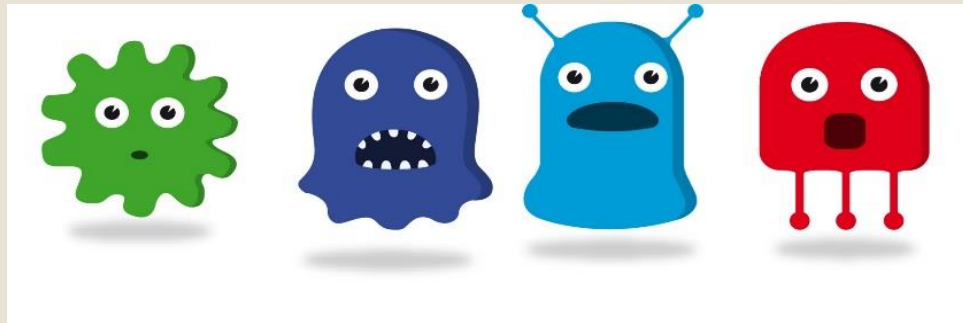
Cleaning/ maintenance chemicals, pest control chemicals, etc.

3. Biological Contaminants:

Bacteria, viruses, fungi and parasites



- ▶ Always wash your hands before, during and after handling food
- ▶ If you are sick, **DO NOT WORK** with food
- ▶ No smoking, eating or drinking in food storage area



Container Food Safety

All food containers must be labeled and not have the following conditions:

- ▶ **Container is leaking**
- ▶ **Container is swollen**
- ▶ **Container is cracked**
- ▶ **Container is badly dented**
- ▶ **Lids are loose or missing**
- ▶ **Safety seals are broken or missing**
- ▶ **Container is rusty**

*When in doubt,
throw it out!*

Discard Cans With These Defects



Severe dent in seam



Deep dents in can body



Missing or unreadable labels



Swollen or bulging ends



Holes or signs of leaking



Rust that cannot be wiped off





All agencies must have one individual trained on the ServSafe Food Handler Course. This training is online and the certification is good for three years. To complete the training go to www.ServSafe.com. Go to the bottom of the page and click on ServSafe 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
MHENRY@FEEDINGTHEVALLEY.ORG. All current pantries must have
training completed by*

November 1



Loading and Transporting Food Safely

Keep food at safe temperatures in unrefrigerated vehicles.



Cover cold food with thermal blankets or use coolers with ice packs



Keep drive times to 30 minutes or less



Check food temperatures after arriving at the destination

Prevent contamination:



DON'T store raw food over ready-to-eat food



DON'T store allergens over other products

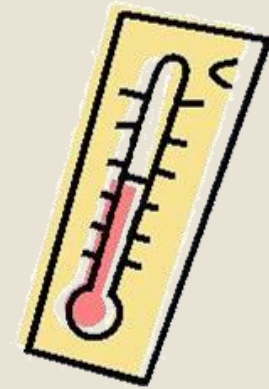


DON'T store chemicals with food products





Temperature Control



- Store and transport refrigerated foods at 41°F or less
- Store and transport frozen food at 0°F
- Maintain a cool, clean, dry, place for food storage
- All freezers, coolers, and refrigerators must contain a thermometer
- Document temperature readings for your refrigerators and freezers


Picking Up Food from Food Bank



Pickups – trailers -- FOOD MUST BE COVERED



PEST CONTROL

- 
- ▶ Please check seals on doors, windows, vents, and pipes holes in walls.
 - ▶ Check all floors and walls for cracks
 - ▶ Clean up food spills immediately
 - ▶ Eliminate standing water
 - ▶ Cover all garbage and trash containers

Storing and Distribution of Food

- Store food and supplies properly
- Store items at least 6 inches off floor
- Store items at least 4 inches away from wall
- Store items 2 feet from ceiling
- Dispose of garbage and trash quickly
- All food shelving must be labeled – USDA – GMAP – Regular
- All food must be stored in a locked and secure facility
- Rotate food to ensure that the oldest food is used first
- First in, First out (FIFO)



Every year foodborne diseases cause:

almost
 **in 10**
people to fall ill

33 million
healthy life years lost

Foodborne diseases can be deadly, especially in children <5


420 000
deaths



Children account for
almost **1/3**
of deaths from
foodborne diseases

For more information: www.who.int/foodsafety

#SafeFood

Source: WHO Estimates of the Global Burden of Foodborne Diseases, 2015.



**World Health
Organization**



A close-up photograph of Swiss chard leaves. The leaves are dark green with prominent veins. The stems are thick and come in various colors: bright yellow, vibrant pink, and deep red. The background is dark, making the colors of the chard stand out.

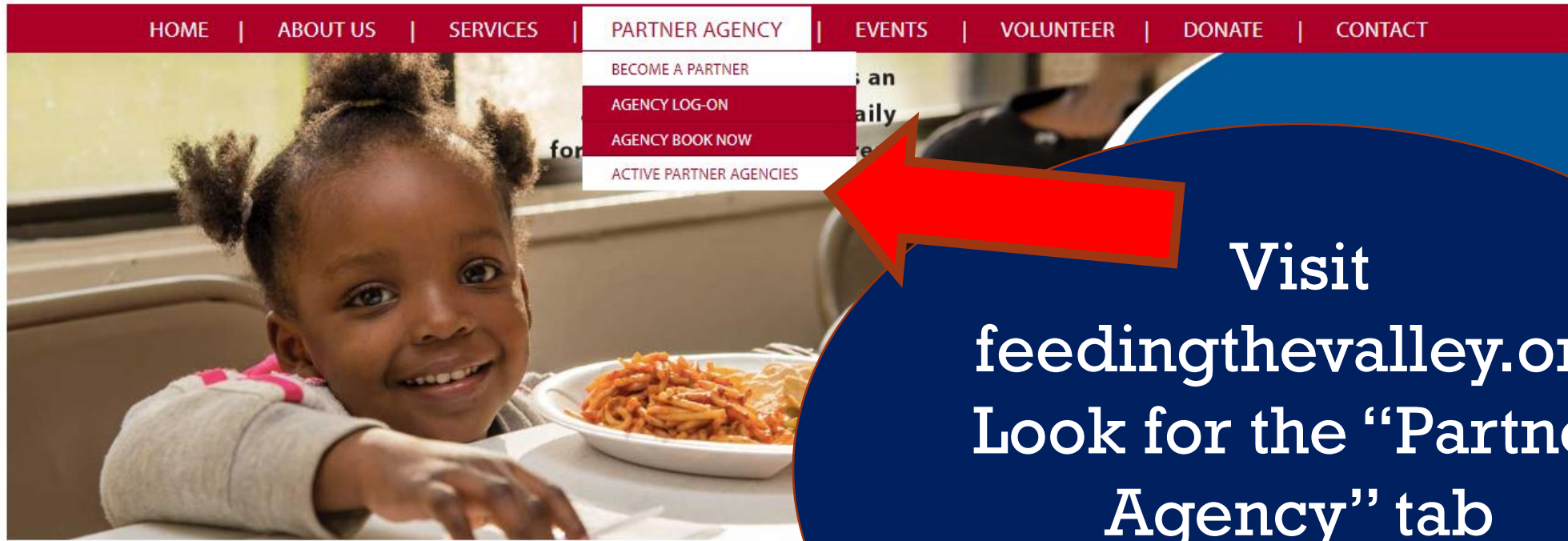
Section 4

KEY POINTS TO REMEMBER

- Food Bank vs. Grocery Store
- Food donated- limited control
- Membership Agreement(\$50.00 fee) – *Due Nov. 1*
- We are partners. Help us help you.



NEW WEBSITE FORMS



Visit
feedingthevalley.org
Look for the “Partner Agency” tab
Then “Active Partner Agencies”

CLICK HERE BELOW TO LEARN MORE ABOUT OUR 2020 CAR SHOW



partner-agency/

NO CHILD SHOULD BE HUNGRY.
In the last year:
299,222 Kids Got Meals Served

WE HAVE ELECTRONIC: DISTRIBUTION REPORT AND INFORMATION CHANGE FORM

Feeding the Valley Forms

[Agency Distribution Report Update](#) *(Electronic)*

[Agency Distribution Report Update](#) *(Printer Friendly)*

[Agency Membership Agreement](#) *(Printer Friendly)*

[Agency Membership Agreement](#) *(Electronic)*

[New Agency Application](#) *(Electronic)*

[New Agency Application](#) *(Printer Friendly)*

[Agency Monitoring Form PDF](#) **(NEW)**

[Appointment and Online Shopping Instructions](#)

[Food Pantry – Food Safety](#)

[Safety Guidelines](#)

[Information Change Form](#) *(Electronic)*

[Information Change Form](#) *(Printer Friendly)*

[Temperature Log](#)





Agency Monthly Distribution Report

(Ex: December totals are due by the 5th Day of January)

Reports are required by the 5th of every month from ALL active agencies

Report for the Month* of: _____ 20_____ Agency Code: _____

**(The month you distributed the food, not the month you are turning this report in.)*

Full Name of Agency: _____

Please mail to: Feeding the Valley P.O. Box 8904 Columbus GA 31908 *

THIS FORM IS AVAILABLE FOR ELECTRONIC SUBMISSION ON THE WEBSITE UNDER THE "PARTNER AGENCY" TAB

FOR AGENCIES WHO PROVIDE FOOD BOXES

Please tell us the **total number of families (households)** served by your agency: _____

Please tell us the **total number of individuals within these households:** _____

Of the total families served tell us the number of families (households) who received **USDA Food:** _____

From the **USDA Household Eligibility Criteria Forms** tell us the number of people in these households: _____

Of the total families served tell us the **total number of families who received GNAP Food:*** _____

From the GNAP Client Intake Forms tell us **the total number of people within these households:** _____

From the GNAP Client Intake Forms tell us the total number of families that are:

**(Total of all three categories must equal number of GNAP Families)*

At-Risk Families: _____ TANF Clients: _____ Transitional Services: _____

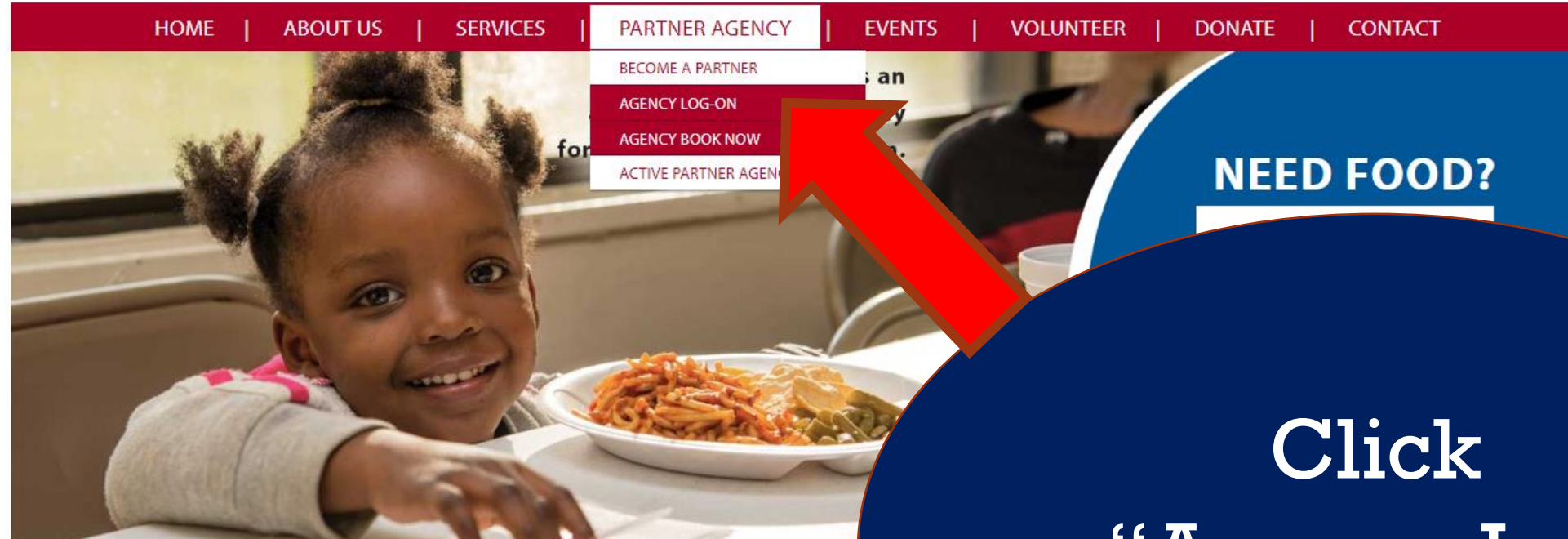
Describe the needs/circumstances of a family who received GNAP this month:



SERVING

West Georgia: Calhoun, Chattahoochee, Clay, Dougherty, Harris, Lee, Marion, Meriwether, Muscogee, Quitman, Randolph, Schley, Stewart, Talbot, Troup, Terrell and Webster

Alabama: Russell County



Click
"Agency Log-On"

CLICK HERE BELOW TO LEARN MORE ABOUT OUR 2020 CAR SHOW





Login

Agency Ref:

Enter Your Information

Username:

Enter Your Information

Password:

.....

Login

■ Enter your log in credentials then click "My Docs"

Home Allocations Orders My Docs

Home

Home Your Cart Available Batches Pending Review

Welcome to Feeding the Valley Online

Attention Partner Agencies,

**It is time for our Annual Agency Training! This meeting is man
Columbus**

Christ Community Church (4078 Milgen Road)

February 6th, 2020

Registration starts at 8:30 am, meeting begins at 9:00 am.

LaGrange

Baptist Tabernacle (849 South Davis)

February 13, 2020

Registration starts at 8:30 am, meeting begins at 9:00 am.

Albany

SOWEGA Council on Aging (335 West Society Avenue)



Home Allocations Orders **My Docs**

Feeding The Valley - Test 's Documents

Statements **Invoices**

Statements

Page size: 20 ▾

File	Date Added
No statements found for this agency.	

< Prev Next > | Page



Home Allocations Orders **My Docs**

Feeding The Valley - Test 's Documents

Statements **Invoices**

Invoices

Search: Search Page size: 20 ▾

File	Order Ref	Date Added
85672.PDF	85672	10/24/2019
82599.PDF	82599	06/10/2019
75255.PDF	75255	10/11/2018
68990.PDF	68990	02/21/2018
67729.PDF	67729	01/24/2018
67725.PDF	67725	01/24/2018

< Prev **1** Next > | Page 1 of 1

▶ You can click here to view statements or current invoices



STATEMENT

Agency #

Agency Name
Address
City, ST. Zip

REMIT TO:

Feeding The Valley Food Bank
P.O. BOX 8904
Columbus GA 31908

ORDERS			PAYMENTS				GRANTS	BALANCE
Date	Reference	Amount	Date	Check #	Discount	Applied	Total Applied	
11/15/2021	101792	\$383.04	11/29/21	2969		(\$246.24)		
11/15/2021	101792		01/13/22	3001		(\$136.80)		\$0.00
11/16/2021	101897	\$3.99	01/13/22	3001		(\$3.99)		\$0.00
01/13/2022	102757	\$526.16	01/25/22	3008		(\$526.16)		\$0.00
01/26/2022	102979	\$0.00						\$0.00
03/02/2022	103542	\$314.07	03/14/22	3031		(\$314.07)		\$0.00
03/28/2022	103944	\$420.50	04/05/22	3047		(\$420.50)		\$0.00
04/14/2022	104428	\$0.00						\$0.00
04/18/2022	104457	\$0.00	04/18/22	3052		(\$420.50)		\$0.00
04/18/2022	104457		06/06/22	Applied Credit		\$420.50		\$0.00
04/19/2022	104427	\$530.63	05/10/22	3059		(\$530.63)		\$0.00
05/25/2022	105044	\$381.52	06/06/22	Applied Credit		(\$381.52)		\$0.00
06/06/2022	105260	\$0.00	06/06/22	Applied Credit		(\$38.96)		\$0.00
06/06/2022	105260		06/21/22	3091		\$38.96		\$0.00
06/20/2022	105451	\$336.64	06/21/22	3085		(\$258.68)		\$0.00
06/20/2022	105451		06/21/22	3091		(\$77.96)		\$0.00
06/21/2022	105508	\$0.00	06/21/22	3085		(\$122.84)		(\$122.84)
07/11/2022	105766	\$461.13	07/18/22	3104		(\$461.13)		\$0.00
07/25/2022	106059	\$742.90	08/11/22	3115		(\$742.90)		\$0.00
08/10/2022	106378	\$350.36						\$350.36
08/29/2022	106741	\$447.07						\$447.07
09/06/2022	MF107061	\$0.00						\$0.00
09/06/2022	MF107254	\$0.00	09/06/22	CREDIT		(\$50.00)		(\$50.00)
09/07/2022	MF107548	\$0.00						\$0.00
09/07/2022	MF107765	\$0.00						\$0.00
09/08/2022	MF109312	\$0.00						\$0.00
09/08/2022	MF109718	\$50.00						\$50.00
09/08/2022	MF110287	\$50.00						\$50.00
Total Balance:								\$724.59

Credit on the account



CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL DUE
\$497.07	\$350.36	(\$122.84)	\$0.00	\$0.00	\$724.59

Credit

What you pay



STATEMENT

Agency #

Please Write Agency # on your check

Agency Name
Address
City, ST. Zip

REMIT TO:
Feeding The Valley Food Bank
P.O. BOX 890
Columbus GA 31908


ORDERS			PAYMENTS			GRANTS	BALANCE
Date	Reference	Amount	Date	Check #	Discount	Applied	Total Applied
11/15/2021	101792	\$383.04	11/29/21	2969		(\$246.44)	
11/15/2021	101792		01/13/22	3001		(\$136.00)	\$0.00
11/16/2021	101897	\$3.99	01/13/22	3001		(\$3.99)	\$0.00
01/13/2022	102757	\$526.16	01/25/22	3008		(\$526.16)	\$0.00
01/26/2022	102979	\$0.00					\$0.00
03/02/2022	103542	\$314.07	03/14/22	3031		(\$314.07)	\$0.00
03/28/2022	103944	\$420.50	04/05/22	3047		(\$420.50)	\$0.00
04/14/2022	104428	\$0.00					\$0.00
04/18/2022	104457	\$0.00	04/18/22	3052		(\$420.50)	\$0.00
04/18/2022	104457		06/06/22	Applied Credit		\$420.50	\$0.00
04/19/2022	104427	\$530.63	05/10/22	3059		(\$530.63)	\$0.00
05/25/2022	105044	\$381.52	06/06/22	Applied Credit		(\$381.52)	\$0.00
06/06/2022	105260	\$0.00	06/06/22	Applied Credit		(\$38.98)	\$0.00
06/06/2022	105260		06/21/22	3091		\$38.98	\$0.00
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06/21/2022	105508	\$0.00	06/21/22	3085		(\$122.84)	(\$122.84)
07/11/2022	105766	\$461.13	07/18/22	3104		(\$461.13)	\$0.00
07/25/2022	106059	\$742.90	08/11/22	3115		(\$742.90)	\$0.00
08/10/2022	106378	\$350.36					\$350.36
08/29/2022	106741	\$447.07					\$447.07
09/06/2022	MF107061	\$0.00					\$0.00
09/06/2022	MF107254	\$0.00	09/06/22	CREDIT		(\$50.00)	(\$50.00)
09/07/2022	MF107548	\$0.00					\$0.00
09/07/2022	MF107765	\$0.00					\$0.00
09/08/2022	MF109312	\$0.00					\$0.00
09/08/2022	MF109718	\$50.00					\$50.00
09/08/2022	MF110287	\$50.00					\$50.00

Total Balance: **\$724.59**

Duplicate MF Charge

CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL DUE
\$497.07	\$350.36	(\$122.84)	\$0.00	\$0.00	\$724.59

What you pay



Agency NAME
ADDRESS
CITY, STATE, ZIP CODE

0001



NOT A LEGAL CHECK
FOR TEACHING USE ONLY

PAY TO THE ORDER OF Feeding the Valley, Inc. \$ Amt of Statement

_____ DOLLARS

FOR Agency # - Invoice # Exact Amt. from Statement

INSERT Bank Name (example: Bank of 5th) Please put your Agency # & the Invoice # your are paying

 012345678910  012345678910 0001

ALL CORRESPONDENCE

ALL CHECKS AND MONTHLY REPORTS

Feeding The Valley

P.O. Box 8904

Columbus, GA. 31908

www.feedingthevalley.org





Feeding
the Valley
FOOD BANK

THANK YOU!



QUESTIONS?

