



Direct Service Programs Partner Agreement

This document is an agreement made between **Food Bank of South Jersey** (hereinafter referred to as **FBSJ**) located at **1501 John Tipton Blvd., Pennsauken, NJ 08110** and **[PROGRAM NAME:]** located at

[PROGRAM ADDRESS:] (hereinafter referred to as "Program"). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the **BackPack, Kids Cafe, School Pantry, Hope Mobile and/or Twilight Harvest Program(s)** as indicated by program in parts B-F of this document.

A. Program Partner AGREES TO:

- Support the local program(s) of the FBSJ by storing Product, distributing Product to clients, or providing other services to clients of an impoverished population or be located in an impoverished area in which at least 50% of the population is below poverty level.
- Not to transfer, sell or exchange Food Bank items for money, barter, or services, or use Food Bank items for fundraising purposes. (Transfer includes the removal of any Food Bank delivered product from the approved site to any other location.)
- Ensuring Food Bank items will not be used for other organizational purposes. Program partner which use Food Bank items for unauthorized purposes will be suspended and/or terminated.
- The safe and proper handling of food, which conforms to all local, state and federal regulations.
- Willingness to abide by the policies, procedures, and record keeping requirements of Feeding America, Food Bank of South Jersey and United States Department of Agriculture.
- Staff or volunteers of the program will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran.

B. BACKPACK PROGRAM PARTNER AGREES TO:

The mission of the BackPack Program (also known as Kidz Pack) is to help solve child hunger by providing nutritious and easy-to-prepare food to children to take home on weekends and school vacations when other resources are not available.



Requirements

- Distribute healthy, nutritious food to children free of charge. Clients are not to be asked for donations or requested to participate in religious services to receive food.
- Provide Kidz Packs a minimum of once a month while the program is in operation.
- Ensure the school and/or program complies with all applicable federal and local statutes, ordinances and regulations.
- Ensure staff and volunteers with direct repetitive contact with children pass a national background check.
- At least one representative must receive some form of food safety training, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association, or an equivalent training.
- [If Kidz Pack Program stores food overnight] Be available for an on-site announced or unannounced monitoring visit as often as needed from **FBSJ**.
- Store Kidz Pack Program food in a secure, sanitary and temperature controlled place away from cleaning materials and

- toxic chemicals. All food must be stored 4 inches off the floor, away from the wall and 6 inches below the ceiling.
- Distribute the Kidz Packs to program participants in accordance with the pre-determined schedule.
- Keep accurate records (for at least 5 years), must make these records available upon request to **FBSJ** personnel, submit reports and provide necessary information to **FBSJ** by the 5th of every month. If reports are not in **FBSJ** possession by the 12th of the month then the **FBSJ** is inclined to put services on hold
- Identify a Kidz Pack coordinator to be the primary contact for the Kidz Pack Program.
- Receive deliveries on the designated day and time.
- Inform **FBSJ** in writing of any changes in Kidz Pack Program personnel, days/hours of operation and/or number of children being served.
- Identify children that are chronically hungry to participate in the Kidz Pack Program.
- Use school records to identify food allergies children participating in the Kidz Pack Program may have (peanuts, milk, etc.) and flag their name so those items are not distributed to them.
- Program partner agrees to provide **FBSJ** a Kidz Pack site coordinator to be the primary contact with at least one active email address, phone number and has regular access to the Internet for the Kidz Pack Program.
- Communicate problems, requests and changes in programing to **FBSJ** in a timely manner.

C. KIDS CAFE® PROGRAM PARTNER AGREES TO:

The mission of the Kids Cafe® Program is to help solve child hunger by serving nutritious meals and snacks to children in safe, accessible sites, often in the afterschool setting and/or over the summer.



Requirements

- Distribute healthy, nutritious food to children free of charge. Clients are not to be asked for donations or requested to participate in religious services to receive food.
- Provide meals or snacks a minimum of 15 separate times a year.
- A “meal” consists of 4 of the 5 food groups of the recommended USDA MyPlate (fruit, vegetable, grain, protein and dairy). A “snack” consists of at least 2 of the 5 food groups of the recommended USDA MyPlate.
- Ensure the school and/or program complies with all applicable federal and local statutes, ordinances and regulations.
- Ensure staff and volunteers with direct repetitive contact with children pass a national background check.
- The adult to child ratio must meet [state or county child care licensing or CACFP standards – or if no applicable standards exist, at minimum 2 adults per 25 children] at all times that the Kids Cafe program is in operation.
- At least one representative must receive some form of food safety training, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association, or an equivalent training.
- Be available for an on-site announced or unannounced monitoring visit as often as needed from **FBSJ**.
- Store Kids Cafe Program food in a secure, sanitary and temperature controlled place away from cleaning materials and toxic chemicals. All food must be stored 4 inches off the floor, away from the wall and 6 inches below the ceiling.
- Distribute the Kids Cafe meals or snacks to program participants in accordance with the pre-determined schedule.
- Keep accurate records (for at least 3 years), must make these records available upon request to **FBSJ** personnel, submit reports and provide necessary information to **FBSJ** by the 5th of every month. If reports are not in **FBSJ** possession by the 12th of the month then **FBSJ** is inclined to put services on hold.
- Program partner agrees to provide **FBSJ** with the names and contact information of individuals authorized to take full responsibility for the program’s services, at least one active email address and has regular access to the Internet for the Kids Cafe Program.
- Receive deliveries on the designated day and time.
- Inform **FBSJ** in writing of any changes in Kids Cafe Program personnel, days/hours of operation and/or number of children being served.
- Offer nutrition education and/or a recreational activity or homework help each day the Kids Cafe is open.
- Communicate problems, requests and changes in programing to **FBSJ** in a timely manner.

D. SCHOOL PANTRY PROGRAM PARTNER AGREES TO:

The mission of the School Pantry Program is to help solve child hunger by providing nutritious food to children and their families in convenient, familiar and safe locations. School Pantries are typically located at a school, but may also operate in locations such as a library, park or youth organization site. Sites may have a permanent set up or may operate through a mobile distribution rotation where food is brought to the site. Sites are consistently in the same location, have set distribution schedules, and offer ongoing food



assistance services.

Requirements

- Distribute healthy, nutritious food to children free of charge. Clients are not to be asked for donations or requested to participate in religious services to receive food.
- Provide food a minimum of once a month while the program is in operation.
- Ensure the school and/or program complies with all applicable federal and local statutes, ordinances and regulations.
- Ensure staff and volunteers with direct repetitive contact with children pass a national background check.
- At least one representative must receive some form of food safety training, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association, or an equivalent training.
- Be available for an on-site announced or unannounced monitoring visit as often as needed from **FBSJ**.
- **[If School Pantry Program stores food overnight]** Store School Pantry Program food in a secure, sanitary and temperature controlled place away from cleaning materials and toxic chemicals. All food must be stored 4 inches off the floor, away from the wall and 6 inches below the ceiling.
- Distribute School Pantry food to program participants in accordance with the pre-determined schedule.
- Keep accurate records (for at least 3 years), must make these records available upon request to **FBSJ** personnel, submit reports and provide necessary information to **FBSJ** by the 5th of every month. If reports are not in **FBSJ** possession by the 12th of the month then **FBSJ** is inclined to put services on hold.
- Program partner agrees to provide **FBSJ** with the names and contact information of individuals authorized to take full responsibility for the program's services, at least one active email address and has regular access to the Internet for the School Pantry Program.
- Receive deliveries on the designated day and time.
- Inform **FBSJ** in writing of any changes in School Pantry Program personnel, days/hours of operation and/or number of children being served.
- Communicate problems, requests and changes in programming to **FBSJ** in a timely manner.

E. TWILIGHT HARVEST PROGRAM PARTNER AGREES TO:

The mission of the Twilight Harvest Program is to provide nutritious supplemental food for low-income seniors living in assistant housing or access to senior community centers. The monthly food distribution serves approximately a 2 week supply of groceries based on seniors' nutrition needs. Program sites may provide pre-packaged food or offer a client choice model distribution. Each program site location may have a permanent set up or may operate through a mobile distribution rotation where food is brought to the site. Sites are consistently in the same location, have set distribution schedules, and offer ongoing food assistance services.

Requirements

- Distribute healthy, nutritious food to seniors free of charge. Clients are not to be asked for donations or requested to participate in religious services to receive food.
- Provide food a minimum of once a month while the program is in operation.
- Ensure the program complies with all applicable federal and local statutes, ordinances and regulations.
- At least one representative must receive some form of food safety training, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association, or an equivalent training.
- Be available for an on-site announced or unannounced monitoring visit as often as needed from **FBSJ**.
- **[If Twilight Harvest Program stores food overnight]** Store Twilight Harvest Program food in a secure, sanitary and temperature controlled place away from cleaning materials and toxic chemicals. All food must be stored 4 inches off the floor, away from the wall and 6 inches below the ceiling.
- Distribute Twilight Harvest food to program participants in accordance with the pre-determined schedule.
- Keep accurate records (for at least 3 years), must make these records available upon request to **FBSJ** personnel, submit reports and provide necessary information to **FBSJ** by the 5th of every month. If reports are not in **FBSJ** possession by the 12th of the month then **FBSJ** is inclined to put services on hold.
- Program partner agrees to provide **FBSJ** with the names and contact information of individuals authorized to take full responsibility for the program's services, at least one active email address and has regular access to the Internet for the Twilight Harvest Program.
- Receive deliveries on the designated day and time.
- Inform **FBSJ** in writing of any changes in Twilight Harvest Program personnel, days/hours of operation and/or number of seniors being served.

- Communicate problems, requests and changes in programming to **FBSJ** in a timely manner.

F. Hope Mobile PROGRAM PARTNER AGREES TO:

The mission of the Hope Mobile Program is to provide nutritious supplemental food for low-income families and individuals living in remote areas currently not served or inadequately served by food pantries and other emergency feeding programs. The Hope Mobile Program delivers food directly to the people in need, thus providing an immediate solution to hunger and malnutrition. The Hope Mobile Program also provides complementary services during distributions and in interim periods, including nutrition education, cooking demonstrations, gardening, health screenings, and access to complementary government resources-food stamps, health care needs, etc. Sites are consistently in the same location, have set distribution schedules, and offer ongoing food assistance services.

Requirements

- Distribute healthy, nutritious food to families and individuals free of charge. Clients are not to be asked for donations or requested to participate in religious services to receive food.
- Provide food a minimum of once a month while the program is in operation.
- Ensure the program complies with all applicable federal and local statutes, ordinances and regulations.
- At least one representative must receive some form of food safety training, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association, or an equivalent training.
- Be available for an on-site announced or unannounced monitoring visit as often as needed from **FBSJ**.
- Distribute Hope Mobile food to program participants in accordance with the pre-determined schedule.
- Keep accurate records (for at least 3 years), must make these records available upon request to **FBSJ** personnel, submit reports and provide necessary information to **FBSJ** by the 5th of every month. If reports are not in **FBSJ** possession by the 12th of the month then **FBSJ** is inclined to put services on hold.
- Program partner agrees to provide **FBSJ** with the names and contact information of individuals authorized to take full responsibility for the program's services, at least one active email address and has regular access to the Internet for the Hope Mobile Program.
- Receive deliveries on the designated day and time.
- Inform **FBSJ** in writing of any changes in Hope Mobile Program personnel, days/hours of operation and/or number of clients being served.
- Communicate problems, requests and changes in programming to **FBSJ** in a timely manner.

G. FOOD BANK OF SOUTH JERSEY AGREES TO:

- Appoint a primary contact for the Program to provide administrative oversight and leadership.
- Identify and procure staple food items and/or supplies necessary for the operation of the Program.
- Provide or coordinate training opportunities for Program staff and volunteers as appropriate, such as program administration, safe food handling and nutrition education.
- Ensure that Program partners meet national and local Program objectives through monitoring and periodic site visits [at least once every two years] during designated hours of operation. Any issues will be communicated in writing to the Program partner within seven business days.

H. GENERAL PROVISIONS

This Agreement may be terminated at will by either party with written notice delivered to either. Upon termination of this agreement, the Program Partner will return any equipment, materials and/or food provided by **FBSJ** or the Program to **FBSJ** within 30 days of termination date.

We agree to comply with the standards in operating the following Programs:

Mark (X) if Operating	Name of Program	Name of Main Contact or Coordinator
	BackPack Program (Part B)	
	Kids Cafe® Program (Part C)	
	School Pantry Program (Part D)	
	Twilight Harvest Program (Part E)	
	Hope Mobile Program (Part F)	

I. SIGNATURES

The Program's authorized representative's signature below confirms that the Program site is accepting and agrees to abide by all terms of this agreement.

Program Partner Signature:

 Program Partner Signature (Organization Director/Principal/Program Representative) Date

 Print Name of representative who signed this agreement

Food Bank of South Jersey Signature:

 Food Bank of South Jersey Signature (Manager/Program Coordinator) Date

 Print Name of representative who signed this agreement