APPLICATION REQUIREMENTS

1. Agency must have a 501(c)(3)

2. Agency must have a Florida Consumer Certificate of Exemption

3. Agency must have 90 days of records of food distribution

4. Agency must have adequate storage on agency property

5. If your church operates under the umbrella of a large denomination, submit a copy of their 501(c)(3) and a letter from church headquarters stating they accept responsibility for your church

6. A copy of your certificate from the Department of Health (only if meals are prepared on-site)
AGENCY MEMBERSHIP APPLICATION

Is your agency a Federal Tax Exempt 501(c)3 organization? A copy of the Internal Revenue Service determination letter indicating your organization has been determined to be charitable is required for 2nd Harvest food products for all agencies. Federal ID Number. A federal tax exempt certificate is not required for faith based organizations requesting USDA commodities.

Date____________________Agency Director______________________________

Agency Name________________________________________________________

Address________________________________________________________________

City____________________State/Zip____________________________

Telephone #____________________Contact Person____________________Telephone #____________________

E-mail_________________________________________________________________

1. Main Program: Emergency Food_________Feeding Facility_________Day Care__________

Youth Activities_________Other (Describe)_______________________________

2. Program Began__________Describe Program____________________________

_____________________________________________________________________

3. Source of funding__________________________

4. Do you have a secure limited access dry storage space, off the floor, to store food products received from First Step Food Bank?__________

5. If you currently operate a food pantry, has this pantry operated in excess of 90 days?__________

   Hours/days of operation____________________Number of individuals serviced monthly(avg)____________________

   Number of meals per family provided_________The State of Florida defines a Food Pantry as a public or private organization that distributes food to low-income and unemployed households, including food from sources other than the Department of Agriculture, to relieve situations of emergency and distress.

6. Do you provide meals on premises?______. Average per day:

   Breakfast_____Lunch_____Dinner_____Snacks_____. Agencies involved in food preparation are required to be inspected by the Health Department and a copy of the inspection form provided with this application.

7. Do you operate a faith based day care?_____ # of clients daily_____. Meals provided_____.

8. If you operate a food pantry, provide meals on premises, have a day care or service religious youth activities, do you have a separate area to store each programs food inventory (required)?_______ Can be in same room but must be separated. No transfers between programs.
9. Person authorized to receive distribution for your organization: Limit one

Note: This individual must show a driver's license if requested and make payment with an agency check for 2nd Harvest products received. Any change in individual authorized to receive food products must be made in writing on agency letterhead.

MEMORANDUM OF AGREEMENT

As director of a faith based pantry, day care or director of an agency, I agree to and will comply with the following criteria for participation in the First Step Food Bank:

1. Ensure that all food storage and handling will conform with applicable state and local fire safety and health codes and understand that all food from the First Step Food Bank must be stored on the premises of the agency. Storage cannot be in private home or in a mini-warehouse.

2. Administer the program for everyone without regard to race, creed, national origin, age, sex or handicap.

3. Not sell, barter, transfer food products in exchange for money, services or other products or use food items in any fashion other than to serve the ill, the needy or children.

4. Maintain separate storage for feeding programs, emergency food programs, day care or youth activity programs.

5. Keep all Food Bank invoices and signed client forms (indicating date of issue-client information to include name, address, number in family) on site for yearly monitoring by the First Step Food Bank and the Florida Department of Agriculture and Consumer Services and provide the Food Bank with verifiable data regarding the number of households served for inclusion in the Food Bank's report to the Florida Department of Agriculture and Consumer Services.

6. Account for all food products received.

7. Notify the First Step Food Bank in writing if/when this program changes location.

8. Not allow program staff or volunteers to utilize any food products received from the First Step Food Bank.

9. Accept food products received from the First Step Food Bank in an “as is” condition.

10. Acknowledge that the First Step Food Bank and the original donor expressly disclaim any implied warranties or merchantability of fitness for a particular use.

11. Release the First Step Food Bank and the original donor from liability resulting from the condition of donated food and further agree to indemnify and hold the First Step Food Bank and the original donor free and harmless against all and any liabilities, damages, losses, causes of action and suits of law or equity or any obligation whatsoever arising out of or attributed to any action of said agency or any personnel employed by said agency in connection with its storage and use of the donated food products.

Agency Director/Pastor printed name ___________________________ Signature ___________________________

Date ___________________________ Peter Del Toro, Executive Director
First Step Food Bank Inc  
P.O. Box 4774  
Ocala, FL  34478-4774  
Phone 732-5500  
Fax 732-4297

POLICIES AND PROCEDURES

The First Step Food Bank (FSFB), a not for profit corporation, was established to provide low cost food products to not for profit organizations in Marion County, Florida, who provide food to feed the ill, the needy and children.

ELIGIBILITY FOR MEMBERSHIP:

Not for profit organizations are required to furnish the FSFB with a letter from the Internal Revenue Service indicating their organization is a recognized 501 (c) 3 not for profit charitable organization for 2nd Harvest food products and submit a completed membership application signed by the organization’s director if the organization is a regular not for profit organization and by the pastor if a faith based organization.

Organizations which provide pantry boxes to the needy, operate day cares, provide snacks and drinks to faith based youth groups or prepare meals for the needy are required to maintain separate memberships for each activity for tracking purposes.

Membership dues are $35.00 and members are billed yearly on July 1.

MONITORING:

An organization’s facilities must be monitored prior to any receipt of food products. This requires that the agency requesting membership in the FSFB have in place all required shelving, pallets, refrigeration equipment with thermometers and a calendar for recording daily temperatures, dry storage thermometer with a calendar for recording daily temperatures, receipt forms, required posters posted and fire extinguisher. Items cannot be stored in a private home or a mini-warehouse.

HOURS OF OPERATION:

The FSFB is open for shopping from 9:00 am to 4:00 pm Monday and Tuesday.

SHOPPING:

Individuals authorized to select food products for their organization are required to sign a statement of compliance prior to shopping.

Shopping is by appointment only. Appointments are obtained by calling 732-5500 and are given every thirty minutes. Large organizations are allowed an hour.

Be advised, the FSFB provides a wide variety of products to its members, however, some items are received in limited quantities, therefore, quantities may be limited to organizations.

2nd Harvest food items are distributed at a cost of 19 cents per pound storage fee, regardless of the value.
Only one individual per organization is allowed in the FSFB warehouse with staff, however, if the individual selecting items is unable to lift, one other individual is permitted to load, providing this individual remains with staff and does not voice opinions on items selected. The FSFB has limited staff and DOES NOT PROVIDE LOADING ASSISTANCE on the loading dock. Please do not bring children to the FSFB as there is no care assistance provided.

DOCUMENTATION:

A copy of each shopping invoice is furnished members after shopping. This invoice is required to be maintained in a separate folder at the organization and made available for inspection by the FSFB representative during yearly announced monitorings by the Second Harvest Food Bank of Orlando or by the United States Department of Agriculture for those members who utilize USDA commodities.

Members who operate feeding facilities for the needy must maintain daily menus on file and maintain daily feeding counts of individuals served to account for food products utilized for USDA (TEFAP) products only. A copy of your health inspection is required to be furnished with your application for membership in FSFB.

ACCOUNTABILITY:

USDA commodities are accounted for in accordance with the “USDA Commodities Recipient Agency Contract” which must be signed by agencies utilizing government commodities.

PAYMENT:

A shared maintenance fee of 19 cents per pound is charged for non-USDA products received from FSFB. Payment must be made with an organizational check. A $20.00 returned check charge is assessed for all returned checks. Future payments must be made with a money order or cashiers check.

FIRST STEP FOOD BANK PRODUCTS:

Members receiving products from FSFB may not charge any fee or receive any item in return for the food products given to the ill, the needy or children of Marion County.

Food products may not be utilized for any fund raising activities, congregational dinners or given to organizational volunteers.

Peter Del Toro
Executive Director