

houston**food**bank®



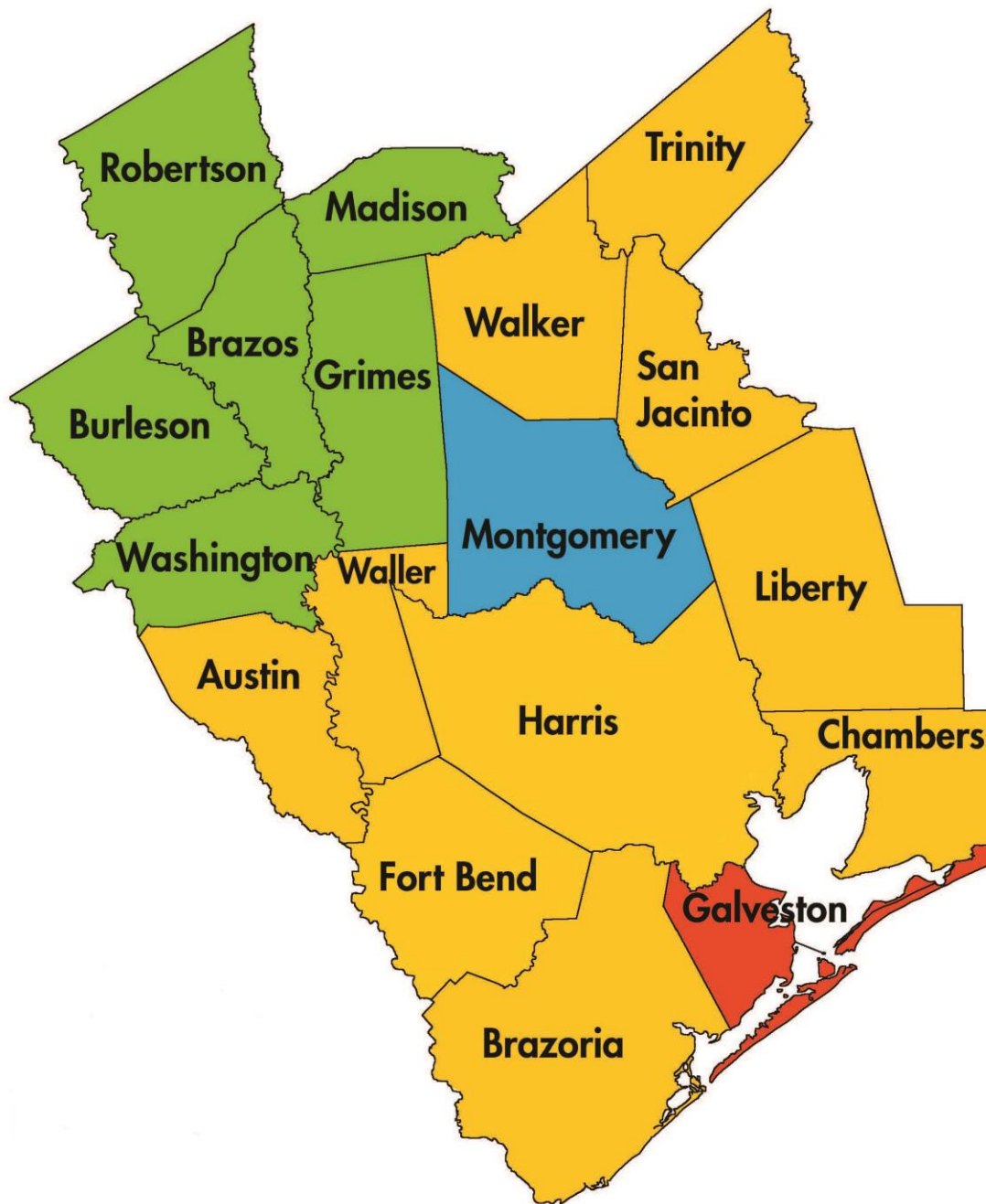
Prospective **Partner** Orientation

In this **presentation**

- **About the Houston Food Bank**
- **Benefits of becoming a Partner**
- **How to become a Partner**
- **Types of Partner Memberships**
- **Product you can expect**
- **Our ordering and delivery systems**
- **In's and Out's of being a Partner**



Leading
the **fight**
against
hunger



18
southeast
Texas
counties

600
partners



Houston Food Bank
is currently the
largest food bank in
the nation.

83 million
nutritious meals
800,000
people fed each year

Benefits of Partnership

What does it mean to be a partner?

- Year-round access to low-cost and free food
- A network of peers in hunger relief
- Services for your clients
- Services for you



Benefits of Partnership

What's in it for you?

- Guidance
- Protection
- Structure
- Information
- Affordable access to a variety of food

Becoming a Partner

Partner requirements:

- Must provide or link clients to health services and social services



- Mandatory attendance to HFB trainings

Becoming a Partner

Partner requirements:

- **501(c)(3) or 14 point criteria**
- **City/county permits**
 - Only for Food Pantries
 - Contact local Public Health Dept.
- **\$25 non-refundable application fee**
- **Complete application**

Becoming a Partner

501(c)(3)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 30 2009



Employer Identification Number:
26-4682159
DIN:
17053153005009
Contact Person:
JOHN J KOESTER ID# 31364
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 14, 2009
Contribution Deductibility:
YES
Addendum Applies:
No


Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Becoming a Partner : Food Dealer's Permits

 **CITY OF HOUSTON
HEALTH DEPARTMENT**
832-393-5100 (phone) 832-393-5208 (fax)
CHS@houstontx.gov www.houstonconsumer.org

[REDACTED]
[REDACTED]
[REDACTED]

IN CONFORMITY WITH THE STATUTES OF THE STATE OF TEXAS, THE ORDINANCES OF THE CITY OF HOUSTON, AND THE REGULATIONS OF THE HOUSTON HEALTH DEPARTMENT IS GRANTED THIS

FOOD DEALERS PERMIT-NOT FOR PROFIT
FOR
ESTABLISHMENT TYPE: 181 DESCRIPTION: FOOD PANTRY - OPEN FOOD

DATE PURCHASED	08/01/2017
DATE PERMIT BEGINS	07/31/2017
DATE PERMIT ENDS	07/31/2018
	42994
ACCOUNT NUMBER	204354

THIS PERMIT IS NOT TRANSFERABLE
PROPERTY OF THE CITY OF HOUSTON
POST IN PUBLIC VIEW

POST IN A CONSPICUOUS PLACE

HARRIS COUNTY PUBLIC HEALTH

Control Number: 160490 Establishment # 38600

PERMIT [REDACTED]

This is to Certify That [REDACTED]
has complied with the rules and regulations of this Department
and as declared under Chapter 437 Texas Health and Safety Code
is hereby granted this PERMIT.

 [REDACTED]

This Permit is to remain in full force until 12/20/2018
unless sooner revoked for non-compliance of the rules and regulations
of this Department.

Commence Date 12/21/2017 Purchase Date 12/21/2017

APPROVED

Michael R. Schaffer
Director, Environmental Public Health
\$0.00

Permit Fee \$

NON-TRANSFERABLE NON-REFUNDABLE

PROPERTY OF HARRIS COUNTY PUBLIC HEALTH - DO NOT DEFACE

Becoming a Partner

Types of Partners:



Food Pantry



Meal Site



Mobile

Types of Partners

1. Food Pantry

- Client choice distribution
- Distribute a minimum of 4 times/month
- Evening or weekend hours of operation
- No zip code restrictions
- 35 clients



Types of Partners

Food Pantry requirements

- Secured room
- Clean
- Properly ventilated
- Pest control



Types of Partners

2. Mobile Unit

- Refrigerated food pantry on wheels with nutritious perishables
- 3 hours on your secured parking lot
- No shopping strips or apartment complexes
- Fully paved entrance and parking
- Food can never be placed on the ground



Safety is #1 priority, so no exceptions

Types of Partners

Mobile Unit requirements

- If using borrowed space, you need written permission
- Distribute 2 times/month
- At least 15 volunteers
- Social Services component

Types of Partners

3. Meal Site

- Soup kitchen, shelter, residential facility
- Serve prepared meals onsite
- Regulated by TDFPS to provide licensed services to targeted population
- 25 meal site, 10 residents



Types of Partners

Meal Site requirements

- 501(c)(3) or 14 point criteria
- City/county permits
- \$25 non-refundable application fee
- Complete application

Product



- **Pallets, cases, mixed**
 - All containing consumer sized cans/packages
- **#10 cans**
- **Variety of produce and meats in a large pack**



houston foodbank **Produce**

Thank you for providing nutritious fruits and vegetables to your clients!



Use the 80-20 rule, please.

If more than 20% of the produce
in this bin must be discarded,
please notify the Houston Food Bank
and we will refund or replace it.



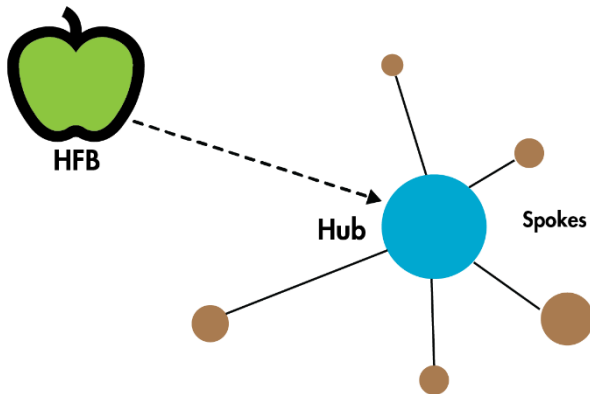
Based on the resources available to us on an ongoing basis, the Houston Food Bank is able to distribute "Grade 2" fruit and vegetables – a grade lower than the type of produce seen in most grocery stores. Variances in color and shape should not affect the wholesomeness of the produce. Some product comes directly from the grower. Your clients can safely prepare and eat it.

In general, up to 20% of any produce item you receive may need to be discarded by your agency. If your order has a higher percentage of unacceptable quality, the Food Bank will refund or replace it.

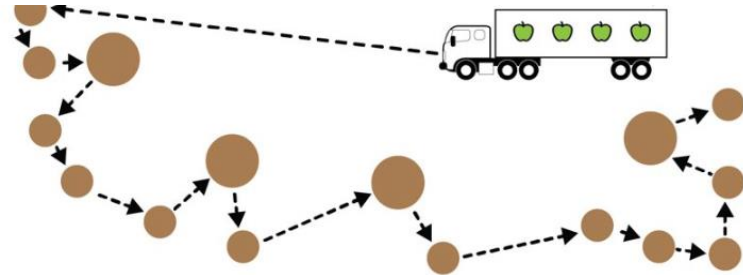
For any questions, call 832-369-9390.

Delivery System

Hub and Spoke:



Point to Point:



*Partners ordering less than 4,500 pounds on a consistent basis
will be switched to spoke deliveries

Ordering System

Defined Orders:

Orders are chosen by HFB.

- Consistent access to a wide variety of items.
- Ideal for client choice pantries.

Agency Express:

Orders are chosen by the partner online.

- Real time ordering based on Inventory

AppointmentPlus

- Mobiles
- Community Food Fairs

Annual **Fee**

3000

take**action** / leadthe**fight**



Next Steps



1. Submit Application

- 501c3, 14 Point Criteria
- Permits
- Application Fee



2. Onsite Visit

- Forms
- Pictures



3. If Approved

- Trainings: Civil Rights, Food Safety, Link2Feed
- \$500 Prepayment
- W9 copy

Becoming a Partner

Upon approval from HFB:

- **Partner organization must complete a Food Safety Certification**
Learn2Serve, Serve Safe, or Food Manager's Certificate
- **\$500 prepaid**
Applied to your account for the annual fee



**Let us serve you
so you can serve others.**



Frequently Asked Questions

- What does the annual fee cover?
- Texas Comptroller of Public accounts letter?
- How do I submit the application?
- Application Fee?
- Can a site have more than 1 delivery address?

Questions?