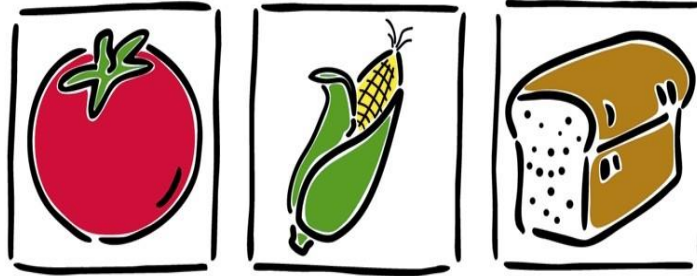


# FOOD BANK



OF SIOUXLAND INC.

## Agency Manual

UPDATED FEBRUARY 2023

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# FOOD BANK



OF SIOUXLAND INC.

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The Food Bank of Siouxland exists to ensure that no one goes to bed hungry. The Food Bank serves 11 counties in Northwest Iowa and Northeast Nebraska. Our mission is to “Lead Siouxland in the fight against hunger.”

In working to achieve that goal, partner organizations help distribute the food directly to individuals and families. The Food Bank staff call these partnering organizations agencies. The group of agencies are also called the Food Bank Network. Agencies are non-profits (or sponsored by non-profits) who want to fight against hunger.

What is a food bank? Food banks exist to partner with agencies who distribute food to people facing hunger. The Food Bank of Siouxland staff sources food from various donors, including retail stores, manufacturers, wholesalers, and local individuals. The Food Bank warehouse is over 40,000 square feet, with two walk-in freezers and a walk-in cooler. To provide a consistent level of food to the network of agencies, the Food Bank also purchases food. While the Food Bank focuses on collecting the product for agencies, the end goal is to provide items that hungry individuals and families need and want to use.

On the behalf of the Food Bank of Siouxland Board of Directors, staff and myself, thank you for the dedication towards the cause of fighting hunger.

Jacob Wanderscheid  
Executive Director

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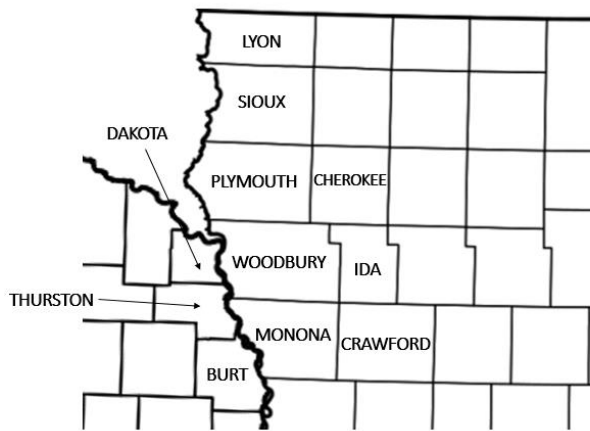
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## INTRODUCTION TO FOOD BANK OF SIOUXLAND, INC.

This manual is intended to inform you about the Food Bank of Siouxland and your rights and responsibilities should you become a member of our food bank.

The Food Bank of Siouxland is a nonprofit organization committed to soliciting food and distributing these donations to community charities with feeding programs for the needy. We are a year round, centralized, stable food source for Siouxland nonprofit organizations that have feeding programs on site or food pantries. With a staff of only eleven employees, we distribute over three million pounds of food each year to nearly 100 charities in an 11 county area. Nonprofits of all types utilize the Food Bank of Siouxland – food pantries, homeless shelters, soup kitchens, residential facilities, senior centers, day care facilities, and many more. By utilizing the Food Bank, agencies can reduce their food costs and dedicate their funds to the programs which support those in need, the ill, the elderly, and children in our community.



The Food Bank of Siouxland is a Partner Distribution Organization of Feeding America, and affiliated with the Food Bank for the Heartland in Omaha. We receive food in a variety of ways, including from the Food Bank for the Heartland and other food banks, USDA commodities through the Iowa and Nebraska Departments of Human Services, and we solicit and receive food donations from local food manufacturers and retail stores. We also partner with various companies, organizations, and schools throughout the year for food drives.

You are invited to schedule a time to visit and tour the Food Bank. I look forward to working with you in your mission of feeding the hungry in Siouxland.

Jamie Bockelmann  
Agency Relations Manager

## PROCEDURES FOR APPLYING AND MAINTAINING MEMBERSHIP

It is the policy of the Food Bank of Siouland, Inc. that only agencies designated as 501(c) 3 not-for-profit organization or qualify under the IRS Church Qualifier, distributing to an underserved and population in need, are eligible for membership.

- I. Applying for Membership:
  - A. Two forms must be completed before the Food Bank will consider any nonprofit agency for membership:
    1. Agency Application
    2. Agency Agreement/Liability Release Form
  - B. In addition to the completion of these forms, the agency must provide a copy of their tax-exempt designation letter from the Internal Revenue Service.
  - C. Churches must include either their 501(c)3 letter or a letter from a denominational headquarters stating that the church applying for membership is a church in good standing in that denomination or submit the IRS Church Qualifier
  - D. When the above forms are completed and returned to the Food Bank, they will be reviewed by the Executive Director, and a site inspection will be scheduled, if the application meets the Food Bank of Siouland criteria.

Please note: Completion of this application does not guarantee membership. We reserve the right to refuse membership to programs not meeting our criteria. Once a successful inspection has occurred, a determination letter will be sent.

- II. Agency Monitoring and Re-certification Process:

Members of the Food Bank will be re-certified on an annual basis. This re-certification process entails the following:

  1. Food Bank staff representatives will make on-site visits to participating agencies.
  2. The agency's practices will be reviewed, including food safety and client records.
  3. Should deficiencies in the agency's operations arise, the Food Bank staff member may elect to deny the renewal of membership until the problem areas are resolved.

## PROCEDURES FOR USING THE FOOD BANK OF SIOUXLAND

**Food Menu:** The Food Menu is accessed through the Food Bank of Siouxland's website at <https://www.siouxlandfoodbank.org/network-partners>, then clicking on *Online Ordering, Online Portal*. Instructions on how to complete an order are found on the same page, and are titled *Reference Guide*.

**Hours:** The Food Bank strives to provide convenience and accessibility to our member agencies. The Food Bank office is open Monday through Friday from 8 AM - 4:30 PM. ***Warehouse hours for order pick-up and off the shelf shopping are Monday through Friday from 9 AM – 4 PM.***

**Ordering:** All orders are taken on a first come first serve basis. Orders are processed each business day from 8 AM – 12 noon. All orders submitted after 12 noon or before 8 AM will not be processed until the next business day. We require 2 business days from when the order is placed to when the order is available for pick-up or delivery (Monday orders are ready by Wednesday).

### **Pickup and Delivery:**

Agencies may pick up their orders or we offer delivery throughout Siouxland. Out of town deliveries are made on designated days throughout the month (please see the calendar on the webpage for specific dates). Please ask if your agency has a question about which day the Food Bank can deliver your order, as each delivery is considered on a case by case basis. The charge for deliveries is \$.04 per pound for all deliveries. 250 lbs. is the minimum amount to receive a delivery order. When you receive the product, you will be given a copy of the packing slip. You will be asked to sign this to verify the product was received.

**REF:** This is the reference number of the product you want to order or should you have questions about a particular product.

**PRODUCT:** This is the description of the product you might order.

**QTY:** This is the quantity of the item you wish to order. Fill this blank in accordingly.

**AVAILABLE:** This is the available amount you can place on your order. Please remember to only order what your agency can use until your next order.

**PACKING:** How the item is distributed (by the case, by the individual unit, or in bulk packaging).

**WEIGHT:** This is the weight of each case of product.

**PRICE:** This is the handling fee you will pay per case. The handling fee covers some of our costs to warehouse, maintain and distribute the product. We refer to this fee as your "Shared Maintenance Fee."

CATEGORY: Each product is labeled based on how it came to the Food Bank. The Food Bank has three main categories (Purchased, Locally Donated, and State Commodity product).

**Payment:** We would prefer you pay for your order when you receive your statement and invoice(s) by mail at the end of the month. You may pay by check (preferred) or cash, but the Food Bank does not offer change for cash payments. Payments are due within 30 days of receipt of statement.

## GUIDELINES FOR MEMBERSHIP WITH THE FOOD BANK OF SIOUXLAND

1. Agencies should avoid the use of food or non-food items (hand soap, toilet paper, cleaning supplies) provided by the Food Bank for agency upkeep or in support of the agency's food distribution program.
2. Agencies may not pull donated items from inventory for on-site consumption by agency volunteers or staff. Agencies may not “thank” volunteers with Food Bank product. Staff or volunteers must meet the same standards of need as all other persons coming to the agency for assistance. Those who qualify as in need must follow the same procedures in obtaining assistance.
3. Agencies may not use donated goods as refreshments for business meetings, trainings or funeral/church dinner when intent is not to feed the needy.
4. All efforts to become more familiar with product, advise clients as to a product’s use, discover news ways a product can be used, and/or test a product’s fitness for consumption should be done on site in an area deemed fit for food preparation by a health department inspection.
5. Agencies may not sell, barter, or trade product received from the Food Bank. Product may not be used for fundraising either as prepared food (dinners or bake sales) or prizes.  
*Examples include, but are not limited to the following...*  
*Selling: using flour from the Food Bank to make cookies to sell at a bake sale, or charging a fee or expecting a donation at a dinner*  
*Bartering: requiring an individual to do community service in exchange for goods*  
*Trading: requiring an individual to switch their excess of green beans for meat from your pantry*
6. Agencies set their own client eligibility guidelines; however, criteria must be posted at your pantry/feeding site. All agencies must provide food for an underprivileged or underserved population including the ill, needy, or children.
7. Home based services (such as foster care homes or family based day care) are excluded from Food Bank membership.
8. Agencies which provide a comprehensive care service, with food being a part of that service, may charge a fee for their services, but the fee can not include the cost of food.
9. Agencies may not solicit donations from individuals seeking help. Agencies may accept contributions from clients, but the service cannot be denied because of inability to contribute. All contributions from clients must be truly voluntary and made anonymously.



10. Food Bank product must be available to all eligible, ill, needy, or infants without regard to race, sex, national origin, handicaps or religious preference. Food recipients may not be required to listen to preaching, profess a faith, attend church services or receive inequitable treatment on the basis of their faith.

11. Agencies must utilize a tracking system, such as a sign-in sheet, to obtain information about individuals served. This data will be used to complete and submit monthly numbers served reports to the Food Bank of Siouxland in a timely manner. While obtaining this information, agencies may not, however, ask individuals to provide social security numbers as proof of residency or members in household. Furthermore, clients should not have to provide income documentation to validate their need.

12. All agencies must submit individuals served statistical reports on a monthly basis. The monthly reports are due by the 15<sup>th</sup> of the next month (January's numbers are due by February 15). For more information on how to complete these reports, please follow this link: <https://www.siouxlandfoodbank.org/network-partners>, then under Online Ordering and Reporting click the Reference Guide to aid you in your statistics entry.

13. All agencies who distribute USDA/TEFAP product must agree to use The Emergency Food Assistance Program (TEFAP) Eligibility: To Take Food Home sheet when distributing USDA food. Each client should sign this sheet once (and only once) per year. All agencies should keep track of a client's additional use of USDA food for take home purposes. Agencies must agree to operate TEFAP in accordance with the requirements of Part 251 and, as applicable, Part 250.

14. Either party in this agreement must notify the other in writing 30 days before the termination of TEFAP product distribution, if the agency agrees to distribute TEFAP food product. The Food Bank and the Agency will sign an agreement. This agreement may be modified as deemed needed by the Food Bank of Siouxland. At any time, this agreement can be canceled by either party, with a 30 day written notice.

### **Termination of Membership**

If you violate the above guidelines, you may receive a warning or have your agency membership terminated. The following are additional causes for termination of membership:

- Lack of activity
- Delinquent account
- Stealing from the Food Bank
- Demise of food service program
- Agency ceased to exist
- Status of 501(c) 3 changes
- Incurable infestation problem
- Lack of cooperation with the Food Bank staff (site visits, reports, etc.)

## CIVIL RIGHTS TRAINING

To receive the Emergency Food Assistance Program (TEFAP) food items, agencies must have a designated contact person be in charge of the Civil Rights training. The Food Bank of Siouxland has an approved slide show at <https://www.siouxlandfoodbank.org/network-partners>, under the IA and/or NE ***Civil Rights Training*** links under Agency Resources. No substitution of this training is allowed (i.e. your agency cannot use its own Civil Rights training). Additionally, all staff or volunteers who work directly with clients or who handles personal information should read through the same Civil Rights training as the contact person, annually. Once the correct people have read through this information, please submit the Civil Rights Certification of Completion (see below). A copy of this certification should be on file at the agency for review.

## FOOD SAFETY

### **Safe Food Handling**

Food safety is an important public health issue. Agency partners must implement proper food handling measures to ensure that product being distributed is safe.

### **Food Safety Training**

All agency partners are required to have one member of their agency complete Food Safety training. Please forward any certificates to Food Bank of Siouxland upon completion. Feeding America is requiring this training for all agencies, but is also helping by enabling an agency to participate in an online training program for a discounted fee. To get certified please visit us at <https://www.siouxlandfoodbank.org/network-partners> and click on ServSafe Food Safety Training under Agency Policies.

### **Food Storage**

Once food is received from the Food Bank of Siouxland, it is generally stored by the agency partner for a period of time before it is distributed to people in need. The following food storage guidelines highlight practices that agency partners should follow but are not meant to be an inclusive list:

- The agency cannot store, prepare, or distribute product from FBS at a location not authorized by FBS.
- The agency cannot distribute product out of, or store product in a person's home.
- Food must be stored in a clean storage area, free of dirt, bacteria, pests, and other contaminants.
- The storage area for non-perishable food should be stored at a temperature between 50 and 70 degrees.
- Product must be kept off the floor, at least six inches off the ground by utilizing shelving, tables or pallets.
- The storage area should be orderly and organized in a manner conducive to efficient distribution and product rotation.
- Agencies should practice "First In First Out" (FIFO) product rotation.
- Baby food and formula should NOT be distributed after the expiration date. All baby food and formula products stored that are beyond date of expiration should be discarded properly.
- All household products and cleaners should be stored in an area separate from food.

## **Refrigeration**

To properly handle perishable and frozen items, agency partners must have adequate refrigeration equipment and utilize thermometers to ensure temperatures remain consistent.

- Refrigerators must be kept between 32 and 40 degrees.
- Freezer temperatures must be at 0 (zero) degrees or below.

All agency partners need to utilize a temperature log and check temperatures every day you are open to clients. See the Appendix for a sample log.

## **Sanitation**

Keeping equipment and work surfaces clean and free of bacteria is critical for food safety. Cleaning and sanitizing practices should be utilized. All sinks used for hand washing need to have a hand washing poster posted nearby.

## **Pest Control**

Pests carry germs and disease. Agency partners must take reasonable precautions to protect against pest infestation. Pest prevention and control programs may be maintained by agency partner staff, volunteers and/or a contracted source – whatever is determined as most appropriate by your organization.

Recommendations for Pest Prevention:

- The food storage area should be kept clean and free of debris, ensuring that all stored products are sealed properly.
- Inspect the food storage area every 30 days for signs of pest infestation. We recommend that you document findings on the Pest Control Report located in the Appendix.
- Poison free devices may be used in the storage area to ensure that area remains free of pests.

Recommendations for Pest Infestations

- Inspect the food storage area to determine the type of pest and the level of treatment needed to resolve the infestation. Take immediate action to treat the area accordingly.
- Food products should be removed from the storage area if there is a possibility of toxic pesticide exposure to stored products during treatment.

Once evidence of pest infestation has been determined, inspect stored products to ensure that no damage has occurred. Discard any damaged products.

**DESCRIPTION OF A FOOD BANK AND THE TYPES OF AGENCIES IT SERVES:**

Food Bank	FOOD BANKS, as a general rule, provide a year-round source of food to nonprofit charities with feeding programs for the needy. The Food Bank of Siouxland has nearly 100 member agencies in 11Siouxland counties.
Food Pantry	A PANTRY provides bags or boxes of food to people to consume off premises. Pantries are encouraged to provide a 5-day supply of food for an individual or family, scaling the distribution to the size of the household.
On-Site Feeding Program	An ON-SITE FEEDING PROGRAM provides meals to people in need for consumption at the site where the food is prepared. On-site meal programs include shelters or residential facilities, soup kitchens, homeless shelters which provide meals to individuals who are not residents of the facility, senior nutrition sites, and residential treatment centers.
Supplemental Feeding	A SUPPLEMENTAL FEEDING SITE is an agency that serves snacks on-site versus a meal.
Mobile Pantry Program	MOBILE PANTRY PROGRAMS were designed to send a truckload of food for those in underserved communities and hard to reach areas, to be consumed off premises. The Food Bank of Siouxland's <i>Mobile Pantry Program: Food for You</i> began in 2010.
BackPack Program	BACKPACK PROGRAMS are a type of take-home food program for children. The purpose of the program is to provide a weekly backpack of shelf-stable food to get students through the weekend when school meals are not available to provide nutrition. The sacks are handed out at week's end and contain products full of protein, fruits, calcium, vitamins and grains. The Food Bank of Siouxland's BackPack Program: <i>Food for Kids</i> currently serves ten area schools.

## TABLE OF FEDERAL POVERTY LEVEL GUIDELINES



### Iowa Department of Human Services The Emergency Food Assistance Program (TEFAP) Eligibility

Name	Number of people in your household
Full physical address	

The table below shows eligible gross income guidelines (before taxes) per family size. If your household income is at or below the income listed for the number of people in your household, you are eligible.

TEFAP Income Guidelines Effective July 1, 2022 – June 30, 2023

Household Size	1	2	3	4	5	6	7	8	For each additional household member add:
Yearly Income	25,142	33,874	42,606	51,338	60,070	68,802	77,534	86,266	+8,732
Monthly Income	2,096	2,823	3,551	4,279	5,006	5,734	6,462	7,189	+728
Weekly	484	652	820	988	1,156	1,324	1,492	1,659	+168

You are also eligible to receive food from TEFAP if your household participates in at least one of the following programs. Please check the box next to the program(s) you receive benefits from:

- SNAP
  Free or Reduced Lunches

**Please read the following statement carefully. If you agree, please sign and date the form:**

I certify that my yearly gross household income is at or below the income listed on this form for households with the same number of people as my household, OR that my household participates in the program that I have checked on this form. I also certify that, as of today, my household lives in Iowa. This certification form is being completed in connection with the receipt of federal assistance. I understand that once I sign this form, I am assumed to be eligible for future distributions. I understand I am required to report to the pantry if my income increases over the income amount listed for my household.

Program officials may verify what I have certified to be true. I understand that making a false statement may result in having to pay the state for the value of the food improperly issued to me and may subject me to criminal prosecution under state and federal law.

I understand the USDA nondiscrimination statement is provided on the back of this form and a copy is available upon my request.

Signature	Date
-----------	------

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

TEFAP foods received on date signed below.

Print name	Signature	Date

## SAFE FOOD STORAGE

### **STORAGE:**

- For Dry Storage, 50-70 degrees is optimal. High temperatures can cause the quality to decline more quickly. If your storeroom heats up in the summer, see if ventilation can be increased.
- For Refrigerators, 32 – 40 degrees
- For Freezers, 0 – 10 degrees
- Keep food six inches away from walls, ceilings, and floors.
- Use the “FIRST IN, FIRST OUT” system.
- Protect area from insects and rodents.
- Clean spills immediately.

### **SHELF LIFE:**

- *Most products* packed in glass or cans last for years if there is no damage to the packaging or no discoloration (through the glass) of the product. Vitamin content and texture decline over time.
- Packaged products such as cereal and crackers are good as long as they do not have bugs, become too stale to taste good, or the lining isn't ripped.
- Baby food must be disposed of if past the expiration date.
- Pickles lose their color if stored too long; discard if they look grayish or pale.

### **SAFETY:**

- Never accept home canned goods.
- Never taste from suspicious looking cans.
- Store cleaning products separately from foods.
- Never accept, purchase, or hand out:
  - cans that swell, bulge, or leak
  - cans with dents on seams or rims
  - cans with rust that does not brush away
  - cans with severe dents anywhere
  - boxes that have no linings and are ripped
  - bags that are ripped

When in doubt, throw it out!

### **DISPOSAL OF UNSAFE FOODS:**

Dispose so that they cannot be retrieved and eaten. It is best to open cans and empty, or put the food in locked trash container.

**\*UNSAFE FOOD CAN CAUSE SERIOUS ILLNESS OR DEATH\***



## SHELF LIFE REFERENCE GUIDE

### Estimated Shelf Life

<b>Product</b>	<b>Past Code Date</b>	<b>Discard If</b>
Baby Food (Jars)	Use by date	Past code date, popped seal, cracks or leaks
Baby Juice	One year	Damaged or leaking
Bread/ Bakery Products	3 – 10 days	Visible mold
Cans/Bottles/Aseptic Containers	One to several years	Bulging, leaking, damaged seal, severe dents or popped
Cereal	6 months to 2 years	Stale or insects
Crackers	6 months to 2 years	Stale or insects
Dried Beans	Several years	Insects, mold, or stale
Freezer Products	3 months to several years	Off odor or taste
Infant Formula	Use by date	Past code date
Pasta	Several years	Insects, mold, or stale
Refrigerated Salads or Dip	Use by date	Past code date
Refrigerated Juices/Tea	1 to 4 weeks	Mold, off odor/taste, fermentation
Rice	Several years	Insects, mold, stale
Yogurt	1 to 3 weeks	Off odor/taste, mold

*Proper Storage:* The chart above is a quick reference for estimating the shelf life of Food Bank products after the stamped date. Products will last longer if properly stored. Keep frozen food at 0 degrees F, and refrigerated foods at 36-40 degrees F. Make sure these products are transported and put away within one hour after pick-up, especially during hot summer months. Dry products including cans and packaged goods will last longer if stored in a cool, dry place. These products do not usually grow bacteria unless packaged good become damaged or the seal of cans or bottles becomes damaged. Under ideal conditions many of these products will last several years.

## CANNED FOOD, SHELF LIFE

One of the most frequently asked question about canned food is its shelf life and “use-by” dates. The codes that are stamped on canned food are manufacturers’ codes that usually designate the date the product was packaged. The codes vary from manufacturer to manufacturer and usually include coding for time and place of canning. Most manufacturers offer a toll-free number to call for questions about canned food expiration dates. For a sampling of how to read product codes, see below.

Remember, the code stamped on the can is when it was packaged. The general rule of thumb is that canned food has a shelf life of at least two years from the date of purchase. It is recommended that all canned food be stored in moderate temperatures (75 degrees F and below).

Many canned products now have a “for best quality use by” date stamped on the top or bottom of the can. “Expiration” dates are rarely found on canned food.

Canned food has a shelf life of at least two years from the date of processing. Canned food retains its safety and nutritional value well beyond two years, but it may have some variation in quality, such as change of color texture. Canning is a high-heat process that renders the food commercially sterile. Food safety is not an issue in products kept on the shelf or in the pantry for long periods of time. In fact, canned food has an almost indefinite shelf life at moderate temperatures (75 degrees F and below). Canned food as old as 100 years has been found in sunken ships and it is still microbiologically safe! We don’t recommend keeping canned food for 100 years, but if the can is intact, not dented or bulging, it is edible.

In a well-run supermarket, foods on the shelf will be rotated on a regular basis, so there is a continuous turnover. Each canned food manufacturer has a unique coding system. Some manufacturers list day, month, and year of production, while other companies reference only the year. These codes are usually imprinted on the top or bottom of the can. Other numbers may appear and reference the specific plant manufacturing or product information and are not useful to consumers. Below is a sampling of how some manufacturers code their products so consumers know when the product was packaged. If you have specific questions about a company’s product, contact a customer service representative at the phone number listed next to the company’s name.

## **DECIPHERING DATE CODES**

Note: Sometimes, for month coding, a number is used, numbers 1 through 9 represent January through September, and letters O for October, N for November, and D for December. If letters are used, A represents January, B for February, and so on with L representing December.

Note: For year coding, sometimes 1=2001, 2=2002, 3=2003, etc. are used.

### **Bush Brothers & Company (865-509-2361)**

Four digits

Position 1: Month

Position 2 and 3: Day

Position 4: Year

Example: 2061= February 6, 2001

### **Chiquita Processed Foods (800-872-1110)**

Ten digits (only 6-8 pertain to consumers)

Position 6: Year (A=1999, B=2000, C=2001)

Position 7 and 8: Julian Date

Example: A195 (July 14, 1999 – July 14<sup>th</sup> is the 195<sup>th</sup> day of the year)

### **Del Monte Foods (800-543-3090)**

First line, four digits

Position 1: Year

Position 2, 3, and 4: Julian Date

Example: 9045 (February 14, 1999)

Faribault Foods

Consumers can send inquiries and product coding numbers via an online contact form, and a company representative will help them understand the coding. [www.faribaultfoods.com](http://www.faribaultfoods.com)

### **Seneca Foods (305-926-6710)**

Two digits on the first line

Position 1: Month (letter)

Position 2: Year

Example: D1 (December 2001)

### **Furman Foods (877-877-6032)**

Second line, first four digits

Position 1: Year

Position 2, 3, and 4: Julian Date

Example: 9045 (February 14, 1999)

### **Hirzel Canning (800-837-1631)**

First line, four digits

Position 1: Year

Position 2, 3, and 4: Julian Date

**Hormel Foods Corporation (800-523-4635)**

Five digits on the top line

Position 1-4: Information about plant and manufacturing

Position 5: Year

Example:XXXX0 (2000)

**Stagg Chili (800-611-9778)**

Second through sixth digits

Position 2 and 3: Month

Position 4 and 5: Day

Position 6: Year

**Lakeside Foods (920-684-3356)**

Example: S02050 (February 5, 2000)

Second line, second through fifth digits

Position 2: Month (Jan=1, Sept=9, Oct=A, Nov=B, Dec=C)

Position 3 and 4: Date

Position 5: Year

Example: 4A198 (October 19, 1998)

**Maple Lear Consumer Foods (800-268-3708)**

Top of can, grouping of last four digits

Position 1: Year

Position 2, 3, and 4: Julian Date

Example: 9130 (May 9, 1999)

**Mid Atlantic Foods (410-957-4100)**

Second through fourth digits

Position 2: Month (letter)

Position 3: Date

Position 4: Year

Example: MDE0 (April 5, 2000)

**Pillsbury/Green Giant and Progresso (800-998-9996)**

Five digits

Position 1: Month (letter)

Position 2: Year

Position 3: Plant information

Position 4 and 5: Date

Example: G8A08 (July 8, 1998)

“Information provided by the Canned Food Alliance. For hundreds of nutritious, delicious, easy recipes that use canned food, visit [www.mealtime.org](http://www.mealtime.org).”

## **PEST CONTROL LOG**

<i><b>Inspection Month</b></i>	<i><b>Inspection Completed By</b></i>	<i><b>Results (Clear or Sign of Infestation)</b></i>	<i><b>Actions Taken</b></i>	<i><b>Date of Action</b></i>

# TEMPERATURE LOG FOR REFRIGERATOR AND/OR FREEZER

**FOOD BANK**

**TEMPERATURE LOG**



OF SIOUXLAND INC.

Agency Name \_\_\_\_\_

Month of \_\_\_\_\_

Please use this form to record the daily temperature readings of all storage facilities (dry, refrigerated, and frozen). Keep temperature logs for at least 1 year.

date	time	temp. (refrigerator, freezer, pantry)	initials

- Recommended Temperature Guides:**
- Dry Storage (50-70 F)
  - Refrigerated Storage (36-40 F)\*
  - Freezer Storage (0 F or Below)
- \*Although 36-42 F is acceptable, 36-40 F is the ideal refrigerated range

## SIGN IN SHEET

Monthly Statistics Tracking					
Date:					
Household	First Name	Last Name	City/State	# Adults	# Children
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

# FOOD BANK



OF SIOUXLAND INC.

1313 11<sup>th</sup> Street  
P.O. Box 985  
Sioux City, IA 51102  
Phone: 712.255.9741  
Fax: 712.255.3116  
[www.sioxlandfoodbank.org](http://www.sioxlandfoodbank.org)

## Agency Agreement/Liability Release Form

<b>Date:</b>	<b>Agency #:</b>
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<b>Agency Partner Name:</b>
<b>Contact Name:</b>
<b>Distribution Address:</b>
<b>Mailing Address:</b>

### Agency Agreement

This document is an agreement between \_\_\_\_\_ referred to as "agency" and the Food Bank of Siouxland, referred to as FBS.

The agency agreement governs an agency's membership in the FBS network of agencies. An agency must be willing and able to adhere to the agency agreement in order to become a member and to maintain membership. The agency agreement is designed to protect the interest of those who donate to our network and to ensure the integrity of the emergency food distribution network. All information contained in the Agency Manual is part of FBS's expectations for Agency Agreement of Membership.

The following items are the criteria for being an Agency of FBS network. The Agency:

1. Must provide food for an underprivileged or underserved population.
2. Must be a 501(c) 3 not-for-profit organization or qualify under the IRS Church Qualifier.
3. Must agree that they will meet the IRS eligibility requirement for receipt, storage, transfer and use of donated product under section 170e3.
4. Will not sell, transfer, barter, or offer for sale the items supplied by FBS in exchange for money, property, or services, or otherwise allow the items to reenter commercial channels.
5. Will not use product from FBS for personal use of agency staff or volunteers. Volunteers can receive product as long as they go through the same process as other clients.
6. Will not store, prepare, or distribute product from FBS at a location not authorized by FBS staff, including personal residence (i.e. Must distribute to individuals directly and not to another organization, whether agency or non-agency).
7. Must have responsible personnel who are accountable for record keeping and inventory control.
8. Must keep records of food from FBS at the site of distribution for a minimum one year.
9. Must have proper and adequate physical storage space and refrigeration to ensure the wholesomeness of the food until used/or redistributed which conforms to all local, state and federal regulations.
10. Must pass a site inspection prior to approval and a minimum of once every other year after that.
11. Must have the ability and willingness to access and submit information via the internet. Must provide transportation to pick up food at the Food Bank warehouse or agree to a delivery fee up to \$.04 per pound. All orders requesting delivery must meet a minimum of 250 lbs. for the Food Bank to deliver. Deliveries will be handled on a case by case basis to ensure Food Bank staff is available to meet the agency's request. The Food Bank's "Out of Metro" delivery schedule is posted on the Food Bank's website calendar.
12. Must be agreeable to supporting the operation of the FBS suggested shared maintenance contribution of up to \$0.18 (eighteen cents) per pound for donated food received. Some purchased



products might be provided at a discounted contribution (i.e. \$0.27 per pound) or provided at the Food Bank's actual cost. A summary record showing pounds of food received and shared contributions received or due will be sent by the first of each month.

13. Must agree to only have 1 "pulled order" per week and only take a maximum of 100 pounds from the "Off the Shelf" area. Produce, dairy, eggs, and other items selected by FBS staff come without limits.
14. Must order a minimum of 3,000 pounds or place 18 orders over the course of a calendar year.
15. Must utilize sign-in sheets or another tracking system to keep track of number in family, individuals served, child served, and keep track of percentage below poverty level.
16. Must establish your own criteria for the individuals you serve (i.e. service area, visits per month, etc.); however, criteria must be consistently applied and be posted at your pantry/feeding site.
17. Must have one agency staff member or volunteer complete the ServSafe Food Safety Training.
18. Must submit "Numbers Served" statistics to FBS within 15 days of the end of each month (complete January's report by February 15<sup>th</sup>). Instructions on the reporting process can be found at <http://www.siouxlandfoodbank.org>.
19. Must not engage in discrimination, in the provision of service against a person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military, or status as a protected veteran.

The following items are the additional criteria for distributing Iowa USDA/TEFAP Commodities. The Agency:

1. Must agree to use The Emergency Food Assistance Program (TEFAP) Eligibility: To Take Food Home sheet when distributing USDA food. Each client should sign this sheet once per year, at minimum. All agencies should keep track of a client's additional use of USDA food for take home purposes.
2. Must keep records of food from FBS at the site of distribution for a minimum of three years.
3. Must be sure that donated commodities not be sold, exchanged or otherwise disposed of. The agency is responsible for any improper distribution, use or damage caused by their fault or negligence.
4. May not repackage USDA/TEFAP food.
5. Must display the "And Justice for All" poster.
6. Must post a sign identifying an alternate provider of services for clients who object to the agency's religious nature (if you are a church organization). This is provided by the FBS.
7. Must agree to operate TEFAP in accordance with the requirements of Part 251 and, as applicable, Part 250.
8. Either party in this agreement must notify the other in writing 30 days before the termination of TEFAP product distribution.

#### **Agreement of Indemnity**

1. FBS, Feeding America, and the original donor have specifically disclaimed any warranties or representations, expressed or implied, as to the purity of fitness for consumption of any or all donated items.
2. Agency agrees to accept all in "as is" condition. There are two exceptions. First, baby food must be in date. Please contact the Food Bank if you receive "out of date" baby food. Second, USDA should be in good quality and in date. If the USDA product is not in good quality or is out of date, please report the issue to FBS staff.
3. Agency hereby releases the original donor, Feeding America, and FBS from any liability resulting from the donated food/products and holds them harmless from any and all liabilities, claims, losses, causes of action, suites of law or iniquity, or any obligations in regard to the agency partner or the donated goods.
4. Agency is willing to adhere to additional donor stipulations.

**Non-compliance**

If an agency does not comply with the Agency Agreement and the contents of the Agency Manual, the FBS may interrupt service to the agency temporarily or suspend the agency entirely, depending upon the severity of the violation. We recognize that these consequences may adversely impact your clients. While our goal is to ensure that clients have access to the food they need, we must maintain the integrity of our network in order to ensure its long-term viability. Agencies that have had action taken to suspend or remove agency membership will receive written notification. The FBS reserves the right to suspend or terminate any participating program/agency due to complaints of questionable activity or procedures.

The following list provides examples of a range of violations:

- 1) Agency is delinquent in payment of the handling fees
- 2) Proper records are not maintained at the program site
- 3) Donated food or other products are improperly stored, refrigerated, or transported
- 4) Donated food is used in a manner that is not consistent with membership guidelines
- 5) Donated food or other products are exchanged for money, property, or services
- 6) Donated food or other products are removed from the program site for private use by program staff or volunteers
- 7) Agency has not met the annual usage requirement

**Grievance Policy**

If for any reason you are unsatisfied or have a grievance with FBS, please contact the following:

Jake Schoening  
 Agency Relations Manager  
[jakes@siouxlandfoodbank.org](mailto:jakes@siouxlandfoodbank.org)  
 712-255-9741

Jacob Wanderscheid  
 Executive Director  
[jacob@siouxlandfoodbank.org](mailto:jacob@siouxlandfoodbank.org)  
 712-255-9741

This agreement may be modified as deemed necessary by the FBS. At any time, this agreement can be canceled by either party, with a 30 day written notice. Your agency’s authorized representative’s signature below indicates acceptance of this agreement between your agency and the FBS.

_____	_____
Authorized Agency Representative, Print Name	TEFAP OPTION IN – YES?
X _____	_____
Authorized Agency Representative, Signature	Date
X _____	_____
Food Bank of Siouxland Authorized Signature	Date