



Spotlight : Vanessa Vela

Ever wonder who to call about billing or account questions? Vanessa has your back! Vanessa has been with CAFB for more than eight years serving as the Accounts Receivable Coordinator. Though the agency relations team assists with most partner agency matters, Vanessa handles all account-related activity such as issuing monthly statements, processing payments, and answering any specific questions you have about your account. So next time you are in the food bank, stop by her office and say hi! Contact info: (512)684-2103

vvela@austinfoodbank.org

Please describe your role at CAFB and how it affects Partner Agencies:	What is the best part of your job?	What do you like to do in your spare time?
<p>I have been with the Food bank for 8 years and I really enjoy all the people I work with. In my role I often help at the front desk interacting with partner agencies, volunteers and clients and it's just a great experience to see all the good that is done for our community personally and professionally.</p>	<p>The best part of my job is seeing the results of all the hard work that the Capital Area Food Bank makes. I get to have a relationship with partner agencies and see what they are offering the community from their locations and also get to see the impact that all our donors make with their contributions.</p>	<p>In my spare time I am with my family and very much a homebody. I am a proud mom to my two daughters who are 15 and 8 years old.</p>

Latest News & Reminders

SAVE THE DATE!

Be sure to mark your calendars for the annual **Partner Agency Conference!**

Date: Tuesday, May 3, 2016

Location: For the City Center in Austin, TX

Time: 8:00 a.m. – 2:30 p.m.

More details will be announced next month!

Monthly Reports

January's monthly report is due February 1st but will be accepted until February 15th before your agency is placed on HOLD status. Submit your reports [HERE](#)

Agencies

Shopping

Reporting

Resource Center

Become a Program Partner

Become a Partner Agency

Monthly Enewsletters

ReThink Hunger Initiative

Agency Conference

Partner Agency Reporting

Partner Agency Monthly Report: This report is for partner agencies of the Food Bank including food pantries (PA accounts), Onsite kitchens (OS accounts), and Onsite kitchen/food pantry (OP accounts).

Program Partner Reporting

Fresh Food for Families: This report is for program partners of the Food Bank participating in the Fresh Food for Families distributions.

HOPE: This report is for program partners of the Food Bank participating in the Healthy Options Program for the Elderly.

Policy Review

Food storage areas are particularly susceptible to rodent and insect infestation. A visual inspection of the Partner Agency's facilities should be done at least monthly, with prevention and treatment at **least quarterly or as needed.**

This record should be made available to the CAFB representative during monitoring and records must be kept on-site for 1 year

Food Handling and Civil Rights Training Schedule

If you are due for training, you may register online under the "Agencies" tab ([HERE](#)). Give us a call if you are not sure!
