



FOOD BANK OF  
NORTH ALABAMA

# AGENCY NEWSLETTER

JUNE 2025

## JUNE BEE BUZZ:

UPDATES AND FRESH BEGINNINGS  
**AS THE SEASONS MUST CHANGE, SO DO WE!**

Heading into this summer we have some important updates and improvements to share!

### IMPORTANT UPDATES

Hunger  
Summits

USDA  
2025

Agency  
Statements

2025  
Civil Rights  
Training

Orientation  
Registration

### IMPROVEMENTS

Demographic  
Reporting

Ensure your group remains compliant by reading the latest information on key topics and developments highlighted in this edition!

### FINANCE

Due to recent technical difficulties, it appears that not all of our agencies received their April statements. As a result, the statements issued this month will encompass both April and May. Any payments made towards your April balance will be reflected. The total amount due on the statement will accurately represent the end-of-month balance for all groups. If you have any questions about your statement upon receipt, please reach out to the finance department for further clarification.

Email: [fbbilling@fbfna.org](mailto:fbbilling@fbfna.org)

**-CLOSED-**

In observation  
of  
Juneteenth

The Warehouse  
and Food Bank will  
be closed

**Thursday  
June 19**



## AGENCY ORIENTATION

Any agency picking up food from the warehouse must have an approved representative present during the appointment. This person must have completed our agency orientation to proceed with the pickup.

Previously, you were required to contact us to schedule an upcoming orientation. However, to simplify this process, individuals can now sign up through a Google Form. This allows you to view all upcoming orientations and register at your convenience.



THE REGISTRATION LINK IS NOW ON THE AGENCY ZONE!



# DEMOGRAPHIC REPORTING UPDATE

There's a small change on the demographic reporting to ensure easier data collection!

Each month, we encounter many instances where groups know that they submitted a response, yet it doesn't appear in the records.

Upon reviewing the existing process for possible improvements, it became clear that the changes implemented in January—switching from fill-in-the-blank to dropdowns—significantly enhanced both efficiency and accessibility. However, it's not uncommon for agencies to mistakenly select the wrong month from the dropdown, resulting in their responses being filed incorrectly and not appearing in the report and we find ourselves reviewing submissions and cross-referencing the list of “unreported” groups to rectify these errors. This creates an unexpected, yet easily avoidable, challenge that can be rectified with one simple solution! →

## WHAT IS CHANGING?

**Agencies will only be able to select the currently requested month to submit for.**

## Q & A:

**What if a group needs to submit for a previous month after the submission link closes?**

There will be a late submissions link available as of June 1<sup>st</sup> under the ESTABLISHED AGENCY CENTER portion of our AGENCY ZONE website.

**Will the link change for the on time monthly reporting?**

No, that will remain the same.

**What are the drawbacks of this adjustment?**

Groups that only distribute once at the beginning of the month will now have to wait until the following month to submit. I apologize for any inconvenience but this was the best solution overall

## ONE LAST THING...

**“Did your group distribute this month?”**

If your group provided food to anyone during the specified time frame, the answer is YES. There has been a lot of confusion due to the wording, so I've adjusted it now to say, “Did your agency provide food to anyone this month?” This question exists to allow groups to remain engaged even during months they may not distribute - such as backpack programs during the summer, or in the event of temporary pauses due to building repairs or other communicated situations.

## HAPPY STORIES WANTED!

We truly enjoy hearing the stories from our agency partners about the positive impact you're making in the community and the role our partnership plays in it. Some stories are lighthearted, others are heartwarming, and many serve as powerful calls to action. We love returning to share these tales with the FBNA team, but our Development Team is eager to hear from you directly!

Now, on our website, there's a dedicated space for you to share your stories and photos with us! You can also grant permission for our team to reach out for more details and potentially share your experiences with our donors.



***We appreciate your understanding as we work through these minor inconveniences while striving to improve our processes!***

# USDA 2025

## Paperwork Updates

**New TEFAP (USDA )Eligibility Forms Now Available!**

The updated TEFAP eligibility forms are ready for you to print! Keep in mind that **\*\*ALL** recipients must fill out a new eligibility form each year starting in July**\*\***.

- Forms are currently available in English and Spanish.
- If you require a form in another language, please contact Kelly as soon as possible so she can forward your request to our State Representatives. All translations must be processed directly through the USDA office.

Please be aware that this year's TEFAP form includes changes that make certain personal identifying information **\*\*OPTIONAL\*\***.

As a reminder, Alabama operates as a self-attesting state, meaning recipients answer to the best of their ability but **\*\*are NOT** required to provide proof of need or income**\*\***.

## HELPFUL RESOURCES

As Amanda and I have developed a deeper understanding of the needs and challenges faced by USDA distribution partners this year, we have focused on streamlining the process to make it more manageable. We have compiled a range of resources that can assist in training your team, upholding standards, and ensuring compliance. You can find all of these materials in the USDA section of our Agency Zone website or in the Warehouse waiting areas!

If you have suggestions that could benefit other groups or if you need inspiration for improvements, please don't hesitate to get in touch! We truly value the exchange of ideas.

If you want to explore the USDA program further, be sure to check out our newly available packet, which can be found on our website or in the waiting area of the warehouse. This document outlines the program requirements, offers tips for easy management, benefits for your agency and much more!

## CIVIL RIGHTS TRAINING

**Each year USDA groups must participate in the annual Civil Rights Training.**

**The training for 2025 is now available on our website and will be sent in a separate email.**

**Who Needs to Complete the Training?**

- Anyone who assists recipients at your agency is required to complete this training.
  - This includes any new volunteers who join throughout the year.

**I Completed It Last Year. Do I Need to Do It Again?**

- Yes, you must complete this training again to maintain your status as an active USDA Distributor.

**Does It Have to be Done on a Computer?**

- While a printable PDF format is available for your convenience, all groups must still submit their training completion through the provided link.

**Will There Be a Test?**

- No, there is no test.

Training must be done by the Agency Director by **\*\*Thursday, July 31, 2025\*\***, to ensure continued status as a current USDA distributor. Groups that fail to meet this deadline will be prohibited from picking up USDA products until the training is completed.

# ARE YOU CONSIDERING USDA?