**USDA FOODS DISTRIBUTION AGREEMENT**

­Agency #: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partner agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you publicize your distributions to the public? ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How can clients learn about your program? ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In order to distribute USDA product in a safe and responsible manner, the partner agency agrees to:**

* Handle and store USDA product under sanitary conditions, making sure to store product at least 4 inches off the floor
* Distribute USDA product to **any** client requesting assistance
* Abide by one of the following distribution methods (please select your choice)
  + Mobile Pantry - Client choice (clients select product themselves)
  + Mobile Pantry - Pre-bagged or pre-boxed (based off of family size)
* Correctly document USDA distributions on the most recent version of the “USDA Self-Declaration of Income” form ([feedwm.org/agencies/usdaform](http://www.feedwm.org/agencies/usdaform)) for **each** time the client assesses product, making sure to:
  + - Collect one signature per household, per visit\*
    - Clearly mark the date of distribution on the form
    - Offer non-USDA product if a client refuses to sign
    - Report statistics of clients served within 3 days of distribution using the provided paperwork
    - Keep forms for 3 years in addition to the current year
* **Not**ask for verification of client identity, residency, or income
* Report the total number of households, individuals, children, seniors and veterans served.
* Include the non-discrimination statement “This institution is an equal opportunity provider” on all outreach materials
* Display the current “And Justice for All” poster, and if a faith-based agency, will **also** display the “Notice of Beneficiary Rights”
* Ensure key personnel and volunteers complete annual civil rights training

\* The client takes responsibility for compliance with program requirements when they sign the self-declaration of need form)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: \_\_\_\_\_\_\_\_\_\_\_\_\_