



*January 8, 2021*

*This message is being sent to all members of the Central Texas Food Bank Partner Agency network.*

**Training Reminder:**

This is a reminder to check your agency's training certificates and ensure they are still valid! The Central Texas Food Bank requires all partner agencies to be trained in Food Safety and Civil Rights. A member of your agency staff either must be a certified food manager (sites serving meals) or have received food handling training (sites distributing groceries) from an accredited school or the local health department while adhering to all local and state food safety guidelines.

In addition, all agency staff and volunteers who interact with program participants and handle personal information must receive Civil Rights training, which is offered online through the Texas Department of Agriculture. All temporary/short-term volunteers must review the limited civil rights training document located in the Agencies Resource Center on the website. Partner Agencies are responsible for documenting their training records and will need to be on file with CTFB. Failure to comply with this training requirement may result in a suspension of privileges with the Food Bank. If your training certificates are expired, please follow the suggested training links below. Please send updated certifications to your Agency Relations Specialist!

[Food Handler Certificate Course](#) (Pantries, PA)

[Food Safety Manager Exam](#) (Meal Partners, OP, OS)

[Civil Rights Training](#) — All Agencies

Limited Civil Rights Training ([English](#) and [Spanish](#)) — Must be visible to all Staff and Volunteers

**\*Note for the Civil Rights training:** Please review [these instructions](#) to ensure we receive a confirmation of your training. You can enter your relationship manager's email address as an alternative email address at the end of the training, or you can forward it to them once you receive the

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confirmation in your inbox. **Your training confirmation is not sent automatically to the food bank or TDA unless you follow the instructions above!**

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**Holiday Closure:**

The Food Bank will be closed on Monday, January 18, in observance of Martin Luther King Jr. Day. There will be no pick-ups or deliveries on that day. Below are the modifications being made to the ordering schedule as a result of this closure.

<b>If you are picking up or receiving delivery on:</b>	<b>Your ordering window opens on:</b>	<b>At:</b>	<b>Your order is due on:</b>	<b>At:</b>
Tuesday, Jan. 19	Wednesday, Jan. 13	10:00 a.m.	Tuesday, Jan. 14	9:00 a.m.
Wednesday, Jan. 20	Thursday, Jan. 14	10:00 a.m.	Friday, Jan. 15	9:00 a.m.

For the most up-to-date closure information, please refer to the [2021 Holiday Guide](#) and the [agencies page](#) of our website. CTFB will post and send out 30 days prior the ordering guidelines for closures so you can plan for your pantry needs.

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**General Reminders:**

**We want to know if your distribution has changed (or is going to change) due to COVID-19. If you're closing, re-opening, adjusting hours, or modifying your distribution model, please reach out to your Agency Relations Specialist with that updated information or share it via email at [agencies@centraltexasfoodbank.org](mailto:agencies@centraltexasfoodbank.org) or our partner agency hotline by calling (512) 684-2503.**

Remember, we will be sharing COVID-19 resources for partners and our most updated communications on our website here: <https://www.centraltexasfoodbank.org/agencies>

**CONTACT THE TEAM**

512.684.2503 | [agencies@centraltexasfoodbank.org](mailto:agencies@centraltexasfoodbank.org)

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6500 Metropolis Drive, Austin, TX 78744