

January Partner Agency Blast

Contacting the Network Services Team

The Network Standards team recently bid farewell to Fabian Laveaga-Luna, and welcomed Valerie Guerra back from leave!

For Partner Agency needs, please continue to contact the Agency Hotline at 512-684-2503 or email us at agencies@centraltexasfoodbank.org. Our team of Coordinators, consisting of Ann Do, Sophia Copeland, and Valerie Guerra, are available to assist and look forward to providing continued support to our Partner Agency Network.



Monthly Reporting Changes

Please be advised that Central Texas Food Bank is no longer collecting the following from Partner Agencies: New Households. You will note that this is no longer included in your [Monthly Report Form](#). We have also updated our [Monthly Reporting Guidelines](#) to reflect this change.

Fresh Produce Grading Guidelines

Central Texas food Bank is excited to offer this [Resource Guide](#) for produce grading standards. This guide provides information on assigning produce expiration dates, requirements, and standards for determining what produce items are and are not acceptable based on produce type.

Return Banana Boxes

Banana boxes are an essential resource that allow us to effectively package food for agencies. Please return any banana boxes to the Food Bank at your next dock appointment or send them back with your delivery driver at the next available opportunity.

Thank you for your support in helping to preserve these essential shared resources.

Verifying Client Eligibility – Intake

Please remember that Partner Agencies must verify participant eligibility on an annual basis (or every 6 months if eligibility is based on crisis criteria), by completing one of the following forms:

- Regular Intake Form ([English](#); [Spanish](#))
- Alternate Intake Form - may be preferred for drive thru models ([English](#); [Spanish](#))
- Electronic Intake within Oasis
- If your agency wishes to use a form or electronic system specific to your organization, please follow up with the Network Services team to verify that your process is compliant

Remember to publicly post and/or share the [Participant Rights and Responsibilities](#) form with all participants during the intake process.

Additionally, ensure that all staff and volunteers collecting participant information complete an annual Civil Rights training ([English](#); [Spanish](#)) and submit the certificates to our [Portal](#).

Contact the Team

512.684.2503 | agencies@centraltexasfoodbank.org

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