



Agency
Partnership
Application

In the operation of the Brazos Valley Food Bank,
participants are not discriminated against because of race,
sex, color, national origin, age, or disability.

Fostering Partnerships, Feeding Hope

Dear Friend,

Thank you for your interest in the Brazos Valley Food Bank. Enclosed is an application for partner agency membership, which must be completed, signed and returned to the Food Bank. Incomplete applications will not be accepted. Please put NA (not applicable) in areas that do not apply to your agency.

In addition to this application, documentation of your organization's non-profit, tax-exempt status is required. **Your application will not be considered without proof of one of the following:**

Please check the proof of 501(c)(3) you will submit:

_____ Federal tax-exempt status as a 501(c)(3) organization. A copy of the determination letter from the Internal Revenue Service is required.

_____ A copy of a current letter, written on letterhead stationary, from the governing church body (i.e., Baptist State Convention or Seventh Day Adventist) documenting its exempt status and the church's membership in that organization.

_____ If your church does not belong to a large, tax-exempt organization, please provide a letter on your churches letterhead with a statement from the pastor stating that your church sponsors the program. The letter should state the church is unincorporated, has not applied to the IRS for 501 (c) (3) status and been denied or has not had its 501 (c) (3) revoked by the IRS. The letter should also state that the church is recognized by the Internal Revenue Service and meet the definitional requirements to qualify as a church.

The Internal Revenue Service Church Qualifier Form, must be signed and returned with the application.

If a church operates a day care center, and wants that service to be eligible for membership, documentation must be submitted to prove the church's status and its relationship to the day care. In addition, at least 50% of the children attending the day care must be legitimately needy (referred by DSS or receiving a need-based scholarship)

Any program charging a fee for services also must show that at least 50% of the clients are eligible according to federal poverty guidelines.

You will be contacted by a Food Bank agency services representative when the completed application form and proof of your organization's non-profit, tax-exempt status has been received. At that time an appointment will be set to meet with you at your organization to discuss your program in greater detail and to arrange a site visit to your agency.

If you have any questions, please do not hesitate to call.

Sincerely,

The Brazos Valley Food Bank

Our Mission:

The Brazos Valley Food Bank, Inc.– the Junior League Center- strives to alleviate hunger in the Brazos Valley by distributing food and educational resources to our neighbors in need through a network of hunger relief partners.



SECTION I: GENERAL INFORMATION

Agency/Church Name: _____

Physical Address: _____

City _____ State _____ Zip Code _____ County _____

Mailing Address (if different): _____

City _____ State _____ Zip Code _____ County _____

Name of Executive Director or Legal head of Organization: _____

Phone Number: _____ Fax Phone Number _____

E-Mail Address: _____

SECTION II: DOCUMENTATION OF NON-PROFIT AND TAX-EXEMPTIONS STATUS

Choose one of the following:

_____ Organization has a federal tax-exempt status under 501(c)(3) of the Federal Code?

Please attach a copy of your determination letter from the IRS.

Continue to SECTION III

or

_____ Organization is part of a larger parent organization, which has a tax exempt status under section 501 (c)(3) from the Internal Revenue Service and will be legally responsible for the operations & liabilities of the program?

Please attach a copy of your parents organizations determination letter from the IRS and a letter from your parent organization which states their sponsorship of the program. This letter must be on your parent organizations letterhead.

Name of Parent or Affiliate Organization _____

Physical Address: _____

City _____ State _____ Zip Code _____ County _____

Continued to SECTION III

or

_____ State form Pastor on letterhead and completion of the form titled "The Internal Revenue Service Church Qualifier Form

Continue to SECTION III

AGENCY APPLICATION CONTINUED NEXT PAGE

SECTION III: AGENCY INFORMATION

Does your agency submit an I-990? (if yes, please attach) _____ Yes _____ No

Is your agency audited annually? _____ Yes _____ No

How many individuals serve on Board of Directors/Board of Trustees? _____

How often do they meet? _____

Do you currently receive USDA commodities? _____ Yes _____ No

If yes, from whom? _____

How long has your food program been in operation for? _____

How is your program funded? _____

SECTION IV: PROGRAM INFORMATION

Services your agency provides:

_____ Food	_____ Clothing	_____ Shelter
_____ Counseling	_____ Referrals	_____ Transportation
_____ Money for rent, utilities, etc.	_____ Training	Other: _____

Population served:

_____ Transient	_____ Elderly	_____ Youth	Other: _____
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Which of the following best describes your food program? Please check all that apply.

_____ Soup kitchen	_____ Emergency shelter
_____ Youth program	_____ Senior program
_____ Rehabilitation program	_____ Emergency food pantry
_____ Day care	_____ Other on-site feeding program
_____ Other: _____	

Number of people/families served weekly/monthly: _____

Agencies that serve meals:

Type of meals served if applicable:

_____ Breakfast	_____ Lunch	_____ Dinner	_____ Snacks
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Number of people served daily: _____

Does your program keep records of food distribution/meals served? _____ Yes _____ No

Do you have adequate storage space for your food program? _____ Yes _____ No

AGENCY APPLICATION CONTINUED NEXT PAGE

Do you have refrigerators? _____ Yes _____ No
If yes, how many? _____

Do you have freezers? _____ Yes _____ No
If yes, how many? _____

What days and hours is your pantry open?
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday _____

Do you, at any time, ask those you provide food to for a donation? _____ Yes _____ No
If yes, please explain. _____

Do you charge any fees for services provided? _____ Yes _____ No
If yes, please explain: _____

Are you able to pay the shared maintenance fees charged by the BVFB? _____ Yes _____ No
If no, please explain _____

Does your agency have written client eligibility requirements or rules for acceptance and participation in your program?
If yes, attach a copy of form used for screening _____ Yes _____ No

Are records, documenting eligibility, kept on clients receiving food? _____ Yes _____ No

Are you willing to submit monthly statistics of those served to BVFB? _____ Yes _____ No

May we add you to our referral list? _____ Yes _____ No

I have read the BVFB Agency Agreement, Liability Release Form, and the TEXCAP Commodity Agreement and will act in accordance with all. If approved by the Board of Directors, I will submit signed copies of these documents. Upon approval, I understand that I must attend an agency orientation and training.

I have attached all required documentation needed for consideration to become an agency of the BVFB..

Date: _____ / _____ / _____

Signed for the Agency: _____

Who We Are:

A central distribution site in the Brazos Valley that unites food donors, volunteers and hunger-relief agencies, the Brazos Valley Food Bank reclaims, then distributes surplus food to local partners— nonprofit organizations and church-sponsored pantries that, in turn, bring nourishment and hope to our neighbors in need.

The Internal Revenue Service Church Qualifier

The Internal Revenue Service uses the 14 characteristics to determine whether an organization qualifies as a church. In accordance with this provision _____ (name of Church) has established a policy which requires that said organization functions as an independent, unincorporated church. We certify that at least nine of these characteristics are evidence by their program. The characteristics are as follow,

Please check all that apply:

- A distinct legal existence
- A recognized creed and form of worship
- A definite and distinct ecclesiastical government
- A formal code of doctrine and discipline
- A distinct religious history
- A membership not associated with any (other) church or denomination
- A complete organization of ordained ministers ministering to their congregations
- Ordained ministers elected after completing prescribed courses of study
- A literature of its own
- Established places of worship
- Regular congregations
- Regular religious services
- Sunday schools for religious instruction for the young
- Schools for the preparations of its ministers

As duly authorized officers of _____(church Name), we certify that this organization meets the requirements indicated for identification as a church.

Date _____

Church Name: _____

Address, City, State, Zip: _____

Pastor Name: _____

AGENCY AGREEMENT

For good and valuable consideration from the Brazos Valley Food Bank (“BVFB”), the receipt and sufficiency of which are hereby acknowledged, the undersigned Agency (the “Agency”) agrees as follows:

SECTION I. Agency Criteria

1. The Agency is a private, non-profit organization that has received a written determination letter from the Internal Revenue Service (IRS)* that it is:
 - A. An organization described in Section 501(c)(3) of the IRS Code of 1954;
 - or
 - B. An indisputable church that is considered tax exempt under Section 501(c) (3).

**The Agency will notify BFB immediately of any changes in its tax-exempt status.*

2. The Agency serves a population in need (ill, elderly, children, victims of crisis, the indigent, etc.).
3. The Agency has a program that keeps regularly scheduled hours throughout the week or month or that is part of a telephone referral system that is accessible to the public.
4. The Agency has a governing Board of at least five (5) unrelated members who meet at least quarterly.

SECTION II. Individuals Served

1. The Agency has criteria describing who it will serve and apply those criteria to all individuals on a non-discriminatory basis. The rules for acceptance and participation in the Agency’s program are the same for everyone without regard to race, religious status, sex, national origin, age, disability, sexual preference or political affiliation.
2. The Agency will not require any individual to attend a religious or political meeting, make a statement of faith, or pledge membership to any religious or political organization in exchange for product received.
3. The Agency must visually display a sign that lists the following:
 - Day and hours of distribution
 - Income guidelines of who they serve
 - Area served (city, county, zip code, etc)
4. The Agency must have visually displayed Civil Rights signs, if USDA product is distributed, in the food distribution area.
5. The Agency will not sell or require any fee or charge in association with the distribution of product received from the BVFB.

SECTION III. Use of BFB Product

1. The Agency guarantees that the products received from BVFB will be used only for distribution to those in need that the Agency serves. The Agency understands that BVFB reserves the right to limit the quantity and type of product received by any agency or program.

AGENCY AGREEMENT CONTINUED NEXT PAGE

2. The Agency guarantees that donated product obtained from the BVFB shall not be used for fundraising activities, administrative meetings, banquets or administrative related dinners. These actions constitute a misuse of product.
3. The Agency guarantees that in accordance with IRS ruling 170 (e), all products received by the Agency from BVFB will not be sold, bartered or exchanged for services.
4. If the Agency receives USDA commodities, the Agency is required to distribute the commodities monthly to anyone in need. USDA commodities distribution cannot be restricted by Agency internal policy. USDA commodities must be distributed fairly and equably among clients.
5. The Agency agrees to distribute the oldest product first.
6. The Agency agrees not to give BVFB product to another agency without prior approval from BVFB.
7. All products received from BVFB by the Agency will remain at all times subject to the restrictions set forth in this Agreement.

SECTION IV. Product Storage

1. The Agency will take all product obtained at BVFB directly to its own storage site that BVFB has approved.
2. The Agency will inspect product upon receipt and will not distribute unfit product. The Agency has the right to refuse any product from BVFB that it feels is inferior or undesirable in any way.
3. The Agency will contact BVFB to report any unfit product.
4. The Agency will inspect product upon receipt and ensure that what was ordered is what was received.
5. The Agency must not store or distribute food from any property that also serves as a private residence. Any change in the location of the Agency or storage site must be reported to BVFB in a timely fashion.
6. The Agency agrees that all pantries, food storage areas, refrigerators and freezers containing product from BVFB are to be kept locked and separated from all other agency programs. Food and other product received from BVFB are for those in need from the approved program only.
7. The Agency must have adequate, clean, dry storage for all products received from BVFB at any one time.
 - a. Product must be:
 - i. Stored in a secure room that will prevent entry of bugs and rodents
 - ii. Stored on non-porous surfaces (no bare wood, rusty metal or shelf-liner). Paint wood/metal with light-colored, oil-based enamel paint.
 - iii. Stored properly. No repackaging of products, except for rice and beans.
 - iv. Kept, whether in bags or boxes, off the floor. The use of pallets for food storage is not recommended.
 - v. Stored safely. The Agency guarantees that non-food items are stored separately from food. Non-food items should not be stored above or mingled with food.
 - vi. Kept in a clean area. The Agency agrees to check and clean all food storage areas weekly (floors and shelving can be sanitized with one tablespoon of bleach to a gallon of water). Refrigerators and freezers should be wiped down as soon as spills occur.

8. The Agency agrees to keep the temperature of the pantry between 75 and 80 degrees. Proper ventilation is important.
9. If the Agency receives perishable food from BVFB (produce, frozen items, etc.), it guarantees that it has adequate cooler and freezer space to store, transport and deliver it safely.
10. The Agency agrees to store all perishable items at safe temperatures
 - a. Average safe temperature for refrigerators is 34 to 40 degrees F
 - b. Average safe temperature for freezers is -15 and -0 degrees F
11. The Agency agrees to maintain temperature logs, recorded every 48 hours. All refrigerators and freezers are required to have thermometers.
12. The Agency agrees to refrigerate all USDA grain products (flour, corn meal, rice, etc.) from May – September to deter contamination by pest invasion.
13. The Agency must have visually displayed state licensed pesticide application.
14. The Agency must have reasonable fire protection measures in place (i.e. fire extinguishers).

SECTION V. Required Paperwork

1. The Agency agrees to use the BVFB Order Form to request product orders. The Order Form can be emailed, faxed or mailed. The Agency agrees to allow the BVFB two (2) days to process all orders for pick-up and three (3) days for all orders being delivered.
2. The Agency will obtain from each individual served information reasonably requested by the BVFB.
3. If distributing USDA product, the Agency must use the Household Application for USDA Donated Commodities, Form 1555. The Agency agrees that if it utilizes its own Client Intake Form that the USDA certification form and this intake are separate. Individuals, by law, are only required to fill out the USDA certification form if the pantry distributes USDA product.
4. The Agency agrees to complete and return Monthly Statistical Reports to BVFB no later than the 10th of each month. Failure to comply may result in probationary status, which means temporary loss of food bank membership privileges.
5. The Agency agrees to supply copies of client sign-in sheets along with Monthly Statistical Reports.
6. Upon request, the Agency will provide BVFB copies of each Intake Form it collects annually from individuals, to ensure that there is a signed, completed intake for each individual reported each month
 - i. or
7. Upon request, the Agency will provide BVFB, Community Development Block Grant (CDBG) staff of Bryan and College Station and/or Housing and Urban Development (HUD) representatives reasonable access to all Intake Forms and other materials relating to Agency operations.
8. The Agency agrees to supply the following up to date documentation to the BVFB on an annual basis when requested:
 - a. IRS 501c3 letter
or

- b. Letter on church letterhead, signed by the pastor, stating that the church is listed with the IRS, plus a letter from your denomination office stating church affiliation or a copy of your regional or local directory and a copy of the page on which your church name appears
 - c. Current Board of Director list
 - d. Minutes from last two Board of Director meetings
 - e. Eligibility guidelines for clients
 - f. Description of program, services provided and hours of operation (any major program changes must be reported to BVFB in a timely fashion)
 - g. Health inspection report issued through the city, county or state (if applicable)
 - h. Food Dealer's permit (if applicable)
 - i. Pest control agreement or proof of pest services
 - j. Current agency brochure
9. Upon request, the Agency agrees to share at least one client success (respecting client confidentiality) story that resulted from partnering with BVFB.

SECTION VI. Monitoring

1. The Agency shall permit an annual pantry/kitchen and food storage monitoring visit from representatives of BVFB.

SECTION VII. Agency Training

1. The Agency agrees to send at least one Agency representative to the BVFB's mandatory annual agency training held each fall. Failure to comply may result in probationary status, which means temporary loss of food bank membership privileges.

SECTION VIII. Fiscal Responsibilities

1. The Agency agrees to pay shared maintenance fees in a timely fashion (i.e. within 30 days of receipt). Delinquent reimbursement of shared maintenance contributions could be grounds for probation. Failure to comply may result in probationary status, which means temporary loss of food bank membership privileges.
2. The Agency guarantees that shared maintenance fees will not be paid with cash, money orders or personal checks.
3. The Agency guarantees that shared maintenance payment will be in the form of a check issued from the Agency that is acting as the Fiscal Agent (i.e. the Agency with 501c3 status).
4. The Fiscal Agent (i.e. the Agency with 501c3 status) is responsible for Agency payment if the Agency is delinquent in payment.

SECTION IX. Feeding/Meal Sites

1. If the Agency processes BVFB product in some manner (such as serving prepared meals or repackaging the food) its kitchens must be:
 - a. Clean;
 - b. Inspected by BVFB personnel before use;
 - c. Have adequate refrigerated and frozen storage;
 - d. Operating in a facility with personnel that meet or exceed the local Health Department regulations.

2. Agencies processing BVFB product onsite must also provide the BVFB with the following documentation, as required by state or local regulations:
 - a. Menus
 - b. Food Handler Permits
 - c. Food Handler Certificates
 - d. Food Manager Certificates
 - e. Health Inspector Reports
 - f. Occupancy Permits
 - g. State license (residential facilities only)

SECTION X. Release of Liability

1. The Agency releases both the original donor of product and BVFB from any liability resulting from the condition of the received product and further agrees to indemnify and hold BVFB and the original donor free and harmless against all and any liability, damage, losses, claims, causes of action and suits of law or in action of Agency in connection with its storage or use of the food received even if caused by the sole or concurrent negligence of BVFB, according to IRS Article 4476-5C Title 71.

SECTION XI. Client Complaints

1. The BVFB reserves the right to place any Agency on probationary status (which means temporary loss of food bank membership privileges) if the BVFB receives more than one complaint from more than one client about the Agency's services. BVFB will investigate the matter with the Agency and if the complaint is without merit, probationary status will be lifted. If the complaint has merit, BVFB will make every attempt to work with the Agency to rectify the situation. When BVFB feels confident in the Agency's ability to prevent future complaints, probationary status will be lifted.

SECTION XII. Inactive Status

1. The Agency understands that failure to order product from BVFB within a nine (9) month period will result in Inactive Status. Inactive status can lead to termination, upon which the Agency loses all rights and privileges of food bank membership.

SECTION XIII. Agreement Termination

1. This Agreement may be terminated by either party upon written notice to the other party with or without cause at any time.

Agency Name

Signature of legal head of Agency/Pantry or Pastor

Date

Signature of Fiscal Agent Representative (if applicable)

Date

Agency Name



LIABILITY RELEASE

WHEREAS, the Brazos Valley Food Bank (hereinafter referred to as **BVFB**) has offered to provide and supply certain foodstuffs and related items, as available, to _____, a 501(c)(3) charity, hereinafter, referred to as "Donee: and,

WHEREAS, Donee has warranted to **BVFB** that all items received will be duly inspected by a qualified member of their staff and determined by them to be "apparently wholesome" as that term is hereinafter defined and found fit for human consumption, or they will not be accepted.

THEREFORE, Donee hereby warrants, represents, guarantees and promises to **BVFB** as follows:

- 1) That it is a non-profit organization and has been awarded the status of 501(c)(3) by the Internal Revenue Service.
- 2) That Donee will distribute food that is "apparently wholesome" and will not distribute any food to any person which is not "apparently wholesome" or allow any person to consume any food that is not "apparently wholesome". "Apparently wholesome" is hereinafter defined as meeting all quality standards of local, county, state and federal agriculture and health laws and rules, even though the food is not readily marketable due to appearance, age, freshness, grade, size, surplus or other conditions, but does not include canned goods that are leaking, swollen, dented on a seam or no longer airtight.
- 3) That it will not accept from **BVFB** any food that is not "apparently wholesome".
- 4) That **BVFB** and the primary donor have specifically disclaimed any warranties or representation, express or implied, as to the purity or fitness of consumption of any or all such donated items.
- 5) That all items accepted are accepted in "as is" condition.
- 6) That Donee will utilize employees or volunteers having sufficient training experience and expertise in the evaluation, handling preparation, and feeding of donated items to safely and properly judge, handle, prepare and feed them.
- 7) That Donee, because of this qualification of its personnel, as above specified, hereby accepts full responsibility for the purity and fitness for human consumption of any and all items accepted.
- 8) That Donee will serve the product as soon as possible, to provide maximum palatability and freshness.
- 9) **That Donee hereby warrants and guarantees to BVFB and to the primary donor that it will hold them harmless from any and all liabilities, claims, losses, causes of action, suits of law or in equity, or any obligation whatsoever arising out of or attributed to any action by Donee in connection with its storage and/or use of the items supplied to it by BVFB, even though caused by the sole or concurrent negligence of Donee or BVFB.**
- 10) That the Donee will use the items only in a use related to its exempt purpose and solely for the feeding of the ill, the needy or infants.
- 11) That Donee will neither offer for sale, sell, transfer nor barter the items supplied by **BVFB** in exchange for money, other properties or services.
- 12) Donee agrees to meet requirements of BVFB Agency Agreement.

LIABILITY RELEASE CONTINUED NEXT PAGE

The undersigned hereby warrants that he/she is a legally-warranted and authorized agent of Donee, whose name appears below, and by his/her legal signature does hereby bind it to the terms, condition and limitations of this document of release.

Agency Name

Signature of legal head of Agency/Pantry or Pastor

Date

Signature of Fiscal Agent Representative (if applicable)

Date

Agency Name



TEXCAP COMMODITY AGREEMENT

In order to be eligible to receive and distribute USDA commodities, I, the authorized representative of _____ agree to the following conditions:

ALL AGENCIES

- 1) Agree to:
 - a) Conduct Civil Rights training at least once a year for volunteers and staff using the Civil Rights Training For The Special Nutrition Program. The Brazos Valley Food Bank will provide you with this manual.
 - b) Display the poster “AND JUSTICE FOR ALL” AND “YOUR RIGHTS” (English and Spanish versions). These posters must be visible to you clients. The Brazos Valley Food Bank will provide you with these posters.
- 2) Protect the confidentiality of clients receiving USDA commodities.
- 3) Do not require a household to:
 - a) Prove identity
 - b) Clarify or proof citizenship or alien status
- 4) May not require, solicit, or accept payment in money, material, or services for or in connections with receiving commodities from commodity recipients.
- 5) May not require an individual or households to join, attend meetings of, pay dues to specific organizations as a condition of receiving USDA commodities.
- 6) Agency agrees to keepTEXCAP invoices for 3 years and 3 months.
- 7) Agency agrees not to stockpile USDA commodities.
- 8) Agree not to sale, barter, trade, or transfer any USDA commodities
- 9) Agrees to an annual audit to ensure program compliance, according to the terms and conditions of agreement, including storage and warehousing practices, inventory controls, reporting and record keeping, and other aspects of agency programs.

PANTRIES, SUPPLEMENTAL PANTRIES AND MASS DISTRIBUTION

- 10) USDA commodities are to be distributed to those who qualify under the following conditions:
 - a) Household income may not exceed 185% of the federal poverty level. (Proof of income is not required)
 - b) A household with income exceeding the maximum limit, may qualify for USDA commodities based upon an emergency need.
 - c) A household that receives TANF, (Temporary Assistance to Needy Families), Food Stamps, SSI, and /or Medicaid.

- d) Distribute USDA commodities to households in equitable manner.
- 11) Method of distributing commodities must be in an equitable manner, on a first come, first serve basis, and at intervals which are at least monthly.
- 12) Agency must determine household eligibility for USDA commodities at the initial certification and at least yearly thereafter. The agency must use USDA Form H1555.

ON-SITE FEEDING AGENCIES ONLY

- 13) Written guidelines to determine your client's eligibility. This is a statement, on your letterhead, declaring you are a non-profit organization serving the needy, elderly, and/or infants and children and how you determine your clients eligibility.
- 14) Other than a record of the number of meals served, there are no documentation requirements for eligibility for meals.
- 15) A person who requests a meal containing USDA commodities is not required to pay in money or in-kind (i.e. labor, service, or activity) for the meal.

MASS DISTRIBUTION AGENCIES ONLY

- 16) The public must be informed of mass distributions of USDA commodities and public notices must:
- ↪ Target needy households whose members are unemployed or have low-income and households which include elderly or disabled people.
 - ↪ Include the locations of distributions sites
 - ↪ Provide the days and hours of distributions.
 - ↪ Include Civil Rights discrimination statement in public notice.

ALL AGENCIES

- 17) As indicated by audit/monitoring findings or information otherwise received by the Brazos Valley Food Bank, the agency is required to submit for the Brazos Valley Food Banks' approval, a plan to correct deficiencies or problems, and/or to comply with the agreement. The agency must submit a report to the Brazos Valley Food Bank when a corrective action plan is complete. The Brazos Food Bank will approve the completed report or return it to the agency for additional action. Otherwise, the Brazos Valley Food Bank may:
- a) Terminate those portions of an agreement which relates to receiving USDA commodities, if the agency refuses or fails to correct deficiencies or problems, or to comply with agreement requirements according to the corrective action plan or
 - b) May amend or modify a corrective action of agency based on new information, changes in circumstances, or progress to date, and or extend time frames for an agency who makes good faith efforts to correct deficiencies or problems, or to comply with requirements.
- 18) USDA Commodities are distributed by priorities:

Priority #1 – To agencies which provide emergency food assistance, such as soup kitchens, food pantries, and agencies who distribute directly to needy households and shelters.

Priority #2 –Commodities, which remain after Priority #1 needs are met, are distributed to agencies which provide non-emergency services and prepared meals. These agencies include group treatment centers and other group living arrangements.

I have read and understood the Texas Department of Human Services USDA Commodities manual, section 4000. I, the undersigned, do hereby agree to abide by all the rules set forth herein.

Agency Name

Signature of legal head of Agency/Pantry or Pastor

Date

Signature of Fiscal Agent Representative (if applicable)

Date

Agency Name