

ROARING GOOD NEWS FOR DRIVER APPROVALS!



We're roaring into March with a much-anticipated improvement to pickup onboarding. As you know, the Food Safety & Warehouse Procedures Training + Quiz **is required for anyone who will be picking up food** on behalf of an agency. We also know that making it to a once-a-month orientation can be inconvenient—especially when your group simply needs someone who can get food safely from our warehouse to your organization.

That's why we're thrilled to share that this training has been updated so your **drivers and pickup volunteers can now complete it on their own time** using the link on the Agency Zone website. The monthly live online Agency Orientation will **continue to be required** only for agency leadership and new partner organizations.

This new training covers:

- Safe food handling during transport
- Temperature control basics
- Vehicle cleanliness and storage
- The "where and how" of warehouse appointments

Once an individual completes the quiz, they will be added to the warehouse procurement list **only after we verify with your agency leadership** that they are approved to pick up.

*Please note:
This verification step may take 24–48 hours after we receive their submission.*

This updated process keeps your team compliant while making it easier to bring new helpers on board!



ON THE
Agency
Zone!

DEMOGRAPHIC REPORTING

Submit for
February by
MARCH 15

AS SPRING THAWS IN, THIS UPDATE ROARS OUT:

As we evaluate past procedures and policies, we realize that some are no longer necessary with our expanded space. In our former, smaller warehouse, we frequently reduced the shared maintenance for frozen meat (non-USDA) to \$.07 per pound. Now that we consistently have ample freezer space, we will consistently assess the standard shared maintenance fee of **\$.14** per pound regardless of the quantity received.

NO "LION"—TEMP CHECKS KEEP FOOD SAFE

To keep food safe from store to pantry, all retail-enabled partners must complete temperature checks at two points during every pickup:

- When you receive food **at the retailer**
- When you **arrive back at your agency**

Your temperature log should include:

- Date
- Store name
- Time of pickup and time of arrival
- Temperatures recorded

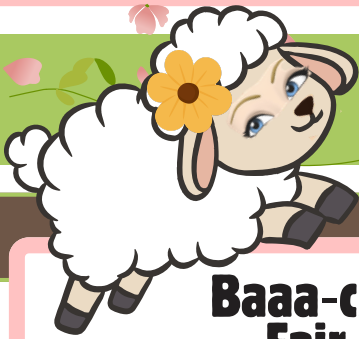
You do not need to send these logs to us— please keep them with your agency records.

A template is attached for your convenience, but you are welcome to use any format that works best for your team.

Questions about this policy? Don't have a temperature gun?

Please reach out to Tony or Cathryn, our Store Donation Coordinators.
tcharbonnet@fbofna.org and chodge@fbofna.org





Baaa-ck to the Basics: Fair Access for All

We want to take a moment to reaffirm something important with our faith-based agencies. We deeply value the heart, mission, and outreach that your ministries bring to this work. Many of you see food assistance as an extension of your calling—and we honor that.

At the same time, our agreements with Feeding America and the USDA include specific **religious nondiscrimination requirements** that all partners must follow. These protections ensure that every neighbor can receive food with dignity—without pressure, preference, or even the perception that religious participation is expected. While not all agencies distribute USDA product, **all agencies do receive food purchased with federally provided funds**, which means every partner is required to follow the standards outlined below:

"17. Limitation on unrelated activities.

(1) Activities unrelated to the distribution of TEFAP foods or meal service may be conducted at distribution sites as long as:

(a) The person(s) conducting the activity makes clear that the activity is not part of TEFAP and is not endorsed by USDA (**impermissible activities include information not related to TEFAP placed in or printed on bags, boxes, or other containers in which USDA foods are distributed**). Recipes or information about USDA foods, dates of future distributions, hours of operations, or other Federal, State, or local government programs or services for the needy may be distributed without a clarification that the information is not endorsed by USDA.

(b) The person(s) conducting the activity makes clear that **cooperation is not a condition of the receipt of TEFAP foods for home consumption or prepared meals containing TEFAP foods** (cooperation includes contributing money, signing petitions, or conversing with the person(s)); and

(c) **The activity is not conducted in a manner that disrupts the distribution of TEFAP USDA foods or meal"**

What this means in practice:

- Assistance cannot be tied to attending a service, prayer, or any religious activity — including situations where it might be **subconsciously perceived** by the recipient or **implicitly implied** through the setup or flow of the distribution.
- Households cannot be given preference based on church membership or participation. This means church members **may not receive food more frequently or in greater amounts** than non-members; all households must be served according to the same eligibility and distribution standards.
- Religious materials **cannot be placed inside or on USDA food boxes or bags.**
- Faith-based activities may occur nearby, but they must be clearly separate and **optional without interrupting the food distribution.**

Many of you already do this beautifully—welcoming everyone with warmth, respect, and no strings attached. This reminder simply helps ensure that all programs remain compliant and that everyone feels safe and respected when seeking help. If you ever have a question about whether a practice at your agency meets compliance requirements, please reach out. We are happy to help clarify anything that feels uncertain.

Don't be Baaaashful, Make a Wish!

To help us better match opportunities with real needs across the network, we've launched our Agency Wish List Google Form.

You can submit requests for:

- Equipment (freezers, shelving, carts)
- Supplies
- Operational tools
- Capacity-building items

There is no guarantee that every request will be filled, but this list helps us connect agencies with:

- Donations
- Grants
- Special opportunities
- One-time resources

Think of it as planting seeds now so we can help you grow later.

Scroll to page four for more details, and utilize the link provided in the newsletter or on our Agency Zone.



AGENCY WISHLIST



We are excited to announce the launch of a new Google Form designed to help us track the needs of our agencies! We would greatly appreciate your assistance in testing this new process. Gathering this information will enable us to allocate grants effectively for agency capacity building or to assist donors who wish to make a direct impact on our partners. Requests are not limited to items shown below.

Please remember, this is a trial phase, and there is no guarantee of request fulfillment.

Thank you for your participation!

