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Agency Blast

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Announcements



The Agency Services Team Is Back On The Road

We are hard at work scheduling our annual site visits, which is a great opportunity for us to learn more about your agency and provide support. Please be on the lookout for communication from an Agency Services team member to schedule an upcoming site visit.

You can reference this helpful guide for an overview of required documents for Partner Agencies [here](#). We will review these documents as part of your annual site review.

To help us prepare for your visit, please submit the following documents via our new Partner Portal [here](#) in advance of your visit:

- Civil Rights Training Certificates – *required of all staff and volunteers who regularly interact with neighbors or handle neighbors' personal information*
- Food Handler Training Certificate – *required of at least one staff member for Pantry partners*
- Food Manager Training Certificate – *required of at least one staff member for Onsite partners*
- Health Inspection – *required of Onsite partners*
- Board of Directors List
- Tax Form 990 – *required of nonprofit agencies*
- External Audit – *required of agencies who received more than 275,000 pounds from CTFB last fiscal year*

We ask that all Partner Agencies submit these documents no later than 5/1/2022, unless you have submitted these items within the last 6 months.

We look forward to seeing you soon!

Bulk Ordering Announcement

CTFB Operations asks that Partner Agencies be **extra cautious** when placing orders in Agency Express. When your agency is placing an order, please be sure to observe the “**Description**” section of each item, carefully. We ask that you be exceptionally careful when placing **BULK** items or to be extra careful that you are **NOT ordering items in BULK** if you are **NOT in need of a high quantity** of a certain product. Thank you in advance for being as intentional with ordering as possible to avoid unwanted large orders.

Upcoming Network Assessment

We are excited to announce that in just one month, we will open our 2022 Network Assessment Survey. We want to hear about how we can support you in our collective fight against hunger in our community. Be on the lookout in mid-April for an email with a link to complete this important survey! It will be open April 18-May 15. Stay tuned.

Advocating For Change With Feeding Texas

Join [Feeding Texas](#) and a cohort of fellow change-makers in the **Feeding Texas Advocacy Bootcamp** to learn how to advocate for an end to hunger in Texas.



The Feeding Texas Advocacy Boot camp is designed to address some of the barriers people face when entering into advocacy work for the first time. The boot camp is a **free, four-week long opportunity** where you will gain valuable skills and equip yourself with the knowledge and tools needed to organize positive change in your community. Each training will take place **once a week for 90 minutes**.

Classes will take place **Mondays at 1 PM** OR **Wednesdays at 11 AM** in April.

Topics include:

- What is advocacy? (Hint: I bet you have done some advocacy already!)
- How public policy shapes who has access to healthy food and other resources
- Simple ways that you can use your voice to create change

To apply to the Advocacy Bootcamp, [CLICK HERE](#) and **fill out the application by 03/25/2022.**

Free Tax Prep Services



Please join CTFB in sharing [this](#) flyer announcing free tax prep service, through 211, with neighbors, in an effort to ensure that neighbors are able to maximize their returns! This service allows neighbors to schedule an appointment with an IRS-certified Tax Preparer from January 17- April 18 2022 at six locations across Austin and Round Rock. For more information, refer to the flyer linked at the beginning of this announcement, visit their [webpage](#), or call 211 directly.



Important Reminders

Food Hubs

CTFB encourages Partner Agencies to source a variety of foods including fresh, healthy produce through our highly anticipated Food Hub Container System. This system offers the opportunity for Partner Agencies to directly receive nutritious foods from your local food hub and distribute at your agency. Additionally, the food picked up is separate from your order from the Food Bank and coordinated directly with your nearest hub, which makes for a convenient quick trip, with no handling fees, flexible pick-up times, and accompanied by a mix of nutritious foods. The Food Hub System has two locations, **Marble Falls (coming soon)** and at Helping Hands Ministry of **Belton (254)-939-7355**. To schedule a pick up time at either hub, please sign the agreement [here](#), and submit the signed form via our new [Partner Portal](#).

Contact the Team

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