

USDA FOODS DISTRIBUTION AGREEMENT

Agency #: _____ Agency Partner: _____

Address: _____

Contact: _____ Phone Number: _____

Are days/hours open to the public posted on outside of building? _____

How can clients learn about your program? _____

In order to distribute USDA product in a safe and responsible manner, Feeding America West Michigan and the Agency Partner agree:

- Agency must handle and store USDA product under sanitary conditions, making sure to store product at least 4 inches off the floor
- Agency must be willing to distribute USDA product to **any** client requesting assistance
- Agency must identify with a distribution method, choosing from the following:
 - Pantry/Mobile - client choice-clients select product themselves
 - Pantry/Mobile - Pre-bagged or Pre-boxed-based off of family size
 - Congregate Meal Site (**Exempt from using USDA Self-Declaration of Income form**)
 - Residential Home, Day Care, Backpack Program, or other children's snack programs* (**Exempt from using USDA Self-Declaration of Income form**)
- Agency must correctly document USDA distributions, making sure to:
 - Use the most recent "USDA Self-Declaration of Income" form *each time* the client accesses product (<http://www.feedwm.org/agencies/usdaform/>)
 - Collect one signature per household per visit, making sure the entire line is completed. (Note: The client takes responsibility for compliance with program requirements when they sign the self-declaration of need form)
 - Mark date of distribution clearly on the form
 - Offer non-USDA product if client refuses to sign
 - Make sure to keep forms for 3 years in addition to the current year
 - Use official proxy form when someone is picking up USDA food for another household or individual (<https://www.feedwm.org/agencies/documents/>)
- Agency may **not** ask for verification of client identity, residency, or income
- Agency must report the following statistics:
 - Meal sites: total plates served/month
 - Child programs: total # of children served/month
 - Fixed Site & Mobile Pantries: total # of households, individuals, seniors, veterans and children served/month
- All agency outreach materials must include the non-discrimination statement "This institution is an equal opportunity provider."
- All agencies must display the current "And Justice for All" Poster, and faith-based agencies must **also** display the "Notice of Beneficiary Rights"
- Civil Rights Training must be completed by key agency personnel and volunteers annually

* Note: USDA/TEFAP products **cannot** be used by Child and Adult Care Feeding Programs, the National School Lunch Program, or the Summer Food Service Program

Agency Signature: _____ Date: _____

Food Bank Representative: _____ Date: _____

This agreement will be renewed annually

Rev. 7/2/2019