America's Second Harvest
of Coastal Georgia

A member of FEEDING AMERICA

Thank you for expressing interest in becoming a member agency of America's Second Harvest.

We are a member of the 200 strong Feeding America food bank network within the United States. Our local food bank distributes over 10 million pounds of food a year from our warehouses in Savannah and Brunswick to more than 300 member agencies in our 21 Coastal Georgia county service area. Our non-profit partner agencies offer emergency feeding programs to low-income families and individuals in need.

If your agency, church, or other organization is exploring the possibility of membership, there are a few things that you will need to do:

- Read the enclosed Criteria for Membership
- Complete the Agency Membership Application
  - There is a $25 application fee
  - Applications are only accepted quarterly
- Provide verification of non – profit status.
- Pass an initial site inspection.
- Attend an orientation session.

Please call Agency Relations at (912)721-1788 or (912)236-6750 ext 2021 for further information.

Together we can make a difference in feeding the hungry.

We hope to see you soon.

Revised March 2018

America's Second Harvest
of Coastal Georgia
A member of FEEDING AMERICA

Our Mission

The mission of the food bank is to feed the hungry by distributing nutritious food to nonprofit agencies and at risk elderly and youth, to assist in disaster relief, and work towards long term solutions to end the cycle of poverty and hunger. Our statement of purpose is **"Utilizing food and education to improve lives and create a hunger-free community".**

America's Second Harvest Branches

Savannah Location
America's Second Harvest of Coastal Georgia
2501 E. President Street
Savannah, GA 31404
Phone 912.236.6750
Fax 912.236.1391

Brunswick Location
America's Second Harvest of Coastal Georgia
134 Indigo Drive
Brunswick, GA 31525
Phone 912.261-7979
Fax 912.261-7976

Hours of Operation

America's Second Harvest of Coastal Georgia shall conduct its business during the following hours:

Savannah Warehouse
Monday through Friday
7:30 am – 3:00 pm

Brunswick Warehouse
Monday through Friday
7:30 am - 3:00 pm

Holidays: We are closed for most major holidays.

The Savannah warehouse is closed for a half-day on the third Friday of every month proceeding the Saturday that we pack our Brown Bags for seniors in the community for distribution the following week as well as the last business day of each month for inventory.

Revised March 2018

Eligibility Requirements for Membership

Please review the following information to ensure your program meets all of America's Second Harvest's requirements for membership.

General Requirements:

- The agency must be located in and serve one the 21 coastal counties of Georgia *(Appling, Bacon, Brantley, Bryan, Bulloch, Camden, Candler, Charlton, Chatham, Evans, Effingham, Glynn, Jeff Davis, Liberty, Long, McIntosh, Montgomery, Tattnall, Toombs, Pierce, and Wayne county*).
- In order to qualify for membership the organization must be *ONE* of the following and provide appropriate documentation:
    - **A registered Public Charity (non- profit organization)**
      An official copy of your IRS determination letter must be submitted with your application, as well as an active Employer Identification Number (EIN) for your organization. You can check your EIN numbers through the IRS website : http://apps.irs.gov/app/eos/mainSearch.do;jsessionid=BhyqXDQMOWvi2ksTPIP84A__?mainSearchChoice=pub78&dispatchMethod=selectSearch
    - **A church or faith based organization**
      A completed Church Qualifier Form with all necessary attachments.

Proper Use of Food

- Any food obtained from America's Second Harvest of Coastal Georgia must be used for the approved food program only. Food may not be used for other purposes (church anniversaries, barbeques, for fundraising, etc.).
- In addition, under NO CIRCUMSTANCES can the food program require fees for food, or require individuals to work, volunteer, or attend religious services in order to receive food from the program.

Criteria for Client Eligibility:

- All partners must practice a non-discrimination policy. No matter what type of food program is established, the expectation is that individuals will be served regardless of race, color, ethnicity, national origin, ancestry, creed, religion, sexual orientation, physical appearance, disability status, age, pregnancy, or any other group affiliations.
- Agencies that serve specific populations such as children, women affected by domestic violence, seniors, etc. may do so. However, these organizations are expected to adhere to all other aspects of the nondiscrimination policy. **Agencies that serve specific populations must indicate this on the membership application.**

Food Safety Certifications

- All member agencies are required to have at least one volunteer and/or staff member certified in safe food handling.
    - Pantries will obtain the necessary certification information at orientation
    - On-site feeding programs must be DHEC certified **and** must have at least one individual from the program with **a current Manager Serv Safe Certificate**.

FACILITY EQUIPMENT AND STORAGE REQUIREMENTS

- If distributing chilled product , the agency must have:
    - A refrigerator and freezer that is designed for the food program (*separate from refrigerators used for any other purposes*).
    - A thermometer that is designated for cold storage units must be in **each** refrigerator and or freezer.
    - Frozen products must not be allowed to thaw completely before distribution.
    - Frozen products should be maintained at 0 degrees and must not exceed 32 degrees.
- All products must be appropriately stored according to the contents of the case.
    - Shelves must be labeled by programs such as : USDA, GNAP, DONATED
- Food must be stored at least 6 inches off the floor.
- Dry product must be stored in a secure, rodent- free, dry area.
- The agency must have a working telephone at the food program site and an answering machine/ voicemail on which a client can leave a message.
- The agency must have a pest control plan or contract with a professional exterminator.
- The storage space must be secure and access must be limited to food program staff/ volunteers.

RECORD KEEPING :

Record keeping is a very important part of operating a food program. All agencies are required to provide certain information to America's Second Harvest of Coastal Georgia. The following is information that must be kept on file:

Food Pantries

- Name and address of recipient
- Date of service
- Number in the household
- Number of children
- Number of adults over 65
- Number of pounds received from other donations
- Keep copy of records and invoices for at least 4 years

On-Site Programs

- Dates meals were served
- The number of meals
- Number of persons served
- Sign in sheet of persons served
- Keep copy of records and invoices for at least 4 years

Additional Requirements

- Include a letter of interest
    - Must be on your organization's letterhead that includes a brief description of the program you operate or plan on operating. Please describe your organizations mission and provide detailed information on how the program will be funded and sustained
- The agency must have an adequate budget to support a sustainable food program.
    - We have estimated that shared maintenance fees total approximately $90 per month to feed 25 people (an average of $0.04 per pound); please keep this in mind when planning your feeding program.
- The agency must post signs that indicate both the presence of the food program as well as the days and hours of operations of the program.
- Agencies cannot operate the food program out of a personal residence.

USDA COMMODITIES

Member agencies qualify to receive USDA commodities if:

☐ They do not receive monetary reimbursement from the Georgia Department of Human Resources for their breakfast/lunch program and

☐ They serve only clients who reside within the state of Georgia.

TEFAP household income eligibility records and TEFAP commodity distribution records must be kept on all individuals receiving an emergency bag every time the individual receives a bag. Congregate agencies must provide service as a soup kitchen and commodities cannot be given to participants to take from the premises.

☐ Commodities may not be stockpiled for future use.

☐ No number limit on USDA commodities distributed to a household. Quantity distributed shall be determined by the member agency at a fair and equitable rate.

☐ Monthly Service Reports must be submitted **by the 5th of the following month or your agencies shopping privileges will be suspended until the agency becomes compliant**.

GNAP (Georgia State Nutrition Assistance Program)

GNAP is a state funded assistance program designed to feed low-income families with minor children. A member agency qualifies to receive GNAP products if:

Proof of government assistance to families with minor children (18 years and below) can be provided. Some examples are:

- TANF or PEACH recipient
- WIC card current
- Medicaid card current
- Food Stamps EBT
- Eligibility for USDA commodities
- Public Housing resident
- Section 8 Voucher program participant
- Hourly wage of $8.00 or lower
- Free/Reduced price breakfast or lunch
- DFCS/TANF transitional services such as: Child care, Public Transportation Assistance, Job Skill Classes or Tuition Assistance

☐ **The agency serves clients who reside within the state of Georgia.**
☐ **Reports are submitted by the first of each month**
☐ **Proof of eligibility must be kept in your files (do not send to our office)**

REVIEW SYSTEM

America's Second Harvest of Coastal Georgia must conduct an on-site visit of each member agency prior to shopping. At least once a year, each agency will be monitored. ASHCG reserves the right to monitor member agencies at its discretion. Monitoring may be done by on-site visits and/or oral or written communication.

VIOLATIONS OF POLICY

1. Exchanging donated food or other products for money, property, or services.
2. Using donated food or other ASHCG products from an on-site program for private use.
3. Using donated food or other products in a manner that is not related to the exempt purposes of ASHCG (e.g. selling for fund raising purposes).
4. Improperly stockpiling donated food or other products.
5. Improperly storing, refrigerating or transporting donated food or other products.
6. Violating any state or local statute, ordinance, code or regulation.
7. Violating any aspect of the Basic Agreement between itself and ASHCG.
8. Failing to pay shared maintenance contributions by the 15th of the month following the purchase.
9. Violating ASHCG policy by using products acquired from ASHCG to barter (e.g. requiring a recipient to attend a religious service at a church to receive food).
10. Failing, or consistent tardiness in turning in required paperwork (e.g. USDA or SNAP).

DISCIPLINARY PROCEDURE FOR VIOLATIONS OF POLICY

PROBATION

A member agency may be placed on probation for a period not to exceed three months if found to be in violation of policy. Notification will be in writing. The Agency Relations Manager and/or the Director of Operations have the authority to place member agencies on probation. In any event, the Director of Operations and the Executive Director shall be informed when a member agency is placed on probation. **The member agency may appeal its probationary status in writing to the Executive Director of the food bank.**

The purpose of the probationary period is to place a member agency on notice that it must bring its program into compliance or be suspended. During the probationary period, the member agency retains all rights and privileges. If the violation is not rectified by the end of the probationary period the Director of Finance shall have the authority to extend the probationary period or recommend suspension. The member agency may appeal this decision as previously outlined. A member agency's probationary status ends when one of the following occurs:

- The member agency satisfies the Agency Relations Manager and/or the Director of Operations that the violation has been rectified or;
- The Operations Department has suspended or terminated the member agency.

SUSPENSION

A member agency may be suspended, without first being placed on probation for the following offenses:

1. Alteration of poundage slips
2. Failure to shop within a three (3) month period (suspended until reoriented)
3. Removal of products from food bank without proper documentation
4. **Bartering or trading food or non-food items for monies, properties, or services**
5. **Non-compliance with facility standards requirements**
6. **Failure to pay membership fees by January 1.**
7. **Failure to pay shared maintenance fees within thirty-sixty days (suspension until such fees are paid in full and charging privileges revoked).**
8. Disrespect demonstrated to staff or other member agencies.
9. Use of profanity, drugs, or weapons (permanent suspension)
10. **Failure to submit monthly reports (reviewed monthly for infractions)**
11. **Discrimination of clients**
12. Unauthorized shoppers on premises shopping for personal gain
13. Improperly representing yourself as a continued nonprofit organization
14. **Improperly representing yourself as an agent of A2H (E.g. donor solicitation)**
15. **Disobeying warehouse rules (E.g. parking at dock without being served, loading products without invoice, etc.)**
16. **Failure to provide documentation of clientele served.**

*The member agency has the right to appeal its suspension in writing to the Executive Director of America's Second Harvest of Coastal Georgia within 90 days of the suspension.

GRIEVANCE POLICY

America's Second Harvest of Coastal Georgia is concerned with the quality of service provided to our member agencies in the effort to end hunger. If a member agency has a disagreement or discrepancy with any action taken by the food bank, it has the right to seek resolve through written letter to the Agency Relations Manager and the Executive Manager. A written response will be provided within 30 days of the received grievance.

It is also our policy to maintain an "Open Door" to discuss any issue of concern to our agencies.

Criteria for Membership

In order to be considered for membership an organization must be an established church body or have 501 [c] [3] tax exempt statuses with the Internal Revenue Service and meet the following criteria:

- Be an agency or program serving low – income individuals that may include ill, elderly, infants, and/or children.
- At least 51 % of those serviced by the member agency must be low – income.
- Maintain verification of on – site of population served.
- Supply ASHCG with a copy of the 501 [c] [3] or proof of existence as an established church (**Church Qualifier Form**).
- Have a program director.
- Not sell food or charge for meals for profit. Food from ASHCG must not be transferred for money, property, or services.
- Provide adequate transportation to pick up food at ASHCG (rural delivery available for a fee).
- Have adequate refrigeration and storage space to ensure the safe use or redistribution of food.
- Meet local and State of Georgia Health Department requirements.
- Release America's Second Harvest of Coastal Georgia and its donors from any and all liability.
- Agree to support the operation of ASHCG with the established shared maintenance for all products. In addition to the shared maintenance contribution, members are required to pay an annual membership fee. Neither the shared maintenance contribution nor the membership fee is used to purchase food. Both are used to support the operation of ASHCG.
- Agencies are asked to maintain copies of invoices for received product from ASHCG for four (4) years.
- Represent yourself as a member of America's Second Harvest of Coastal Georgia in all communications with donors and the public.
- Agree to follow the policies and to keep and submit records as requested by ASHCG.

Revised March 2018

America's Second Harvest
of Coastal Georgia

FEEDING AMERICA

America's Second Harvest
of Coastal Georgia
Ending Hunger

2501 E. President Street
Savannah, GA 31404
Telephone (912) 236-6750
Fax (912) 238-1391

BASIC AGREEMENT

_____

Agency Name and Agency Number

This membership agreement certifies that America's Second Harvest of Coastal Georgia, Inc. has accepted the membership application of the above 501(c)(3) non-profit organization or eligible Church. This partnership is subject to the following terms and conditions.

1. The member agency will comply with the IRS eligibility requirements for receipt, transfer and use of donated food under section 170(e)(3) ensuring that all food is to be used by the agency **solely for the care of the ill, the needy or infants (minor children)**. For the purpose of this agreement, the "needy" refers to an individual who lacks the necessities of life, involving physical, mental or emotional well-being, as a result of poverty or temporary financial distress.
2. The member agency understands that all products from ASHCG are offered "as is".
3. The member agency understands that the original donor, ASHCG and Feeding America are released from any liabilities resulting from the donated product.
4. The member agency hereby warrants and guarantees that the original donor, ASHCG and Feeding America will be held harmless from any claims or obligations in regard to ASHCG or the donated product.
5. The member agency understands and affirms that the original donor, ASHCG and Feeding America offer no express warranties in relation to products.
6. The member agency will adhere to additional donor stipulations.
7. That member agency will utilize employees or volunteers having sufficient training, experience in evaluating, handling, storing, preparation, and feeding of donated items.
8. The member agency will transport, receive and store food at appropriate temperatures (41 degrees F or below for chilled, 0 degree F or below for frozen), this includes the use of passive (thermal blankets/cooler with ice packs) or visibly active temperature retention system (refrigeration unit) to maintain proper temperatures during transport and distribution. Food received from ASHCG must be covered from elements at all times during transport.
9. Food and other products from ASHCG cannot be sold in any manner by member agencies or used in exchange for other property or services, but must be given away free of charge to needy individuals. Sale of donated items is punishable by law and will result in immediate termination of member agency.
10. The member agency must have adequate, proper storage space and refrigeration to ensure the food safety and integrity of product until it is consumed or distributed.
11. Each member agency will pay an annual membership fee. Said fee will be received for the first time prior to member agency utilizing the food bank and will be due by January 1st of each year that the member agency remains a member agency of ASHCG.

12. The member agency agrees to abide by all of the policies and procedures of the ASHCG, including but not exclusive to, record keeping, payments of fees and share contributions, and submission of information as needed to the ASHCG.
13. All food pantries and soup kitchens must be open to the general public a minimum of once a month. The days and times of distribution must be kept up-to-date and on file with ASHCG as well as being posted at their facility where it is visible to the general public.
14. The member agency agrees to being monitored by ASHCG staff, at its discretion, related to food storage, distribution, record-keeping, and food transportation.
15. The member agency will ensure the safe and proper handling of the product received from ASHCG and will conform to all local, state and Federal regulations and the willingness to adhere to additional donor stipulations.
16. The member agency agrees to pay a "restocking fee" of $25.00 for orders not claimed within 24 business hours of scheduled pick up time.
17. The member agency will notify ASHCG in writing if it changes Directors, disbands or otherwise alters its program from original approved program.
18. If member agency is inactivated for any reason, member agency may remain inactive for *up to* two weeks after issue is resolved. If member agency is continuously inactivated ASHCG reserves the right to terminate partnership.
19. The member agency will not give food received from ASHCG to staff, volunteers or family members for their personal use. Products received from the food bank are not for general congregational use and or consumption.
20. The member agency agrees NOT to engage in discrimination, in the provision of service, against any 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.

This BASIC AGREEMENT may be TERMINATED by ASHCG or member agency by notifying the other party in writing.

The parties hereby acknowledge that each is freely and voluntarily entering into this BASIC AGREEMENT.

This _____ day of _____, 20_____.
(day) (month) (year)

_____ _____
Signature of **Pastor** or **Director of 501 (c) (3)** Title

_____
Name of Member Agency

_____
Street Address

_____ _____ _____
City, State Zip Code Telephone

America's Second Harvest
of Coastal Georgia
Ending Hunger

Agency No.	
Date Issued	

New Application:	
Revised Application	

AGENCY APPLICATION

AGENCY INFORMATION
Agency Name – 501(c)(3):
Program Name (if different):
Billing Address:
Physical Address:
Phone:
Website:
CONTACT INFORMATION
Contact Person:
Title/ Role with Agency :
Phone:
Email :
Agency Director:
Email :

Is your organization incorporated? [Y] [N]	
Is your organization part of a larger organization? [Y] [N]	
*If yes , please provide name and address below	
Parent Organization:	
Mailing Address:	
Director :	
Phone:	
Is your parent organization legally responsible for the operations & liabilities of your program?	

Does your organization or the parent organization have tax- exempt status under Section 501c(3) from the Federal Internal Revenue Service ? [Y] [N] *If so, please attach a copy of IRS determination letter
Federal Tax Exempt Number (EIN) :
If your organization does not have tax exempt status information under Section 501c(3), please fill out the qualifier form (available upon request) and attach information to your organization's letterhead.

Please List the individuals authorized to select, order, and pick up products for organization *Each person authorized must attend an orientation before placing orders and picking up items from America's Second Harvest.	
Name :	Phone:
Name :	Phone:
Name :	Phone:

Person responsible for monthly bill:

Physical Address:

City:	**State:**	**Zip Code:**

PROGRAM INFORMATION		
What county does your agency serve ?		
What are your days of distribution:		
What are your hours of distribution:		
Do you have any requirements for individuals who use your services (i.e. must live in X county or zip code or be of a certain age)? **(Please enclose copies of intake forms or applications your agency will use)**		
Do you have special food needs in your program? *If yes, please describe these needs		
Type of agency (pantry or meal provider):		
Do you distribute packages for emergency needs?	[Y]	[N]
Is on-call food service available for emergency needs?	[Y]	[N]
May we refer people in need to you?	[Y]	[N]
Please describe how you will determine that the majority of your clients live on low income:		
Based on the needs you have identified in your area and your agency's capacity, please estimate the following :		
Number of families served monthly :		
Number of adults served monthly :		
Number of children served monthly:		
What other services does your organization provide?		

FOOD STORAGE		
Do you have adequate storage areas to accommodate food?	[Y]	[N]
Number of Refrigerators :		
Number of Freezers:		
Dry Storage area:	[Y]	[N]

Please attach letter of interest and a copy of your organizations IRS 501c3 determination letter to this application.

Revised August 2015