

Become a Mid-Ohio Foodbank Partner

Process and Link to Application

Revised 10/11/16

Thank you for your interest in becoming an agency of the Mid-Ohio Foodbank network. Please review the requirements and process for becoming and maintaining membership outlined below:

Minimum requirements for all partners:

- Organizations must be a recognized charity with a feeding program serving the needy, ill and infants.
- Organizations must be a 501 (c) 3 not-for-profit, tax exempt organization, with a determination letter from IRS, an accredited church or be part of a nutrition, education or service program operated by the city, county or state.
- There must be a need for your program in the area you serve (to avoid duplication of effort).
- The food program must not discriminate on the basis of race, religion or creed and cannot require individuals to participate in ecumenical or educational services as a requirement for receiving food.
- The organization must have appropriate physical capacity to receive and distribute food (all sites will be reviewed by Foodbank staff).
- The organization must have adequate staff and/or volunteers to support their feeding program and identify a key staff member/volunteer to serve as primary contact for the program.
- The organization must have a defined method/systems for how food will be distributed.

If you are an organization applying to become a food pantry, soup kitchen or shelter program eligible to receive federal and state food items, you must meet the additional requirements listed below:

- Food program must operate for at least 3 months prior to applying for partnership.
- Food pantries must keep written record of grocery distributions that include client's name, address, date of service and number of people in household.
- Food pantries and soup kitchens must have regular hours of operation, established procedures, rules and regulations under which the program operates.
- Food program must distribute food/meals at least once a month.

Once you determine your organization meets the above requirements, submit an electronic application [Link to Online Partner Application](#). *Note: You must submit a copy of your 501c3 with your application.***

Application Review & Follow-up Process:

All applications are reviewed within 15 business days from date of submission. Once an application is reviewed, Foodbank staff will contact the organization to arrange a site visit. During the site visit, Foodbank staff will:

- Explain what it means to be part of the Foodbank network.
- Review the organization's mission statement, current board of directors, current funding streams and any other general information about the organization.
- View a food distribution or meal service (if applicable).
- Verify the site has access to internet and email.
- Discuss applicable forms such as Partnership Agreement, Temperature Log, Civil Rights Volunteer Form (JFS Form), Justice for All Poster (JFS Form), Food Safety, Statistical Reports and for pantry and produce distributions "Eligibility to Take Food Home Form" (JFS form).
- If food will be stored at the organization, review food storage space to assure there is a locked dry storage area, cooler & freezer, thermometers, infestation or pest control, and that the area is clean.
- Review hours/days of operation.

For food pantry, soup kitchen and shelter sites, Foodbank staff will also:

- Review client service records.
- Look at food program inventory list.



Together we are building a hunger-free and healthier community.

Mid-Ohio Foodbank

Application Review & Follow-up Process *continued...*

- After site visit, organization will be notified within 30 days if they are eligible to become a Foodbank partner.
- If a decision is made not to add an organization as a partner agency, a telephone call is made to that agency and a follow-up email is sent stating the reason(s) why partnership was denied within 30 days of site visit. If there is a pending situation, an email is sent to the organization with items that need to be corrected before membership is granted.
- After an organization is determined “eligible for” partnership, they must complete:
 - Food Safety training/certification
 - Civil Rights training
 - PantryTrak training
 - New Partner orientation
- Once an organization completes required trainings and orientation, they will be given a partnership agreement. Partnership agreement must be completed and returned within 30 days.
- Once the partnership agreement is signed and returned, organizations are officially recognized as partner agencies and are eligible to access food from Mid-Ohio Foodbank.

Once Partnership is Granted:

- Partner agencies must adhere to following standards in order to remain active:
 - Submit service statistics to Mid-Ohio Foodbank by the 10th day of each month.
 - Use product for the approved program only.
 - For partners making payments, open invoices must be paid with an agency check or credit/debit (no cash or money orders).
 - Keep signed eligibility forms (electronic or hardcopy) and order invoices on file for 5 years.
- Partner agencies are visited by MOF staff at a minimum of once every 18 months.
- If a partner is found out of compliance during a site visit, a Foodbank representative will follow up every 30 days after the “out of compliance warning” to ensure the situation remedied.
- If a partner does not take corrective action within 60 days, MOF has the right to suspend food access or remove the partner from the network based on severity of the situation. Situations that challenge civil rights and/or food safety take highest priority.
- If a partner decides to stop feeding services, they must provide written notice to the Foodbank 30 days prior to the set closing date.