



## Agency Application Process and Requirements

This document outlines the process that a potential partner agency of the San Antonio Food Bank must complete in order to be approved as a member agency. Should you have any questions about this process, do not hesitate to call the Compliance & Capability Department at (210) 431-8340. Thank you in advance for your interest in working with us.

	Description / Activity
<b>Step 1: Training</b>	
<b>Partner Agency Orientation</b> Date: _____	In this session you will learn about all the SAFB Programs and Departments. You will also get an overview of the agency eligibility process as well as the overall application and approval process. During this Session you may take an application or an interest form.
<b>Food In, Food Out</b> How to run your Food Program Date: _____	During this training we will talk about what the entire process of accessing product from SAFB to distributing it to your clients. We will discuss best practices keeping in mind the policies and procedures agencies must uphold. A discussion of the required forms will help you determine proper client eligibility and perform required reporting. We will discuss Civil Rights, USDA Policies and Food Safety as well.
<b>Step 2: Application Completion</b>	
	During this step you will complete / gather the following:
	Agency Application
	Copy of 501 c 3 letter from the IRS
	Photo of the Inside and Outside of your storage area
	Pest Control Documentation
	Food Handler's License (if you are preparing meals)
	Health Inspection (if you are preparing meals)
	Food Permit (if you are preparing meals)
	Licensing for Group Home, Shelter, Daycares, Residential Centers
<b>Step 3: Inspection of Facilities</b>	
	During this step the following will occur:
	Inspection of distribution and storage location
	Recommendations for location of storage and distribution
<b>Step 4: Funding and Resources Training</b>	<b>Must be completed within four months of approval</b>
Date: _____	During this training we will give ideas for funding for agencies as well as some skill building in resource development.
<b>Step 5: Ongoing Requirements</b>	
	Ongoing SAFB requirements include:
	Having new staff of agency trained if there is turn over in management
	Mandatory attendance of an annual Agency Relations Conference
	Completion of all required documentation
	Accommodating an annual inspection / site visit from the SAFB