



## Pre Partnership information for Prospective Hunger-Relief Partners

### What is a 501(c) 3?

A federal IRS letter of determination, **not** a state tax exempt form ([www.irs.gov](http://www.irs.gov)).

Your agency is eligible to become a partner by one of the following:

- Having a 501(c)3
- Being part of an Umbrella-Owned and Operated parent organization who has a 501(c)3 status. We must have a copy of the 501-c-3 and a letter attached saying it is okay to use.

### What do we look for in a site inspection?

- Food and non-food household items are stored in separate areas.

No storing of poisons, cleaning supplies and other non-food items in the same storeroom as food without some physical barrier that separate the two.

- You have a clean storage area, proper temperature and a secure room.
- You practice "First In, First Out" food distribution.
- You have working thermometers in both refrigerator and freezer and use temperature logs each day the pantry is open.
- 32 – 41 degrees for a refrigerator and Zero (0) degrees and below for freezer.
- Dry Storage 70-80 degrees.
- All food is stored 6 inches off the floor, 10 inches from the ceiling, 18 inches from the wall is ideal, however a minimum of 6 inches is acceptable and shelving has a sealed finish.

*Correct storage: Reduces the chances of condensation brought on by temperature differences between the container and the surface against which it rests, facilitates cleaning and pest control activities.*

In the absence of rapid turnover of bulk palletized storage, consider placing the clean pallets on racks or blocks at least four inches (six inches is preferable) off the floor. This seemingly insignificant procedure goes a long way in preventing the harborage of pestilence, particularly rodents. It is also suggested that a 2-ft. ceiling clearance be maintained to avoid high temperatures at the ceiling.

### Policy Do's and Don'ts

All Hunger-Relief Partners will be required to adhere to the following policies:

#### **Do's:**

- Provide direct service to the hungry, low income, or underserved population.
- Distribute food for use by the needy, ill, children and seniors.
- Serve all clients as respected guests.
- Distribute food to clients free of charge with absolutely no conditions levied, implied, or exchanged.
- Have a non discrimination policy.

***Don'ts:***

- Do not redistribute product to other non-profit entities including other pantries or meal providers.
- Do not sell or use product from the Food Bank of Delaware in exchange for money, property, or services.
- Do not make it difficult or embarrassing for individuals who are seeking help.
- Do not solicit donations of any kind from your clients.
- Do not distribute food from locations other than those approved by FBD.
- All prepared served foods should be from a Delaware Department of Health approved facility.