

Akron-Canton Regional Foodbank 2011 USDA & Ohio Commodities Agreement



In order to receive USDA and Ohio commodities distributed by the Akron-Canton Regional Foodbank, _____ agrees to and will comply with the following criteria:

The agency named above:

1. Will sign and abide by both the Akron-Canton Regional Foodbank's current Membership & Liability Release Agreement.
2. Will provide an emergency food assistance program a minimum of once per month, and will not deny any eligible client access to this program on a monthly basis.
3. Will maintain a copy of the Ohio Food Programs Manual on site and will abide by these guidelines.
4. Will display prominently for all clients to be able to read the "And Justice For All" poster and current Income Eligibility Guidelines.
5. Agrees to accept and incorporate any changes to existing or new guidelines/policies that may be announced or published by the Ohio Department of Job & Family Services or the Foodbank.

In addition, if operating a food pantry program:

6. Will use the "Eligibility To Take Food Home" form, hereinafter referred to as Eligibility form, in the format provided by the Akron-Canton Regional Foodbank and will not modify the format in any way.
7. Will require seeing a photo ID to verify the client's personal information on the Eligibility form.
8. Will **NOT** collect, track or write any additional information on the client's Eligibility form, front or back and will not attach any other document to the form.
9. Will have clients sign and date an Eligibility form each time they receive food from the pantry.
10. Will change to the most current Eligibility form each year by the established deadline.
11. Will retain completed Eligibility forms on site for a period of three (3) years and will have all of the forms available for audit review and yearly inspections as requested by government representatives, donors and the Akron-Canton Regional Foodbank.
12. Understands that the agency may be asked to reimburse the State full cost of the USDA and state food received from the Akron-Canton Regional Foodbank if we fail to maintain Eligibility forms for a period of three (3) years.
13. Understands that if a records retention discrepancy is discovered during an audit review, the agency will be prohibited from receiving any federal or state funded food until the discrepancy is addressed and compliance is maintained for a period of six (6) months.
14. Will contact the Akron-Canton Regional Foodbank to arrange storage of all Eligibility forms in the event the agency/program closes, is discontinued or other circumstances prohibit on-site storage of records.

(Signature and Title of Legally Authorized Agent)

(Date)

(Print Name of Legally Authorized Agent)

(Print Title of Legally Authorized Agent)

(Agency Name)

(Account #)

(Complete Address of Agency)

(City)

(Zip Code)

FOR OFFICE USE ONLY

Date Received: _____ Staff Member: _____

Date Copy Sent: _____ Mailed Faxed Emailed Copied Onsite