



REQUIREMENTS FOR BECOMING AGENCY PARTNER

Please review the following information to ensure that your organization's food program meets all Inter-Faith Food Shuttle's requirements for becoming agency partner:

LOCATION

- Your organization must be located within our seven-county service area: Orange, Chatham, Durham, Wake, Johnston, Nash, or Edgecombe Counties.
- Priority is given to organizations located in underserved areas.

ELIGIBILITY

The following is a checklist of required information to determine whether you should proceed with the Interest Form:

- To qualify for agency partner, your organization must be one of the following and provide **Required** documentation below:
 - A 501(c)(3) non-profit organization that is not a private foundation.
Required: Copy of IRS letter of determination of tax-exempt status as a 501(c)(3).
 - A faith-based organization that is part of a larger denomination.
Required: Letter from denomination headquarters, stating that the church applying for partnership is currently a member in good standing.
 - An independent faith-based organization.
Required: (numbers 1 through 5)
 - 1) Copy of the IRS letter showing Employer ID Number (EIN) or Articles of Incorporation for the State of North Carolina
 - 2) Bylaws
 - 3) Bulletin/Newsletter- official document that includes name, event activities, contact info, etc.
 - 4) History
 - 5) List of ordained ministers**Also Required:** (2 or more from numbers 1 through 5)
 - 1) Schools for preparation of its members
 - 2) Minister's Copy of Ordination
 - 3) Minister's Diploma from School of Divinity
 - 4) Articles of Constitution
 - 5) Brochure/Pamphlet – official document about the church, congregation, mission, vision, ministries
 - Educational organization
Required: Leadership Signatures on application
1001 Blair Dr., Suite 120 – Raleigh, NC 27603



FOOD PROGRAM OPERATIONS

- Inter-Faith Food Shuttle product must only be utilized as it relates to your food program's purpose of serving those who are under-resourced and experiencing food insecurity.
 - To receive and store food, you must have proper and adequate physical storage space. Food cannot be stored or distributed at a private residence.
 - To receive and distribute food on the same day, you must have proper and adequate indoor and outdoor space. A spacious paved parking lot is required. Food cannot be stored; it must be given away during distribution.
- You must be willing to adhere to food safety guidelines and pass a site inspection conducted by Inter-Faith Food Shuttle prior to starting partnership, and every two years after that date.
 - Food storage areas must adhere to food safety standards of cleanliness, storage, and temperature control.
 - The distribution room must adhere to food safety standards of cleanliness and temperature control.
 - You must have regular pest control services performed at your facility.
 - Food must only be distributed at locations that have been approved by Inter-Faith Food Shuttle.
- You must complete our food safety training prior to the site visit. Instructions for the online food safety training will be provided after the application is submitted.
- You must operate regularly scheduled hours that are posted and visible to the public.
 - Inter-Faith Food Shuttle prioritizes organizations that have evening or weekend hours.
- You must be accountable for record keeping and provide the required monthly reports to Inter-Faith Food Shuttle by the 5th of every month, always reporting for the previous month.
- You should have the ability to access, submit, and receive information via email and the internet.
- You must have dedicated staff or volunteers accountable for running the food program.
- It is recommended that your organization have funding and operational plans to ensure long-term sustainability of your program.

FAIR AND EQUITABLE SERVICE TO ALL CLIENTS

- Your organization is not to engage in discrimination in the provision of service against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran, or as otherwise prohibited under the current USDA nondiscrimination statement.
- Food giveaways must be FREE OF CHARGE with absolutely no conditions levied, implied, or exchanged.
- Food recipients cannot be required to attend a meeting, event, or religious service in exchange for food.



- Your organization must not impose requirements for clients to volunteer in exchange for food.
- Volunteers who are experiencing food insecurity are eligible to receive food but should not be given special preference. They must meet the same eligibility requirements and follow the same process as other clients.

Meeting eligibility requirements does not guarantee agency partner status. Inter-Faith Food Shuttle reserves the right to limit the number of agency partners within a geographic area and based on availability of resources.

I have reviewed, understand and agree to the eligibility requirements for becoming an Agency Partner and am confident in our organization's ability to provide services as outlined in the sections on FOOD PROGRAM OPERATIONS and FAIR and EQUITABLE SERVICES TO ALL CLIENTS...

I will now proceed to complete and submit the Agency Interest Form.

<https://forms.office.com/r/3v5xq7bExC>

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