



FOODBANK
FOR THE HEARTLAND

APPLICATION PACKET

A Member Of
FEEDING
AMERICA



Dear Prospective Food Bank for the Heartland Partner,

Thank you for your interest in becoming an agency partner of Food Bank for the Heartland. We are excited to work with organizations that help feed the hungry. Enclosed is an application packet that will walk you through the steps necessary to becoming an agency partner.

Partnership is achieved by the following:

- Read through the application packet for a brief overview of Food Bank for the Heartland
- Complete the pre-application checklist to determine whether to proceed with the Application process
- Fill out the enclosed partnership application and agreement forms and return to Food Bank for the Heartland
- Provide Food Bank for the Heartland with a copy of your 501(c)3 IRS tax exemption letter or the IRS Church Qualifier form (enclosed), and sponsorship letter if applicable
See page 11-12
- Service area is reviewed for unmet needs by Food Bank for the Heartland and request for partnership proceeds to the next step if the area is underserved
- Pass a site visit conducted by Food Bank for the Heartland
- Complete food safety training
- Complete civil rights training

Once the application is received and reviewed, I will contact you to discuss your application and to schedule a site inspection. Please feel free to contact me with any questions. We look forward to working with you in the future.

Sincerely,

Spencer Cohorst

Food Bank for the Heartland

scohorst@foodbankheartland.org

About Food Bank for the Heartland

Vision:

A hunger free Nebraska and western Iowa

Mission:

To reduce hunger in Nebraska and western Iowa through community collaboration and making the best possible use of all available resources.

Accountability:

Food Bank for the Heartland is a member of Feeding America- a network of food banks across the country. For more information on Feeding America standards and expectations, please visit

www.feedingamerica.org.

What we do:

Food Bank for the Heartland exists to equitably serve agency partners who distribute food to the area's men, women and children facing hunger on a daily basis. We are a distribution organization helping to move food from donors to agency partners. We serve a variety of agency partners including pantries and meal providers.

The Big Picture:

To the right is the structure of how Feeding America, Food Bank for the Heartland, and our agency partners all fit into the big picture with the ultimate goal of serving clients in need.

Types of agency partners we serve:

Pantries: A pantry is where individuals visit the program site and receive bags of groceries to prepare at home. The groceries could also be delivered to the clients.

Meal Provider: A meal provider is any agency partner that prepares, serves or delivers prepared meals or snacks to individuals in need.



Criteria for Membership

Our agencies are non-profit organizations or churches that do not redistribute product to other non-profit entities. They are organizations that provide direct service to the hungry. The following items are the minimum requirements to become and remain a partner of Food Bank for the Heartland.

- You must provide food for an underprivileged or underserved population.
- You must be a 501(c)3 not-for-profit or a church
- You must be located in the state of Nebraska or western Iowa
- An organization cannot be run out of a person's home
- You must have responsible personnel who are accountable for record keeping and inventory control
- You must have proper and adequate physical storage space
- You must operate regularly scheduled hours and be open at least twice a month for a minimum of two hours each time
- Your site must pass a site inspection prior to approval and once a year after that
- You must have the ability and willingness to access and submit information via the internet
- You must be willing to pay shared maintenance handling fees and delivery fees at prevailing rates
- You need to use sign-in sheets or another tracking system to keep track of the individuals served and report those numbers quarterly to us
- You must establish your own criteria for the individuals you serve; however, criteria must be consistent and be posted at your pantry/feeding site
- You are required to adhere to food safety guidelines.
- You must have one agency staff member or volunteer complete food safety training
- Must order and distribute a minimum of 4,000 pounds per calendar year

How We Help Each Other

Being an agency partner of Food Bank for the Heartland offers many benefits.

- We are a partner to help you accomplish your mission of feeding the hungry
- We offer a wide variety of food and household products in one place
- You can use free pick-up or potentially free delivery (outside a 30-mile radius)
- You have access to our agency store, where you can shop for product
- You can easily order product online
- Lower cost to you; receive product for a small shared maintenance fee
- We offer trainings and materials to help you improve your skills and efficiency
- You are a member of a network helping reduce hunger in Nebraska and western Iowa
- You help us distribute more food to more people. We need you!

What is a 501(c)3?

- It is a federal IRS document, not a state tax exempt form
- Your agency is eligible to become a partner by one of the following:
 - Having a 501(c)3 status
 - Being part of an Umbrella-Owned and Operated parent organization who has a 501(c)3 status
 - Completing the IRS Church Qualifier form

Site Visits

Food Bank for the Heartland and Feeding America require that before an agency can be approved for partnership, it must pass a site inspection. After approval, the site will continue to be inspected every year.

What do we look for in a site visit?

- Food and non-food household items are stored in separate areas
- You have clean storage areas
- You practice “First In, First Out” food distribution
- All food is stored 6 inches off the floor
- You have clean equipment
- You have working thermometers in all units and use temperature logs (32 – 41 degrees for a refrigerator and 0 (zero) degrees and below for freezer)

What You Need to Know About Our Policies

You are required to adhere to the following policies to get our product:

Do:

- Consistently provide direct service to hungry, low income, or underserved populations
- Distribute food for use by the needy, ill, children and seniors
- Serve all clients as respected guests
- Distribute food to clients free of charge with absolutely no conditions levied, implied, or exchanged
- Refer clients to other programs or United Way (211) when they have a need you cannot meet
- Submit quarterly reports of the number of clients served

Don't:

- Redistribute product to other non-profit entities including pantries or meal providers
- Sell or use product from the Food Bank in exchange for money, property, or services
- Use product from the Food Bank for fundraising or events unrelated to serving your clients
- Solicit donations of any kind from your clients
- Discriminate against, obstruct, or embarrass individuals who are seeking help



Pre-Application Checklist

The following is a checklist to determine whether you should proceed with the application process. You should be able to check all of the boxes below.

- You are a 501(c)3 not-for-profit or complete the IRS Church Qualifier
- You are providing service to an undeserved population
- You have secured a location for your facility and it is not located in a person's home
- You must have proper and adequate physical storage space
- You have determined your hours of operation and days of service. You must operate regularly scheduled hours and be open at least twice a month for a minimum of two hours each time
- You must have personnel who are accountable for record keeping and inventory control
- You can use sign-in sheets or another tracking system to keep track of the individuals served
- You should have the ability and willingness to access and submit information via the internet
- You must be willing to pay shared maintenance handling fees and delivery fees at prevailing rates
- You are willing to adhere to food safety guidelines and to complete food safety training
- You have regular pest control services performed at your facility
- Clients will receive food free of charge with absolutely no conditions levied, implied, or exchanged
- You must distribute a minimum of 4,000 pounds per calendar year



Food Bank for the Heartland
 10525 J Street
 Omaha, NE 68127

Application for Partnership

Agency Information

Agency Partner Name:

D/B/A:

Billing Address:

Physical Address:

City/State, Zip, County:

Phone:

Website:

Contact Information

Contact Person:

Title/Role with Agency:

Phone:

Email:

Hours of Operation (please include hours of service if different)

Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Do you have any requirements for individuals who use your services (i.e. must live in X County or be of a certain age?)

Agency Background

Type of Agency: Pantry Meal Provider

Does your agency have non-profit status? YES NO

Federal IRS Tax Exempt Number 501(c)3:

Please attach a copy of your IRS Tax Exempt Designation Letter

Is your agency licensed by the state to serve a specific number of clients? Please explain:

Services

Please describe the type of services provided by your agency/program. Please include all services, even those that are not food related.

Please explain how food from Food Bank for the Heartland will be utilized:

Please describe the people cared for by your agency. Include age, income level, physical or mental disabilities.

Does your agency provide meals on your premises? YES NO

If YES, how often? Daily Weekly Monthly Other

Number of people served at each meal:

Breakfast _____ Lunch _____ Dinner _____ Snacks

Does your agency provide home delivered meals? YES NO

Does your agency distribute food packages for emergency assistance to individuals or families?

YES NO

If yes, what is included in the food package?

What is the average number of individuals served each month?

What is the average number of food packages distributed each month?

How do you determine if your clients who receive food lack the necessities of life as a result of poverty or temporary distress?

<u>What percentage of your clients are low income? Do you serve predominantly households or person in need (at or below 185% of poverty)?</u>
Does your agency provide food to anyone other than clients directly under your care? <input type="checkbox"/> YES <input type="checkbox"/> NO

Corporate Officers

<u>President:</u>
<u>Vice-President:</u>
<u>Secretary:</u>
<u>Treasurer:</u>

Funding

Do you charge your clients for services offered? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please explain:
Is your organization reimbursed by the government for services for client care? <input type="checkbox"/> YES <input type="checkbox"/> NO
<u>Per client reimbursement:</u>
<u>Per client actual cost:</u>
Do the people receiving food from your organization pay money or contribute any property or service for the food? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, explain:

Food Storage

<u>What type of storage space do you have available?</u>
<u>Dry Storage – please provide actual square footage</u>
<u>Do you have any backup storage?</u>
Refrigeration Volume: <u>Number</u> <u>Total Cubic Feet</u>
Freezer Volume: <u>Number</u> <u>Total Cubic Feet</u>
Should your agency obtain food which is later recalled for health reasons by the FDA, could you trace how that food was used and what individuals received it? <input type="checkbox"/> YES <input type="checkbox"/> NO Please explain:
<u>Please explain how your food tracking and record keeping works.</u>

What kind of food does your agency need most often?

Authorized Signature

By signing below, you are agreeing to adhere to the policies and guidelines set forth by Food Bank for the Heartland.

Contact Name:

Signature:

Date:



Documentation of your Charitable Non-Profit Status

Federal law requires that organizations receiving donated food products from the corporate food industry must be incorporated as, or affiliated with, a certified charitable organization under section 501(c)3 of the Internal Revenue Service Code. If you accept monetary donations from any source that may be used as a tax deduction by the donor, which includes most donations, you must also have a charitable 501(c)3 tax-exempt status.

Since more than 90% of the product we distribute comes from the corporate food industry, we are required to have proof of the federal charitable tax-exempt status of each participating agency on file. Therefore, along with your agency application and agreement, you need to send us:

- 1) A copy of your 501(c)3 IRS Letter of Determination. (A sample letter follows)
- 2) If the name of the agency applying does NOT match the name on the IRS Letter of Determination, we will need a sponsorship letter from the organization named on the IRS Letter. A sample letter follows, and needs to be an Organization/Corporate letterhead documenting how you are affiliated with them.
- 3) Church Qualifier



Sample Affiliation Letter
(On Corporate Letterhead)

January 1, 2015

Assistant Director of Network Education & Compliance
Food Bank for the Heartland
10525 J St
Omaha, NE 68127

Dear Director,

The Community Food Pantry is operated as a program of St. John's Lutheran Church, serving the hungry and poverty-stricken people of Wheeler County.

As a program of the church, the Community Food Pantry is eligible to receive donated food from the Food Bank for the Heartland under the 501(c)3 charitable tax status of St. John's Lutheran Church. St. John's Lutheran Church proudly sponsors the Community Food Pantry both fiscally and legally. All billings should be sent directly to St. John's Lutheran Church for processing.

We look forward to working with you to acquire additional food supplies for those we serve.

Sincerely,

Rev. John Doe
St. John's Lutheran Church

Religious Organizations Qualifier



The following criteria are used by the Internal Revenue Service to determine that an organization is a church or other religious organization. The Food Bank for the Heartland verifies these criteria to confirm your eligibility to become a network partner.

If your church is a part of a denomination or larger church group, you may send a copy of the 501(c)3 group/blanket determination letter and a letter or public listing connecting your church with this denomination or larger group.

If you are not connected to a denomination or larger group, or are unable to submit the blanket 501(c)3 determination letter - your agency must provide documentation showing that it meets 9 of the 14 criteria listed below. **The first five are mandatory, and some documents meet multiple requirements.** Please attach documentation and this checklist to your application packet.

Food Bank for the Heartland reserves the right to request further verification of the requirements as it may deem necessary.

Mandatory Criteria

	<u>Documentation Sources</u>	<u>Documentation Included</u>
• A distinct legal existence	Letter from IRS showing Employer ID, documentation from state of incorporation	<input type="checkbox"/>
• A recognized creed and form of worship	By-laws or informational pamphlet	<input type="checkbox"/>
• A definite and distinct ecclesiastical government	By-laws, Articles of Incorporation	<input type="checkbox"/>
• Established place of worship	Church bulletin, newsletter	<input type="checkbox"/>
• Regular congregations	Church bulletin, newsletter	<input type="checkbox"/>

Optional Criteria (select 4 from below)

	<u>Documentation Sources</u>	<u>Documentation Included</u>
• Regular religious services	Church bulletin, newsletter	<input type="checkbox"/>
• Sunday schools for instruction of the young	Church bulletin, newsletter	<input type="checkbox"/>

- A formal code of doctrine and discipline By-laws, Articles of Incorporation

- A distinct religious history Minutes from first written church meeting or written historical account

- Ordained ministers elected after a prescribed course of study Copy of Ordination Diploma(s)

- Schools for the preparation of ministers Copy of diploma from a school of divinity/theological school

- A literature of its own Church bulletin, newsletter

- A membership not associated with any other church or denomination Statement of mission

- A complete organization of ordained ministers ministering to their congregations Church bulletin or other published document listing the ministers or copy of ordination certificates

As a duly authorized officer of (church name) _____,

I certify that this organization meets the requirements indicated for identification as a church as identified by the IRS 501(c)3 church requirements.

Name: _____

Title: _____

Date: _____

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Items Verified by: _____ Date: _____

Approved YES NO Approved by: _____ Date: _____

If not approved, what is necessary for approval: _____