

The “**TIP SHEET**” (*FYI things that Food Bank partners like to know!*)

We get our food from 5 sources...

1. **Feeding America** is a network of 202 Food Banks across the country that gives us access to food from manufacturer’s like Kellogg and Con Agra.
2. **Local Stores** (such as Target, Publix, Sam’s Club, Wal-Mart, Kroger, etc.);
3. **Collected canned goods** from the community (food drives, letter carriers, etc.);
4. **Value Added Products** (sealed cases of food we buy for you at very low prices to supply backpack programs and food pantries);
5. **USDA Commodities** for enrolled agencies only. (Each month you may have one order. The orders range from 2,000-5,500 lbs. USDA requires special paperwork. USDA must be ordered two or more working days in advance.)

All foods (except for the Value Added Product) are **free**, but there is a 14 cents per lb. “shared maintenance” fee, where we share the cost of freight, storage and other costs with you. We fundraise to try to keep this cost share fee as low as possible for you. For example, the Mobile and Montgomery Food Banks charge 18 cents/lb. to their agencies. The Atlanta Food Bank charges 16 cents/lb. to their agencies.

When storing the food, remember to...

- ...keep the food secure from theft,
- ...store it 4-6 inches off the floor,
- ...keep the food well ventilated,
- ...make sure that the storage area stays free of bugs, rodents and mold, and
- ...log the temperature of the food storage area and freezers once a week.

We require every agency to keep the following records for 3 years, plus the current year.

- 1 - The temperature logs need to be kept on file at the pantry.
- 2 - The invoices need to be kept on file at the pantry.
- 3 - Records of who gets the food (Food Distribution Records)* must be kept on file.
 - ***Pantries***: A food distribution record*.
 - ***Soup Kitchens/Shelters***: A feeding event record.
 - ***BackPacks***: A monthly count, reported annually.
 - ***Residentials***: your normal client records are probably adequate.
- 4 - Agencies distributing USDA Commodities (a/k/a TEFAP) must inventory those USDA foods once a month, log temperatures daily, keep a record of USDA Units given out, and post an “And Justice For All” poster so the clients can see it.

Please remember – Food pantries have the leeway to give out the food when they want, as much as they want, and as often as they want. However, the food must be distributed to the needy, ill and infants (children). It may not be used for fund raisers, bake sales, or congregational meals. Church pantries ***may*** put religious tracts in with the food that is given out, and invite clients to attend services. However, church pantries ***may not*** require the food clients to attend a church service or to do work in exchange for the food.

*Food Distribution Records must show the name, date, the client’s signature and a ‘means test.’ Address and phone number are requested, but not required.



Food Bank of North Alabama

2000-B Vernon Avenue
PO Box 18607
Huntsville AL 35804
www.foodbanknorthal.org

Warehouse Hours

Monday through Thursday
9 am to 3 pm*
Friday
Closed

Arrive no later than 2:30 to be checked out by 3

USDA Orders: Please phone in USDA orders Monday through Thursday from 1-3 pm or Friday mornings. USDA orders must be phoned in and confirmed 48 hours before you arrive at the Food Bank.

What's on the Floor? Every Monday afternoon our website will have an updated listing of the items we have on the floor! Go to our homepage and click on Agency Tools on the top right hand corner then select Shopping Floor on the left side of the screen. First come, first served!

Contact Us

Gloria Hollins

Warehouse Manager

256-539-2256 x105

ghollins@fbofna.org

Laura Fincher

Agency / Community Relations Manager

256-382-0296

communityrelations@fbofna.org

John Neger

Agency Services Representative

256-539-2256 x106

agencyservices@fbofna.org

FAX: 256-539-1437