

Spotlight: USDA Policies

Hello! The new and improved 2016 “Partner Agency Policies & Procedures Manual” is now available and we would like to highlight a few important United States Department of Agriculture (USDA) requirements that are included in it. Please acknowledge the USDA policies below and make changes as needed within your agency. The policy manual is located [HERE](#) and in the “[Resource Center](#)” on the CAFB website.

Intake Forms & Client Eligibility:



- ✓ Partner agencies receiving USDA TEFAP food through CAFB may **not** request or require an applicant to provide proof of income (unless the information provided is questionable), proof of identification or citizenship and/or a driver’s license, social security card, birth certificate, or any other documentation.
- ✓ Partner agencies may collect additional data (such as social security numbers) for other services – for example, clothing aid or assistance with bills. The federally required information to determine USDA TEFAP eligibility must be collected **before** the partner agency requests additional data. **The collection of additional data must not be a real or perceived barrier to participation in USDA TEFAP.**

Distribution requirements:

Partner agency distributions that are open to the public may not exclude the participation of any protected class.

- ✓ Example: One day serves women but discriminates against men – sex is a protected class. One day serves seniors but discriminates against everyone under a certain age – age is a protected class
- ✓ Suggestion: Provide additional assistance on certain days for elderly, or make accommodations for clients if there are long lines that make it difficult for the elderly to stand in

USDA Nondiscrimination Statement:

- ✓ This statement must be placed in a prominent location for clients to see and further explained to the client. The CAFB intake form includes this statement, however if your agency uses a unique intake form, this statement must be printed on the form or placed where the client can see it.
- ✓ The nondiscrimination statement does not need to be read in its entirety; "This institution is an equal opportunity provider" is sufficient to meet the nondiscrimination requirement.

Food Safety & Civil Rights Training:

CAFB will discontinue hosting the Food Handling & Civil Rights classes as of March 6, 2016. All partners will be responsible for receiving their Food Handler (Food manager if OP/OS meal site) and Civil Rights trainings in their own time online. Visit the "[Resource Center](#)" on the CAFB website for links to all trainings.

- ✓ Feeding America and USDA require all partner agencies to be trained in Food Safety and Civil Rights. A member of your agency staff must either be a certified food manager (onsite partners) or have received food-handling training (pantries) from an accredited school or the local health department while adhering to all local and state food safety guidelines.
- ✓ In addition, all agencies must receive Civil Rights training, which is offered online through the Texas Department of Agriculture. Partner agencies are responsible for documenting their training records, which will be requested by the CAFB during annual inspections. Failure to comply with this training requirement may result in a suspension of privileges with the CAFB. Please note that these trainings are separate and not taught by CAFB staff.

As always, the Agency Relations team is available to answer questions and help your agency implement these USDA policies as needed. All contact information is provided at the end of the newsletter!

Latest News & Reminders:

REGISTRATION NOW OPEN: Partner Agency Conference

Register online at www.austinfoodbank.org/power-of-food



Date: Tuesday, May 3, 2016

Location: For the City Center in Austin, TX

Time: 8:00 a.m. – 2:30 p.m.

Questions? Contact Kara Prior at kprior@austinfoodbank.org

Deadline for registration with free T-shirt: April 15

Deadline for registration: April 22

Closures: March 18

The Capital Area Food Bank will be closed Friday March 18, 2016. There will be no pick-ups, deliveries, or shop-for's on this day.

If you normally pick up or receive deliveries on this day, either order extra food the week prior to the holiday or contact Michelle White ASAP to schedule an alternate pick-up day at CAFB. Pick-up dates and times are subject to availability. Regional deliveries will not be rescheduled, but agencies who usually receive deliveries may schedule a pick-up at CAFB as our schedule permits.

This closure will affect the ordering deadlines for agencies that pick up or receive delivery on Monday, March 21 or Tuesday, March 22. Refer to chart below:

Orders for pick up or delivery on:	Your order is due on:	By:
Monday, March 21st	Wednesday, March 16 th	9:00 a.m.
Tuesday, March 22 nd	Thursday, March 17 th	9:00 a.m.

Shelf-Stable Protein

The CAFB warehouse currently has great shelf-stable alternative protein items in stock for your clients. We frequently receive inquiries about meat/protein availability, so please check out the following options!



Co-op Chunk Light Tuna in Water:
12/2.5 oz pouches.
These pouches yield more and cost less than the 5 oz. cans!
Item #C86600



Co-op Chunk Chicken Breast in water:
12/ 10 oz cans.
Item # C00658

Monthly Reports: March 1-15

February's monthly report is due March 1st but will be accepted until March 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.

Contact the Team

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