



## Partner Agency Documents Overview

<b>Documents to Display - Post in a prominent location that is visible to clients, staff, and volunteers.</b>		
"Justice for All" poster	Informs clients of their civil rights protections. The current poster is green.	Contact Agency Relations representative for a poster.
TEFAP Written Notice of Beneficiary Rights (only applicable to faith based organizations)	Informs client of their rights regarding participation in religious activities.	<a href="#">TEFAP Written Notice of Beneficiary Rights (English)</a>  <a href="#">Spanish Version</a>
Food Bank Guidelines for Perishable & Non-Perishable Food Items poster	Informs clients, staff, and volunteers of proper food safety guidelines when handling common foods.	Contact your Agency Relations representative for a poster; <a href="#">Food Items Guidelines</a>
Limited Civil Rights Training document	Volunteers who do not handle clients' personal information or frequently interact with clients must review this document each time they volunteer. We recommend creating a sign-in sheet to verify volunteers have reviewed the document.	<a href="#">Limited Civil Rights Training (English)</a> ; <a href="#">Limited Civil Rights Training (Spanish)</a>
USDA Nondiscrimination Statement	Informs clients that the institution is an equal opportunity provider. Must be included in all applications and program related material.	
<b>Client Records - Store securely on site for at least 3 years. Provide to FBGC, TDA, USDA, or Feeding America when requested.</b>		
Sign in Sheets or Agency Specific Intake Forms	Agencies must track and report the number of people served.	<a href="#">Client Sign In Sheet</a>
Pantry Intake Form: Household Application for USDA Foods	Determines client eligibility to receive USDA food. Must be completed during initial application and recertified annually (or 6 months, if crisis eligibility). The Alternate Intake Form may also be used at the discretion of agencies. Certification section must be signed by intake staff. Intake requirements do not apply to onsite partners serving congregate meals.	<a href="#">Pantry Intake Form (English)</a> ; <a href="#">Pantry Intake Form (Spanish)</a> ; <a href="#">Alternate Pantry Intake Form (English)</a> ; <a href="#">Alternate Pantry Intake Form (Spanish)</a>
TEFAP Participant Rights and Responsibilities	Presented to clients during the application and recertification process.	<a href="#">TEFAP Participant Rights and Responsibilities</a>

TEFAP Beneficiary Referral Request (only applicable to faith based organizations)	Used by staff and volunteers to document reasonable efforts to refer a client to an alternative site if they object to the religious character of your site.	<a href="#">TEFAP Beneficiary Referral Request English</a>  <a href="#">Spanish</a>
Civil Rights Complaint Log	Used by staff and volunteers to document any civil rights complaints or concerns - allows agencies to recall issues or incidents should there be a complaint filed. Note: Filling out the log is not the same as formally filing a complaint with FBGC or USDA.	See Chief Operations Officer
<b>Staff and Volunteer Records - Store onsite and provide to FBGC, TDA, USDA, or Feeding America when requested.</b>		
Civil Rights Training Certificates	Staff and volunteers who handle clients' personal information or regularly interact with clients must complete an annual, online Civil Rights training and maintain a copy of their certificate on file. All other volunteers must review the Limited Civil Rights Training document each time they volunteer.	<a href="#">Civil Rights Training Link (English)</a> ; <a href="#">Civil Rights Training Link (Spanish)</a>
Food Handler/Food Manager Certificate	At least one staff member must be a Certified Food Handler (applies to pantries) or Food Manager (applies to onsite partners).	<a href="#">Food Handler Course Link</a> ; <a href="#">Food Safety Manager Course Link</a>
<b>Operational Records - Store onsite and provide to FBGC, TDA, USDA, or Feeding America when requested.</b>		
Pest Control Records	Maintain copies of professional or self-pest control reports, including documentation of products and chemicals used, for one year. FBGC recommends prevention and treatment quarterly or as needed.	
Order Invoices	Maintain copies of partner agency invoices for 3 years. Must be signed and dated.	
Temperature Logs	Maintain copies of temperature logs for 3 years. Temperatures must be recorded at least every other day.	<a href="#">Temperature Record Log</a>

Health Inspection (only applicable to onsite partners)	All onsite feeding programs require a current city, county, or state Health Department inspection.	
Written Procedures	Partner Agencies must maintain written procedures for the application process, referral process, and for reporting fraud, negligence, and misuse of foods.	<a href="#">Written Procedure Example</a>
<b>Agency Administration Records – Store onsite and provide to FBGC, TDA, USDA, and Feeding America when requested.</b>		
Evidence of Non-Profit 501(c)(3) or Faith Based Status	Current documentation as a federally exempt 501(c)(3) organization, affiliation with a 501(c)(3), or 501(c)(3) equivalent (church).	
Tax Form 990	Must be filed with IRS annually in order to maintain nonprofit status.	
Board of Directors List	Current list and contact information for directors, board members, or equivalent.	
Partner Agency Agreement	Outlines the partner agency’s adherence to FBGC policies, procedures, and qualifications. Renewed annually.	
TEFAP Agreement	Outlines the partner agency and FBGC’s adherence to TEFAP terms and conditions. Renewed annually.	
Other FBGC Related Agreements, if applicable	Other applicable agreements may include: Retail Pick-Up Agreement, Perishable Food Transportation Agreement, other FBGC program specific agreements.	