



## **AGENCY ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP**

### **FOOD BANKS AND MEAL PROGRAMS**

1. Any agency applying for membership to Food Lifeline must be a non-profit organization with a valid 501(c)3 IRS determination letter, operating in Washington State. If agency is being sponsored by another or parent 501(c)3 organization, a letter of sponsorship that includes confirmation of fiscal responsibility on sponsor's letterhead must accompany the application letter and 501(c)3 IRS letter. May not be a private foundation.
2. Agency must have a functioning board of directors or equivalent. Agency will be required to supply names, titles, and contact information.
3. There must be adequate staffing, which may include volunteers, to fulfill food program operations and meet necessary record-keeping and reporting requirements.
4. Agency must have a proven food program and provide food directly to low-income people in need as a food bank/pantry, on-site meal program, or home delivery system at no cost to the client.
5. No fee may be assessed by agency/program for recipient to receive food.
6. Recipients must not be required to participate in a religious or political activity to receive food.
7. Agency's food program must have been in operation for at least one year.
8. Agency must have diverse sources of food and funds. Agency agrees that Food Lifeline will not be its only source of food used for service to clients.
9. Agency food program must be serving "ill, needy, or infant" in a defined (un- or under-served) population or area, which is not being helped by another member agency of Food Lifeline.
10. Agency must have proof of an organized, adequate record-keeping system in place for receipting product, tracking the number of clients served annually, reporting finances, etc. as a measure of accountability. Records must be maintained on a monthly basis.
11. Agency must have adequate and regular access to a computer and internet.
12. Agency must have satisfactory on-site storage space and food program facilities that meet Food Lifeline and health department food safety and sanitary standards.
13. Agency must have adequate transportation available to ensure scheduled pick-ups and safe transport of food products and to return all loaned equipment used in the transport of food.
14. Agency/program representatives must be knowledgeable of proper and safe inventory control procedures, food storage practices, and food preparation and distribution methods that are appropriate to food program operations. Food handler permits issued by the health department are highly recommended for all food program personnel, including volunteers. There must be a person in charge with a food handler permit on site any time donated food is present, even outside of volunteer and distribution hours.

15. Food received through Food Lifeline's programs, including Online Ordering, Grocery Rescue, Foodservice Rescue and Shop the Dock can only be shared with other Food Lifeline member agencies and handling must meet program requirements as applicable.