



PARTNER AGENCY APPLICATION

SECTION 1: General Information

1. NAME OF AGENCY/ORGANIZATION: _____
2. ADDRESS OF AGENCY: _____
3. CITY/STATE: _____ ZIP _____
4. MAILING ADDRESS: (if different) _____
5. CERTIFYING OFFICIAL/DIRECTOR: _____
6. PERSON COMPLETING THIS APPLICATION/CONTACT PERSON:

7. Phone: _____ Emergency: _____
E-Mail: _____ Website: _____

How long has your organization been in business?

- Less than 1 year
- 1 – 3 years
- 3-5 years
- 5-10 years
- More than 10 years

What are your principle sources of funds?

- General Revenue's _____% Grants _____%
- Government Contracts _____% Corporate Donations _____%
- Individual Donations _____%

SECTION 2: Membership Criteria

1. Does your agency have non-profit status? Yes No

If yes, please attach a copy of IRS Letter of Determination.

OR

The agency may be under the umbrella of a parent organization, which holds a 501 (c) 3 exemption.

OR

Churches may attach a completed Church Qualifier Letter on church stationery, which is signed by Minister or authorized Church Representative.

2. Provide your IRS Identification #: _____

SECTION 3: Program Profile

Check all that best describes your program.

- Emergency Food Pantry [Provides groceries to those in need of one-time or short-term food assistance]
- Residential Program [Cooking and serving meals to registered clientele: including Day Care, Detox, Half-Way Homes, Group Homes, Day Activity Programs]
- Soup Kitchen [Cooking and serving meals to Walk-In guests on a regular or occasional basis]

Briefly state the purpose (mission) of your agency/organization. _____

In order for your clients to receive meal/services, does your organization ask for a fee/donation?

- Yes No

May we refer individuals who contact the El Pasoans Fighting Hunger for food to your program. Yes No

If yes, please list a contact person's name, telephone number and days/time of operation below, so that we may provide information to clients.

Name _____ Phone# _____

Days	Mon. <input type="checkbox"/>	Tues. <input type="checkbox"/>	Wed. <input type="checkbox"/>	Thurs. <input type="checkbox"/>	Fri. <input type="checkbox"/>	Sat. <input type="checkbox"/>	Sun. <input type="checkbox"/>
Time	_____	_____	_____	_____	_____	_____	_____

Do you receive food donations from: Individuals Government Local Food Stores Church Donations USDA Commodities Food Drives Other please explain _____?

Do you purchase food for distribution? Yes No
If yes, average monthly cost \$ _____

Number of people served monthly? _____

What percentage of clientele served are low income _____% Emergency Based _____%

Please indicate a breakdown of age groups served by your feeding program.

0-5 6-18 19-40 41-60 OVER 60

How do you determine which recipients receive food from your program? _____

What meals do you provide to your clients? (Please \checkmark all that apply)

Breakfast Lunch Dinner Snacks

What foods do you provide or plan to provide? (Please \checkmark all that applies)

canned goods frozen foods dry goods (rice, cereal, etc.)
 perishables (dairy, fresh fruit, etc.) meats

How often may a recipient receive food from your program?

daily weekly monthly

SECTION 4: Food Storage Information

- 1. Do you have a refrigerator/freezer? Yes No
- 2. Do you have area to store dry food products? Yes No
- 3. Can you accept pallets of food? Yes No
- 4. Do you have equipment available to be used? Yes No
If yes, please \checkmark all that apply. Truck/Van Refrigerated Truck Pallet Truck
- 5. If applicable, is the food storage separate from living quarters? Yes No

SECTION 5: Signature

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL OF THE STATEMENTS CONTAINED HEREIN AND ON ANY ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE AND MADE IN GOOD FAITH.

Signature of Authorized Agency Representative

Date

For office personnel only

Application received by the El Pasoans Fighting Hunger

Date _____

Application: Approved Not Approved

Signature of Agency Relations Personnel

Date

Church Qualifier Letter

I, _____ (Name of Pastor), am the _____ (Title) of _____ (Church Name). I am writing to affirm that _____ (Church Name) is, in fact, a church. Furthermore, _____ (Church Name) complies with the following criteria employed by the Internal Revenue Service in defining a church.

- A distinct legal existence *Example: Articles of Incorporation filed with the State*
- A recognized creed and form of worship *Example: Cover page and two pages of creed, copy of church bulletin*
- A definite and distinct ecclesiastical government *Example: Organization chart of parent organization as well as local church, indicating names and addresses of officials*
- A formal code of doctrine and discipline *Example: Copy of cover and first three pages of document*
- A membership not associated with any other church or denomination *Example: Statement of mission, objectives and goals of the church signed by the pastor and three others*
- A distinct religious history *Example: If member of recognized association, a copy of the church bulletin; if not associated with other churches, a brief written history*
- A complete organization of ordained ministers, ministering to their church *Example: Church bulletin or other published document listing ministers*
- Ordained ministers elected after completed prescribed course of study *Example: Appropriate documentation indicating ordination and courses of study*
- A literature of its own *Example: Copy of selected cover pages of appropriate literature*
- Established place of worship *Example: Copy of church bulletin*
- Regular congregations *Example: Copy of church bulletin*
- Regular religious services *Example: Copy of church bulletin*
- Sunday schools for the religious instruction of the young *Example: Copy of church bulletin indicating times for Sunday School*
- Schools for the preparation of its ministers *Example: List of names and addresses of schools*

As the duly authorized of _____ (Church Name), I certify that this organization meets the requirements indicated for identification as a church and have provided evidence to satisfy the legal criteria indicated above.

(Name), (Title)

Date



Frequently Asked Questions about the El Pasoans Fighting Hunger

Following are responses to the most frequently asked questions we are hearing. We will update this document periodically as we get additional information and as new questions arise.

What is the El Pasoans Fighting Hunger?

The El Pasoans Fighting Hunger is a non-profit organization that serves as a clearinghouse by receiving, storing and distributing truckloads of donated food and other grocery items.

The El Pasoans Fighting Hunger distributes food and grocery products in manageable quantities to our Partner Agencies that help people in need. More than 100 Partner Agencies covering 3 West Texas counties work with the El Pasoans Fighting Hunger.

Why is it needed?

Nearly one out of every four children and one out of every five adults in the State of Texas lives in poverty and has difficulty meeting basic nutritional needs. Meanwhile, enormous quantities of surplus food are available from the food industry and food manufacturers.

Why is food donated? Who donates it?

The food is donated primarily from the food industry due to overproduction or for inventory control. Other reasons include packaging errors, changes in product formulas, and the expiration of coupons or approaching sell-by-dates.

Food is donated by various manufacturers, businesses, organizations, wholesalers, retailers and food drives held by individuals. Items are also supplied by USDA programs and/or purchased.

How does the El Pasoans Fighting Hunger confront hunger and food insecurity in our community?

We maintain a supportive relationship with our Partner Agencies by providing and maintaining a warehouse for food storage and distribution not only throughout our community, but also for our entire 3 county service area.

Should people who are hungry go to the El Pasoans Fighting Hunger for food?

We are a distribution center that stores and distributes the food throughout our network of Partner Agencies. Persons can receive food through our many Agencies. You may contact us for a Partner Agency that is close to you.

How is the El Pasoans Fighting Hunger funded?

Operating funds come from donated dollars from the community, local agencies, and grants for equipment and food purchases.

Food donations come from farmers, food producers and manufacturers, wholesale and retail grocers, individuals and the Feeding America National Network.

How is the money used?

Funds are used to acquire and distribute donated food, including the operation of our warehouses; utilities to run our huge freezers and coolers; fuel and maintenance for our refrigerated trucks; and long distance freight charges.

How does my agency become a El Pasoans Fighting Hunger Partner?

Non-profit organizations are an essential link between the El Pasoans Fighting Hunger and hungry people. The Agencies that receive product from the El Pasoans Fighting Hunger vary considerably in their range of services; the highest percentage of them provide either emergency food boxes to be taken home by their clients or on-site meals for the needy at congregate facilities. To a lesser degree, the El Pasoans Fighting Hunger also serves Agencies that provide meals to the needy in conjunction with other programs. An example of this kind of Agency might be a non-profit day care center for low-income families or a charity group home serving individuals who are ill and suffering economic need.

Interested non-profit organizations must first meet the guidelines set by the El Pasoans Fighting Hunger to become a Partner Agency. An onsite visit is normally required prior to approval and a Memorandum of Agreement is signed, if approved.

What geographic area does the El Pasoans Fighting Hunger serve?

The WTFB / El Pasoans Fighting Hunger is the sole provider to 3 counties, the counties we serve are the following:

**Hudspeth
Culberson
El Paso**

Are there requirements regarding the number of persons served by our agency?

El Pasoans Fighting Hunger Partner Agencies can be of any size, serving a few people or thousands.

How does my agency start receiving food?

Upon completing the approval process, you will be able to start placing orders.

Does the El Pasoans Fighting Hunger charge for the food?

We do ask our Partner Agencies to help us with a portion of our storage and transportation costs. This comes to us in the form of a “Share Maintenance Fee”, which is a handling fee assessed by the pounds of food received. This handling fee never exceeds 15 cents per pound.

Does the El Pasoans Fighting Hunger deliver?

Yes. There is no delivery fee charged to these orders.

What kind of food is available?

The El Pasoans Fighting Hunger receives a wide variety of food much like you find in a retail grocery store, including perishable and non-perishable items. A weekly inventory of available food is available upon request.

What are the benefits of becoming a El Pasoans Fighting Hunger Partner Agency?

Releasing your time, energy and resources to provide services to low-income people rather than looking for food donations is one of the most profound gifts we can give to our agencies. Leveraging your funds and gifts with our resources means greater efficiency for all of our organizations. Additionally, our experience with a broad array of anti-hunger projects allows us to provide assistance to any agency regarding everything from program models to safe food handling and storage to public policy advocacy.

How do I learn more about the work of the El Pasoans Fighting Hunger?

For more information, contact the El Pasoans Fighting Hunger at (915) 298-0353 or email cbueno@feedingamerica.org



Guidelines
MEAL – SITE

1. Agency must be a non-profit organization incorporated for the purpose of serving the ill, needy or children. Must have written document of 501 (c) 3 statues or meet 11 out of the 14 criteria employed by the IRS in defining a church.
2. May not be a private foundation.
3. May not charge for Food Bank items given to clients by the agency and cannot ask for donations or trade services for food.
4. Must have rules for acceptance and participation in the program, which are the same for everyone regardless of race, religion, color, age, sex, handicap, national origin, or political affiliation.
5. May not serve out of a home residence, must be in a building that is zoned as commercial property and have an occupancy permit from the city where it operates. Product may not be stored or distributed from any property that also serves as a residence.
6. A meal-site must have proof of current Department of Health and Human Services inspection report of the kitchen and food storage area.
7. Must comply with El Pasoans Fighting Hunger storage requirements.
 - All food products are stored 6” off the floor and 4” away from the walls
 - Appliances clean and working
 - Food covered and off the floor
 - Stove well ventilated
 - Cooking utensils clean
 - Insect/rodent free
 - Food isolated from cleaning supplies
 - Refrigerator clean and temperature maintained at 40°F.
 - Freezer clean and temperature maintained at 0°F or below.
8. Must serve a needy population and reliably screen clients. Keep information on each client and update it each time food is served.
9. Must permit a El Pasoans Fighting Hunger representative to visit the agency for monitoring visits.
10. Must treat client written records as confidential material, keeping all intake cards and sign-in sheets on-site.
11. If operating as a soup kitchen, keep a dated log of menus for each day that food is served and the numbers of people that were served. Keep clients records and sign-in sheets at the facility.
12. Non-residential meal-sites may not require any client to attend a religious or political meeting or to make a statement of faith, non –faith or pledge membership, or attend any religious or political meeting before, during or after being served.
13. Attend Mandatory Annual Civil Rights and Food Safety training classes.
14. Have guidelines for service to clients, posted in a readily accessible area to clients, staff and volunteers.
15. Submit Monthly Statistics of Individuals and Meals served.



“MAINTAINING FOOD SAFELY”

Safe steps in food handling and storage are essential to ensure quality, nutritional value, and to ensure that food maintains wholesomeness until they are served to the recipient. Please follow the Health Department Guidelines to keep food safe.

- All non-perishable foods shall be kept at a temperature below 85° F to provide protection against spoilage.
- Frozen foods shall be kept frozen at all times.
- Maintain refrigerator at 32-40° F and freezer at 0° F or less.
- Maintain appropriate, rodent, insect, and other pest control activities for the protection of product.
- Store foods away from pesticides, cleaning supplies, and paper products.
- Food items stored off floor and away from walls and shelves. Commodities must be stored on pallets or shelves with 6 inches of clearance from the floor, 4 inches from the walls and 2 feet of clearance from the ceiling.
- No broken seams or leaking cans.
- No direct body (hand) contact with food (plastic gloves).
- Food handlers' permits, if serving meals.
- Do not distribute open packages or containers.

Storage at temperatures that are too high or too low, under unfavorable conditions of humidity, and in the absence of proper air circulation in unsanitary storerooms will result in rapid spoilage and eventual loss of product. Warehousing practices and ensuring that commodities are used in a timely manner are important factors in optimum usage of the commodity program.

The flavor and nutritional benefit of any product declines over time. Best If Used By dates are based on the number of months after the (pack date) it can be stored at recommended temperatures and still retain its best flavor, nutritional value, and overall quality.

Partner Agencies are responsible for checking items and proper storage after picking up food or accepting deliveries from the El Pasoans Fighting Hunger.

Partner Agency is obligated to report any food problems or health department complaints to the El Pasoans Fighting Hunger.