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Partner Agency Blast

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Announcements



2022 Policy and Procedure Manual

CTFB has updated the [Partner Agency Policies and Procedures](#) on the agencies page of the website. Please download the Manual on the linked [here](#) for the most up to date version.

Special Operations: Saturday Appointment Option and Shop-For Update

We are looking for Partners interested in moving their CTFB pick-up appointment during the week to **Saturdays** between 8:00am-12:00pm. If this is something that your agency would be interested in, please email agencies@centraltexasfoodbank.org.

Agency Retail Pick Up: Austin Area Program Expansion

Agency Retail Pick Up needs your help! We have lots of food to be rescued from the Austin area and the Food Sourcing Team has been working hard with stores to ensure a good mix of product is being donated. If you are able to add a couple new weekly pickups to your ARP schedule or if you are interested in joining the ARP program to bring donations directly into your organization, please call Maddie at 512-516-9143. We have HEB's, Target's, Whole Food's, GoPuff's, and more that are donating on a regular basis.

City of Austin's Zero Waste Business Rebate Program Invitation

This program is currently offering rebates to food banks and charitable food distribution organizations **within the City of Austin** that may be interested in expanding their food rescue programs. This could mean improving food storage (purchasing a freezer, refrigerator, and shelving) or purchasing equipment to help transport food safely (insulated transporters and coolers), or other forms of food rescue infrastructure that would be helpful to your organization.

There are a few requirements to be eligible for the rebate:

1. Your physical location must be affected by the Universal Recycling Ordinance and inside Austin's Full Purpose Jurisdiction.
2. Your food rescue program must be rescuing food that would, otherwise be wasted, and end up in the landfill.

The rebate can be awarded for **up to \$3,000**, is distributed on a first come-first serve basis, with limited availability. The **City of Austin** encourages you to apply as soon as possible if you are interested! The deadline for applications is July 1, 2022. You can apply for the rebate on their website in just a few minutes by visiting www.austintexas.gov/zwbizrebate.

Reminders



Temporary TEFAP Intake Form & Signature Waiver

Important Intake Document Links:

- Temporary TEFAP Intake [Form and Sign In Sheet](#) (**Extended until 3/31/22**)
- Temporary TEFAP Intake Form [Instructions](#)
- Regular TEFAP Intake Form ([English](#)/[Spanish](#))
- Regular Client [Sign In Sheet](#)

- TEFAP Intake [FAQs](#)

As reminder, all partners must publicly post and/or share the [Participants Rights and Responsibilities](#) with participants during the intake process. **All staff & volunteers collecting participant information must have a current Civil Rights Training on file with CTFB. You can find a link to this important training [here](#).**

Monthly Report Holds

If a Partner Agency **does not** submit their reports by the **eighth, they are on hold and may not place orders until all reports are submitted.**

Once an agency has accrued 4 report holds in a calendar year, the account will automatically be suspended until the first of the following month. The suspension will not be removed until the first of the following month, even after the late report is received. Every late monthly report received after an agency has accrued 4 report holds in a calendar year will automatically be suspended until the first of the following month. Excessive holds in a calendar year may lead to termination. Please let your relationship manager know if you have any questions.

City of Austin Announces Additional Guidance for Charitable Feeding Organizations

CTFB Partners in Austin/Travis County: Please make sure you are following the food safety guidelines and posting required signage below, as applicable. If you have any questions, please contact Grisel Saenz at Grisel.Saenz@austintexas.gov. For more information about City of Austin Charitable Feeding Organizations, please visit <https://www.austintexas.gov/page/charitable-feeding-organizations>.

The "Protecting Customers and Employees and Preserving Adequate Workforce Capacity" orders include:

- Authorization for business to impose health and safety requirements
- [Notice of Protections Provided](#)
- [General Signage Requirement](#)

Free Culinary Training Program Open Enrollment

Applications for the program are due on 1/27/2022. You can find out more about the Culinary Training Program at:

www.centraltexasfoodbank.org/kitchen.

Free CTFB Gardening Classes

Austin-area partners: please share these opportunities to with our neighbors who are interested in broadening their knowledge on gardening, cooking, and nutrition! [Click here for Cooking from the Garden flyers \(English/Spanish\)](#) and [click here for Organic Food Gardening flyers \(English/Spanish\)](#).

Contact the Team

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