

Become a Mid-Ohio Foodbank Partner

Process and Link to Application

Revised 3/10/2018

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 a 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 located here: [MOF electronic partnership application](#) ← Press Ctrl and Click to follow link

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

- After an initial site visit, organization will be notified within 30 days if they are eligible to become a Foodbank partner.
- 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.

