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AMERICA**

# Member Agency Handbook

Adopted from the Arkansas Hunger Relief Alliance Member Agency  
Handbook as approved by the AHRA Board of Trustees  
August 28, 2006

Harvest Regional Food Bank  
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3120 E 19<sup>th</sup> St Texarkana, AR 71854  
(870) 774-1398  
FAX (870) 774-1905  
[www.harvesttexarkana.org](http://www.harvesttexarkana.org)



Dear Harvest Regional Food Bank Member Agency:

Harvest Regional Food Bank continuously strives to find better solutions to help you serve the hungry in your community. As such, we work directly with our statewide organization, the Arkansas Hunger Relief Alliance. The Alliance has been working to create a statewide system of hunger relief that better enables us to serve our neighbors in need through, our local agencies. As a statewide network we all have a tremendous opportunity to build our capacity to meet the needs of our clients and communities far into the future. That opportunity includes new facilities, transportation means, increased product, and equipment needs for you. With these tools we can provide a more effective, efficient, and equitable system of distributing food to those in need.

In an effort to implement plans to create better solutions to eliminating hunger in our state, we found that most of the regional food banks and food rescue organizations operate differently, under different guidelines, and that reporting is inconsistent. It is imperative that we all be able to report on our progress in a consistent and timely manner. The Manual you see here is our common ground. The Alliance and Harvest Regional Food Bank worked together to create the standards and guidelines you see here, taking into consideration all the factors that impacted its creation-in particular, ensuring that while we must protect the clients we serve and the charitable food distribution system in our state, we do not want to the burden on our agencies.

We will work closely with you to orient you on this manual and the reporting guidelines and to answer your questions. We have provided you a copy of all the forms, so that you can follow the complete processes as they have been laid out. We hope that these guidelines will pave the way for better understanding of your needs and your successes and subsequently allow us to assist in helping build up your ability to serve your community.

We realize the demand for your help is rising daily and we are working hard to help you meet those demands, we ask for your continued support, your partnership, and your steadfast commitment to ending hunger in our state. We are here to help you in any way we can.

Sincerely,

The Harvest Regional Food Bank Team

PO Box 707 Texarkana, TX 75504  
3120 E 19<sup>th</sup> St Texarkana, AR 71854  
870-774-1398  
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Harvest Regional Food Bank is a 501 (c)(3), tax exempt organization - donations are tax deductible as allowed by law. Tax id 75-2671647

**HARVEST REGIONAL FOOD BANK  
MEMBER AGENCY HANDBOOK**

**Table of Contents**

<b>Introduction</b> .....	4
<b>I. Membership Criteria</b> .....	5
<b>Criteria for Member Agencies</b> .....	5
<b>II. Documentation</b> .....	7
<b>Recordkeeping</b> .....	7
<b>Reporting</b> .....	7
<b>III. Monitoring Visits</b> .....	8
<b>IV. Types and Uses of Products</b> .....	9
<b>Types of Products</b> .....	9
<b>Uses of Products</b> .....	9
<b>V. Product Inventory and Shopping Procedures</b> .....	111
<b>Product Inventory List</b> .....	111
<b>Shopping Procedures</b> .....	111
<b>VI. Fees and Payment Information</b> .....	122
<b>Fees</b> .....	122
<b>Payment Information</b> .....	122
<b>VII. Food Safety Information</b> .....	133
<b>Product Safety</b> .....	133
<b>Storage Requirements</b> .....	144
<b>Disposition of Damaged and/or Spoiled Products</b> .....	14
<b>VIII. Suspension and Termination</b> .....	166
<b>IX. Attachments</b> .....	167
<b>Sample Monthly Report</b> .....	137
<b>What Do All the Dates Mean</b> .....	139
<b>Sample Shopping List</b> .....	20

# Introduction

Congratulations on investigating partnership as a member agency of Harvest Regional Food Bank. Several policies, practices, and procedures are required of all Food Bank member agencies. The purpose of this Member Agency Handbook is to describe the requirements and provide information on how to have a successful program.

Harvest Regional Food Bank solicits and distributes food and household products to programs providing services to assist those in need. Harvest Regional Food Bank is a not-for-profit organization under Internal Revenue Service Code 501(c)3. Harvest Regional Food Bank is a member of Feeding America, a founding member of the Arkansas Hunger Relief Alliance, and a United Way agency. The Board of Directors of Harvest Regional Food Bank oversees all governance of the programs and operation of Harvest Regional Food Bank through a limited paid staff and volunteer assistance.

Harvest Regional Food Bank distributes food to food pantries, soup kitchens, and other feeding programs throughout Southwest Arkansas and Northeast Texas. These partnerships make it possible to get food directly into the hands of the people who need it across 9 Arkansas counties (Columbia, Hempstead, Howard, Lafayette, Little River, Miller, Nevada, Pike and Sevier) and Bowie County in Texas. Member programs include pantries, emergency shelters, soup kitchens, day care centers, low-income senior meal programs, and multi-service neighborhood programs and shelters.

# I. Membership Criteria

The following criteria must be agreed to and complied with for your agency to become and remain a member in good standing of Harvest Regional Food Bank. A representative of each member agency is required to sign a copy of the membership criteria agreement stating that they understand, agree to, and will follow these criteria. This document will be kept on file at the Harvest Regional Food Bank.

## Criteria for Member Agencies

1. Is incorporated and operating as a private non-profit organization or under the umbrella of such an organization and is established in the community.
2. Qualifies under section 501(c)(3) of the Internal Revenue Service code or meets the definitional requirements of the IRS code to qualify as a church.
3. Does not discriminate against any person because of race, gender, religion, political affiliation, sexual preference, or national origin.
4. Will not sell, transfer, barter, nor offer for sale the items supplied by the Harvest Regional Food Bank in exchange for money, property, goods, or services, or otherwise allow items to re-enter commercial channels.
5. Will use all items drawn from Harvest Regional Food Bank only in activities included in its tax-exempt purpose and solely for feeding people who are ill, in need or infants.
6. Will provide sanitary, reliable, and product appropriate transportation and sufficient personnel to pick up food at Harvest Regional Food Bank warehouse.
7. Is licensed by the state and/or city as a food service establishment according to the service provided and will notify Harvest Regional Food Bank of any changes in licensing status.
8. Has adequate storage and refrigeration and freezer space to ensure the wholesomeness of the food until it is used.
9. Will maintain good health and sanitation procedures for the types of food drawn.
10. Will accept food in “as is” condition and agrees to inspect such items, withholding from distribution and/or consumption any food that might be spoiled or inedible.
11. Will immediately discard any unfit food and advise Harvest Regional Food Bank (Your agency is not responsible for hidden, unobservable defects.)
12. Will maintain records on the receipt, distribution, and use of products from Harvest Regional Food Bank sufficient to provide a clear audit for such products for at least 36 months after the receipt of such products.
13. Will permit representatives of the government and Harvest Regional Food Bank to inspect records described in #12.
14. Agrees to regular monitoring by Harvest Regional Food Bank representative, or an affiliate thereof, to verify compliance with these criteria and the information provided on the agency’s application and monthly reports.
15. Will support the operation of the Harvest Regional Food Bank by paying a handling fee on a per pound basis for applicable products.
16. Understands that food received is a gift and not the result of any sales transaction; and as such, acknowledges that no express warranties are given and no implied warranties apply to the nature and condition of the food.
17. Affirms that the original donor, Harvest Regional Food Bank and its affiliates are held harmless from any claims or obligations in regard to the products received by the agency.

18. Will destroy and/or discards any food upon notice from Harvest Regional Food Bank or original donor that such food may not be fit for human consumption.
19. Will notify Harvest Regional Food Bank whenever notice of any claim of liability with respect to food is received.
20. Will observe and implements a use-of-product restrictions placed on items by the Harvest Regional Food Bank at the request of the original donor.
21. Assumes any and all responsibility for food product liability relating to any act or failure to act by the agency associated with the distribution, storage, preparation, or service of food after the agency assumes possession of the food.
22. Will not use donated products for the purpose of fundraising.
23. Will submit a monthly report by the 10<sup>th</sup> day of the following month.
24. Never charges clients for food.
25. Never requires clients to pray, donate, or work to eat or receive products.
26. Will order and pick up products at least 4 times per calendar year, unless determined to be a special program approved by Harvest Regional Food Bank.
27. Will be open at least 1 day per week for a minimum of 4 hours, unless deemed to be a special program approved by Harvest Regional Food Bank.

## II. Documentation

### Recordkeeping

All member agencies must keep a copy of the following on hand at all times:

- Memorandum of Agreement between your agency and Harvest Regional Food Bank
- Membership Application, including all attachments
- Member Agency Handbook
- Paperwork indicating non-profit or church designation status

The following information must be collected and records maintained for at least three years.  
These documents will be examined during monitoring visits.

- Documents of transactions between your agency and Harvest Regional Food Bank, including total pounds of products you receive from Harvest Regional Food Bank by item.
- Monthly and inventory reports
- A documented method for non-discriminatory distribution to people in need
- Documentation on Harvest Regional Food Bank products used for the maintenance of your program, including list of products, amounts used, and how used.

For assistance in developing a method of counting and recordkeeping, please contact Harvest Regional Food Bank at 870-774-1398.

### Reporting

Agencies are responsible for submitting a Monthly Report even if no orders were placed or received during any given month. A report form is provided as an attachment to this handbook. **The report is due the 10<sup>th</sup> of each month and covers the previous month.** For example, the report for January is due by February 10<sup>th</sup>. These reports are very important and failure to complete and submit the reports will affect your participation in the Harvest Regional Food Bank program. If an agency is late submitting their report, they are first notified by phone. If the report is not received immediately thereafter, a letter is sent notifying the agency that if the report is not received in 30 days, no appointments to obtain products can be made by the agency until the report is turned in.

The monthly report has a place to report any changes in the following:

- Authorized personnel
- Contact person name
- Storage or distribution location
- Equipment changes
- Mailing address
- Phone numbers
- Days and hours of operation
- Services and/or programs

### **III. Monitoring Visits**

The safety of the products we distribute and the efficient and respectful service to those we serve is of utmost importance to the Arkansas Hunger Relief Alliance and its members. As such, the Harvest Regional Food Bank is required to monitor their member agencies regularly to ensure compliance with all membership requirements. This inspection has a two-fold purpose: to provide an opportunity for interaction at your agency instead of at the Harvest Regional Food Bank office and to identify any potential problems and assist in solving them. The visit also enables Harvest Regional Food Bank staff to assure donors that we have a sound system of protecting, accounting for, and distributing their donated products.

Your agency's practices regarding the hunger relief services you provide will be reviewed during the monitoring visit. Other items that will be checked include:

- Sanitizing processes
- The cleanliness of the areas where food is stored and handled
- The cleanliness of all appliances and equipment involved
- The availability and condition of hand washing stations and restrooms
- Records described in Section III
- Storage and garbage disposal to ensure standards are being met
- Pest control
- Temperature control in storage areas
- Refrigerators and freezers
- Vehicles used to transport food and grocery products
- Customer service standards

For your information, a copy of the monitoring visit report form is included in the Attachments section of this Handbook. Once the report is completed, a representative from your agency will be asked to review and sign the report. A copy of the completed and signed report will be provided to your agency upon request.

Feedback from our agencies is also very important to us, so we sincerely appreciate all of your suggestions, needs, or concerns, whether during this monitoring visit or throughout the year.



## IV. Types and Uses of Products

### Types of Products

Types of products available include: 1) gratis food; 2) handling fee food; 3) assorted / shopping area products; 4) Purchased Products and 5) USDA TEFAP (Commodities).

Gratis Food: Some produce, bread, and surplus items are available to all member agencies free of charge and may be picked up from the dock during warehouse hours by your agency's authorized personnel. All gratis items must be weighed and added to the invoice. An agency cannot order gratis products and they do not appear on the product inventory list.

Produce must be taken in the case or container in which it is packaged. Cases cannot be separated on the loading dock.

Handling Fee: Handling Fee products can be ordered by all member agencies. There is no cost of the products; however, a handling fee, currently of up to 19 cents per pound, is charged for these items. This fee helps to cover the cost of running the warehouse and transporting the products to Harvest Regional Food Bank.

Assorted/ Shopping Area Products: These products are either cosmetically damaged name brand items or a variety of non-name brand items donated to Harvest Regional Food Bank. It is helpful to be creative when ordering assorted products and an agency can round out its selection by consistently ordering salvage products, adding variety to menus and distributions. These products are assessed a handling fee, currently of up to 19 cents per pound.

Purchased Products: For the convenience of agencies, Harvest Regional Food Bank will stock items purchased at wholesale or retail. Harvest Regional Food Bank will attempt to stock items that are in demand by agencies when they cannot be obtained by donors. We have contacts with wholesales or brokers to obtain most items more inexpensively than wholesale and retail options available to agencies. Additionally, Harvest Regional Food Bank purchases in bulk with other Arkansas Hunger Relief Alliance members to reduce the cost of these items. These items are resold to agencies at prices set by Harvest Regional Food Bank. These items do not come from donated sources and are not limited to the 19 cent per pound shared maintenance / handling fee.

USDA TEFAP (Commodities): These products are provided by the USDA and can only be distributed to USDA approved agencies and to clients who meet TEFAP distribution criteria. Agencies interested in becoming a USDA distributor must complete a separate application and inspection process that is controlled by the state.

### Uses of Products

Harvest Regional Food Bank products may be used to feed on-site feeding facility employees or volunteer only when meals are primarily prepared for people in need. No products may be ordered solely for the employees and volunteers, and all food ordered must be appropriate for the ages and needs of the people served. Agencies may use cleaning and paper products for the up-keep of the facilities in which the feeding programs are located.

**Harvest Regional Food Bank products can never be:**

- Sold, bartered, or traded
- Used as compensation or gifts for volunteers or employees
- Used at an agency function or party (unless it primarily benefits needy clients)
- Used at a church supper, board meeting, fund-raisers, or any events that are not to feed people in need
- Used for any purpose other than to further an agency's service to people in need

# V. Product Inventory and Shopping Procedures

## **Product Inventory List**

Harvest Regional Food Bank provides an updated inventory of products available to member agencies. Agencies may choose to have the product inventory list sent by fax or e-mail. Agencies receiving the list by fax or e-mail will receive the list when it is updated as inventory selection changes significantly (roughly weekly). An agency may call during regular business hours to have a current list sent to them.

## **Shopping Procedures**

Each agency must have on record at the Harvest Regional Food Bank office a list of people authorized to select products. Persons not on your agency's authorized list will not be able to shop at Harvest Regional Food Bank. Keeping this form accurate and up to date is important to ensure that your agency is always able to select and receive products from Harvest Regional Food Bank.

The Harvest Regional Food Bank warehouse is open for shopping by appointment only from 8am to 2pm Monday-Friday. The following guidelines have been developed by the staff of Harvest Regional Food Bank to help make your shopping experiences as pleasant and efficient as possible. Please read this list carefully.

1. Please be on time for your appointment. If you are more than 15 minutes late, you will be asked to reschedule.
2. Please read the shopping list carefully and pay close attention to sizes and fees. (A sample shopping list is included in the attachments to this handbook.)
3. Faxed shopping orders must be received at least 24 hours prior to your appointment.
4. No more than three shoppers from one agency can be in the shelf-serve area at one time.
5. Children are NOT allowed in the warehouse.
6. Shopping list must be signed and turned into the warehouse staff before items are loaded.
7. No agency orders, including self-serve items, will be divided into groups.
8. Confine your movement to the ordering and salvage area only. Forklifts are always in motion throughout the warehouse.
9. You are responsible for loading your own vehicle. When time permits, assistance may be available. Please request assistance if needed.
10. You are responsible for double-checking to make sure all products ordered are received before you leave. Your signature on the invoice confirms that all products were checked and received.
11. Since most products are donated, they are distributed "AS IS." Sorry, no refunds or exchanges.
12. Shopping is complete when your list is turned into the warehouse staff. Please do not get additional items.
13. Credit will not be extended to any agency without prior approval. Approval cannot always be obtained on the same day so be sure to bring appropriate payment.

We appreciate your cooperation in helping us serve all agencies in a timely and efficient manner. If you have any questions, comments, or suggestions about shopping at the Harvest Regional Food Bank warehouse, please contact us at 870-774-1398.

## **VI. Fees and Payment Information**

### **Fees**

Any application for membership to Harvest Regional Food Bank, Inc. must be accompanied by a check for \$50 drawn on an account held by the sponsoring tax-exempt organization as an application fee. This application fee may be refunded, as a credit on the new agencies account for future orders, at the agency's request, after 4 orders have been received and paid in full. These orders must take place within the first year of membership. Cash refunds will not be provided.

Each member agency may be required to pay handling and/or delivery fees. Additional costs are associated with obtaining purchased foods.

The handling fee is an apportioned assessment of member agencies that helps cover the cost of collecting, sorting, storing, and distributing donated products to member agencies. This is not a charge for the products. The fee is referred to as a Shared Maintenance Fee and it can vary, but is currently capped at 19 cents per pound.

Delivery of Harvest Regional Food Bank orders is available at a fee based on distance from the Harvest Regional Food Bank warehouse. This fee will not exceed 10 cents per pound. Deliveries are scheduled at the convenience and availability of the Harvest Regional Food Bank warehouse staff.

Purchased items are resold at prices set by Harvest Regional Food Bank. Since these items were purchased by Harvest Regional Food Bank, they are not restricted to the 19 cents per pound limit assessed to donated items.

There is a \$25 dollar restocking fee for orders that are placed and not picked up at their scheduled time.

### **Payment Information**

Fees are due upon receipt of the order, unless an agency has established a line of credit with the Harvest Regional Food Bank. Fees may be paid by check, money order or cash only.

An invoice is past due after 30 days and renders the agency subject to suspension of membership until payment is received or arrangements for payments are made.

In general, every member agency is extended a \$100 line of credit for fees. Based on service and history, Harvest Regional Food Bank may extend a higher credit line if needed.

If your agency is experiencing difficulty with payment, an agency representative should contact the Harvest Regional Food Bank Executive Director immediately.

## VII. Food Safety Information

### Product Safety

Please follow these guidelines for any products that are of questionable quality. Discard all products with any of the following package conditions:

For cans:

- rust that cannot be buffed off
- rust around the rim
- a dent that comes to a point or sharp crease
- a dent on the seam of the can
- a dent on the rim of the can
- “puffed” cans where internal pressure has deformed the cans
- products with no labeling

For bags and boxes:

- any signs of infestation or contamination
- any puncture or tear that has broken the innermost seal
- any exposed items that have been taped or repackaged into a bag or box

For jars and bottles:

- any containers that have been opened or if the protective seal is broken
- any sign of contamination or grim around the rim
- products with no labeling

For non-food items:

- personal care items that are taped or resealed
- items with missing manufacturer’s seals broken or missing
- cleaners and paper goods that are taped or resealed with visible contamination

**When in doubt, throw it out!**

Shelf Life Determination Table  
(Rules of Thumb for Products that have Passed “Use By” Date\*)

Item	Time Past “Use By” Date
Low acid jars and bottles	6 months
High acid jars and bottles	1 year
Canned Goods	2 years
Sealed dry goods (beans, rice, pasta, etc)	1 year
Candy, cakes and cookies	6 months
Crackers and cereals	1 year
Fresh bread and rolls	2 weeks
Refrigerated dairy products	3 weeks
Refrigerated juices	4 weeks
Frozen baked goods	3 months
Frozen pasta and dough	6 months
Frozen Vegetables	6 months
Frozen Meats	1 year

\*Based on information from “The Food Keeper – A Consumer Guide to Food Quality & Safe Handling.” To download a copy, please visit the Arkansas Hunger Relief Alliance website at [www.Arhunteralliance.org](http://www.Arhunteralliance.org) or call (501) 399-9999 for more information.

### **Storage Requirements**

The following storage requirements must be adhered to strictly in order to maintain product quality and safety. Each of the following items will be examined during a monitoring visit. (See attached sample monitoring report form.)

- The food storage facility should be temperature controlled with adequate ventilation.
- The structure should be secure, with locks in good working order.
- A pest control program should be performed regularly. Where evidence of infestation occurs, a commercial pest control company must be engaged.
- Storage space is adequate.
- Inventory is rotated.
- Leftovers are used only once.

For dry storage:

- All food is stored off the floor. If supply exceeds shelving space, excess can be stored on pallets, must be at least 12 inches from all walls.
- All containers are properly sealed.
- No food is stored in bathrooms.
- Thermometers must be present in all dry storage areas.
- All non-food products must be stored separately from food products. At a minimum, all non-food products should be stored on lower shelves and never above food products.

For refrigerated and frozen storage:

- Refrigerators should be maintained at temperatures not exceeding 40 degrees Fahrenheit.
- Freezers should be maintained at temperatures below freezing, from 0 degrees to –10 degrees Fahrenheit.
- Thermometers should be present in all refrigerators and freezers.
- All refrigerators and freezers should be defrosted and cleaned with a USDA-approved disinfectant at least two times per year or as needed.

Recommended storage temperatures (Fahrenheit) for specific food items are:

Produce	40 degrees or below
Dairy, Eggs	40 degrees or below
Meat and Poultry	36 degrees or below
Seafood	32 degrees or below
Bakery	70 degrees or below
Candy	70 degrees or below

### **Disposition of Damaged and/or Spoiled Products**

Product received from Harvest Regional Food Bank is received in “as is” condition. It is the agency’s responsibility to inspect product at the time of pick up or delivery, whichever is the case. At that time, notify the warehouse personnel if you think something you have received is unusable. If you encounter unusable product during distribution to your clients, contact the

Harvest Regional Food Bank immediately and speak to Harvest Regional Food Bank's Executive Director or Operations Manager. Based on the information you provide, we will provide instructions for use or disposal of the product in question. Please have the following information available when you call:

1. Type of product as it is listed on your order form or invoice.
2. Date product received from the Harvest Regional Food Bank as listed on the order form/invoice.
3. Code dates from the product itself.
4. Reasons why you question the product.

## VIII. Suspension and Termination

Our agencies are the cornerstone of direct service to those in need in our state, thus, we strive for service excellence and harmony in achieving our mission. However, situations do occur that require evaluation, investigation, and action. We will attempt in every way to work with an agency that falls into non-compliance of standards and will do so in an amicable and professional manner, including allowing our agencies to utilize the services of the Arkansas Hunger Relief Alliance to resolve concerns that we and the agency cannot. Although this type of communication and resolution is preferred, there are guidelines and obligations that, if breached, are cause for suspension or loss of membership.

The following are violations that will result in the suspension or termination of your Harvest Regional Food Bank membership. Please make sure everyone in your agency is aware of these violations.

1. Providing false information on your agency's membership application or monthly reports.
2. Failure to comply with any of the membership criteria.
3. Exchanging Harvest Regional Food Bank products for money, property, services, or other products.
4. Storing Harvest Regional Food Bank products in a residence or unapproved facility.
5. Taking Harvest Regional Food Bank products for your own personal use.
6. Using Harvest Regional Food Bank products in any manner not related to the tax-exempt purposes of the program.
7. Stockpiling Harvest Regional Food Bank products in amounts not commensurate with your level of distribution.
8. Transporting, refrigerating, or storing Harvest Regional Food Bank products improperly.
9. Violating any federal, state, or local statute, ordinance, code, regulation, or law.
10. Breaking the agreement between your agency and Harvest Regional Food Bank.
11. Failing to pay fees in a timely manner.

An agency may be suspended from participation in Harvest Regional Food Bank programs if found to be in violation of any of the above. Suspension may be 30, 60, or 90 days in duration. Suspension may completely exclude the member agency from accessing supplies or may limit the types and amounts of supplies that the affected agency may access. A suspended agency will be notified in writing of the reasons for suspension and the details of how the agency may successfully restore their agency status.

An agency may be terminated from participation in Harvest Regional Food Bank programs if the agency is found to be in violation of any of the above. An agency so affected will be notified in writing of the reasons for termination. The agency will not be eligible for membership reinstatement.

If representatives of a suspended or terminated agency believe the agency has been unjustly treated, they may appeal the decision to Harvest Regional Food Bank's Board of Directors by submitting a request in writing within 10 working days from the date of the notice of suspension or termination. If a terminated agency's circumstances change, the agency may re-apply for membership.





PO Box 707, Texarkana TX 75504
Office: 870-774-1398 Fax 870-774-1905

MONTHLY AGENCY REPORT MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

To receive uninterrupted service, please submit a copy of this report each month, even if no product was received from Harvest Regional Food Bank. This report is due the 10th of each month. Failure to report regularly may result in your agency being put on hold or suspended from service.

Please report as accurately as possible. Data from this report is necessary for Harvest Regional Food Bank to complete its required reporting to our parent organization and grantors.

AGENCY NAME: \_\_\_\_\_

AGENCY ADDRESS: \_\_\_\_\_

COUNTY: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

NAME OF PERSON COMPLETING REPORT: \_\_\_\_\_

ANY CHANGES TO YOUR PROGRAM (hrs served, staff, facilities, policies, etc) \_\_\_\_\_

REPORT ALL SERVICE FOR THE MONTH

Total # of Families Receiving food assistance from your program: \_\_\_\_\_

Total # of Individuals Receiving food assistance from your program: \_\_\_\_\_

Total # of Families Receiving Help for the First Time This Month: \_\_\_\_\_

OF THE INDIVIDUALS REPORTED:

# Of Children (0-18) \_\_\_\_\_

# Of Adults (up to 55) \_\_\_\_\_

# Of Seniors (over 55) \_\_\_\_\_

TOTAL INDIVIDUALS \*\* \_\_\_\_\_

\*\*\* Fields should all be equal \*\*\*

# Of African Americans \_\_\_\_\_

# Of Caucasians \_\_\_\_\_

# Of Hispanics \_\_\_\_\_

# Of Asians \_\_\_\_\_

# Other Races \_\_\_\_\_

TOTAL INDIVIDUALS\*\* \_\_\_\_\_

\*\*\*\*\*

FOR SOUP KITCHENS/SHELTERS/AND OTHER FEEDING SITES ONLY:

# of separate individuals served (headcount) \_\_\_\_\_

# Dependent children \_\_\_\_\_

# Adults (up to 55) \_\_\_\_\_

# Seniors (over 55) \_\_\_\_\_

# of total meals served \_\_\_\_\_ (total meals = meals x people)

Average # of persons served per day \_\_\_\_\_

CONTINUE TO PAGE 2

Complete this form on or after the last day of the month and submit the report to Harvest Regional Food Bank: Mail to: P.O. Box 707, Texarkana, TX 75504 or Fax: (870) 774-1905 or Email: Doug@harvestregionalfoodbank.org

# HARVEST REGIONAL FOOD BANK AGENCY MONTHLY REPORT

AGENCY NAME: \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

## SOURCES OF FOOD

Harvest Regional Food Bank encourages you to get food from all sources available. We are required to track the source and distribution of food resources that do not go through the food bank. Reporting these sources will NOT jeopardize your ability to get items from Harvest Regional Food Bank.

Source	Pounds Received
Harvest Regional Food Bank	_____
Direct Donations coordinated via HTRFB partners (Wal-Mart's, Post Office Food Drives, Boy Scout Food Drive, etc)	_____
Other Food Banks (please specify) _____	_____
_____	_____
Individual Donations	_____
Food Purchased from wholesales or retailers	_____
Food Drives Donated to your organization	_____
Government Sources not distributed through HTRFB (please specify)	_____
_____	_____
_____	_____
Other Retailer or Manufacturer Direct Donations (please specify)	_____
_____	_____
_____	_____
Other Sources (please specify)	_____
_____	_____
_____	_____
TOTAL	_____

Please share any stories from your distribution that speak to the impact of your pantry:

\_\_\_\_\_  
\_\_\_\_\_

**Complete this form on or after the last day of the month and submit the report to Harvest Regional Food Bank:  
Mail to: P.O. Box 707, Texarkana, TX 75504 or Fax: (870) 774-1905 or Email: Doug@harvestregionalfoodbank.org**

## WHAT DO ALL OF THE DATES MEAN?

There is a lot of confusion about the dates on food packaging. Unless a date is accompanied by the words “Expires By” or “Expiration Date”, then the date is **NOT** an expiration date. See below for the most commonly used phrases for food product dating.

**“Sell By” Date** Last day the product is recommended for display on a supermarket shelf. This product is still good to eat past this date!

### **“Best If Used By” Date**

Indicates how long the product will maintain best quality or flavor. This food is still safe to eat after this date, although it may have a slight taste or texture change.

**“Use By” Date** Indicates the last date suggested for use of the product in terms of quality or freshness.

**“Coded” Date** Indicates a date on which the product was packaged.

ITEM #	QTY		case	price	total /
			wt	/ lb	case
		<b>PURCHASED PRODUCT</b>	<b>ITEM DESCRIPTION</b>		
8-9		ROLL ON DEODORANT	96/1.50Z PER CASE	15	28.20
37-2		SHELF STABLE MILK	27/80Z PKGS PER CASE	17	13.09
26-19		WHOLE KERNEL CORN	12/130Z BAGS PER CASE	12	5.28
26-18		GREEN BEANS	12-130Z BAGS PER CASE	12	5.28
26-20		SWEET PEAS	12/130Z BAGS PER CASE	12	5.28
27-14		CRISPY RICE CEREAL	12/120Z BOXES PER CASE	15	22.05
27-12		TOASTED OATS	12/140Z BOXES PER CASE	15	22.05
29-40		MACARONI AND CHEESE	12/7.25OZ BOXES PER CASE	12	8.28
29-46		AU GRATIN POTATO	12/4.70Z BOXES PER CASE	5	8.65
29-36		BEEF SKILLET DINNER	12/5.60Z BOXES PER CASE	6	7.20
29-14		CHEESEBURGER DINNER	12/6.40Z BOXES PER CASE	6	7.20
29-63		LASAGNA DINNER	12/6.40Z BOXES PER CASE	6	7.20
29-60		SPAGHETTI SAUCE	24/150Z CANS PER CASE	26	9.62
29-48		RAMEN NOODLES CHICKEN FLAVOR	24/30Z BAGS PER CASE	6	4.74
29-49		RAMEN NOODLES BEEF FLAVOR	24/30Z BAGS PER CASE	6	4.74
29-67		RAMEN NOODLES SHRIMP FLAVOR	24/30Z BAGS PER CASE	6	4.74
26-1		CREAM STYLE CORN	24/150Z CANS PER CASE	27	12.69
29-18		INSTANT MASHED POTATOES	12/13.30Z PKGS PER CASE	11	14.96
29-57		PANCAKE MIX	15/160Z PKGS PER CASE	16	11.04
37-4		PANCAKE SYRUP	12/240Z BOTTLES PER CASE	25	13.00
29-59		PINTO BEANS	24/1LB PACKAGES PER CASE	25	13.00
28-9		PORK AND BEANS	24/150Z CANS PER CASE	28	14.28
29-58		SPAGHETTI	20/160Z PKGS PER CASE	21	10.08
37-3		STRAWBERRY JELLY	12/190Z JARS PER CASE	16	12.64
29-65		POP TOP MAC AND CHEESE	24/7.50Z PKGS PER CASE	15	15.90
30-3		CHUNK CHICKEN	24/50Z CANS PER CASE	11	18.81
29-30		CHILI	24/150Z CANS PER CASE	26	22.10
29-25		CHICKEN NOODLE SOUP	24/10.75 CANS PER CASE	19	11.59
		<b>CONDIMENTS/DRESSINGS/SPICES</b>			
9-67		PREGO PASTA SAUCE	6/67OZ JARS PER CASE	27	0.19 5.13
9-74		PACE ROASTED GARLIC SALSA	6/160Z JARS PER CASE	10	0.05 0.50
9-75		PACE PICANTE SAUCE	8/64OZ BOTTLES PER CASE	35	0.19 6.65
9-2		PIZZA SAUCE	6/106OZ BAGS PER CASE	42	0.19 7.98
17-19		SWANSON CHICKEN BROTH	12/32OZ BOTTLES PER CASE	26	0.05 1.30
9-83		KOOP'S YELLOW MUSTARD	12/180Z BOTTLES PER CASE	12	0.19 2.28
9-82		DICKEYS BBQ SAUCE	2/19OZ BOTTLES PER CASE	15	0.19 2.85
9-81		SWANSONS CAJUN BROTH	8/32OZ BOTTLES PER CASE	16	0.05 3.04
9-80		SWANSONS ORGANIC VEG BROTH	12/32OZ BOTTLES PER CASE	35	0.05 6.65
9-79		SWANSONS SEA FOOD STOCK	12/32OZ BOTTLES PER CASE	35	0.05 6.65
9-78		SWANSONS BEEF STOCK	12/32OZ BOTTLES PER CASE	35	0.05 6.65
9-84		GARLIC AND HERB PASTA SAUCE	12/140Z JARS PER CASE	16	0.19 3.04
9-85		SWANSON CREAM STARTER	8/26OZ CASES PER CASE	15	0.10 1.50
9-86		TUSCON CHICKEN BROTH	8/32OZ BOTTLES PER CASE	17	0.10 1.70
12-1		EXTRA CRUNCHY PEANUT BUTTER	12/28OZ JARS PER CASE	24	0.19 4.56
9-87		SWANSON CONCENTRATED CHICKEN BROTH	10/1.40Z PKGS PER CASE	2	0.10 0.20
6-59		HUNTS TOMATO SAUCE	12/150Z CANS PER CASE	12	0.19 2.28
		<b>MEALS</b>			
6-60		MAC AND BEEF CANNED	24/150Z CANS PER CASE	26	0.19 4.94
6-58		WENDY'S CHILI BASE	6/6LB CANS PER CASE	44	0.19 8.36
17-60		KRAFT MAC AND CHEESE	35/7.25OZ BOXES PER CASE	18	0.19 3.42
17-59		KRAFT MAC AND CHEESE	4/7.25 OZ BOXES PER CASE	13	0.19 2.47
17-52		MRE/ READY TO EAT MEALS	12 MEALS PER BOX	16	0.19 3.04
17-55		ASSORTED PACKAGES OF RICE BY THE LB	ASSORTED PACKAGES		0.19
17-54		MINTUE WHITE RICE	4LB BOX OF RICE	4	0.19 0.76
17-53		CAMPBELLS MEXICAN TOMATO SOUP	8/14.50Z PACKAGES	5	0.19 0.95
17-56		JELLO' ROJO PEARL RICE	8/5LB PACKAGES PER CASE	40	0.19 7.60
		<b>FROZEN</b>			
9-69		TYSON FOUR CHEESE SAUCE	8 PKGS PER BOX	7	0.00 0.70
9-70		TYSON BLACK PEPPERCORN SAUCE	8 PKGS PER BOX	7	0.00 0.70
9-72		TYSON ROASTED QUESO SAUCE	8 PKGS PER BOX	7	0.00 0.70
7-59		TYSON CHICKEN LEG QUARTERS	40LB BULK BOX	40	0.19 7.60
17-58		FROZEN LASAGNA DINNERS	4 TRAYS PER BOX	35	0.19 6.65
11-1		FROZEN BANANA POPSICLES	12/12CT PKGS PER CASE	16	0.19 3.04
		<b>SNACK FOODS/COOKIES/CRACKERS</b>			
18-26		SALTINE CRACKERS	300/4CT PER CASE	9	0.19 1.71
18-242		NABISCO BBQ RICE THINS	12/3.50Z PKGS PER CASE	5	0.19 0.95
18-245		SEA SALT CRACKERS	60/1.37OZ PKGS PER CASE	4	0.19 0.76
18-251		FUDGE STRIPE COOKIES	10/30Z PKGS PER CASE	4	0.19 0.76
18-252		WAFFLE ICE CREAM CONES	216/90Z PKGS PER CASE	16	0.19 3.04
18-266		CHEEZE IT CRACKERS	10/2.20Z CUPS PER CASE	2	0.19 0.38
18-268		ANDYS HOT FRIES	54/.84CT PKGS PER CASE	8	0.19 1.52
18-269		RANCH PUMPKIN SEEDS	12/2.25OZ PKGS PER CASE	2	0.19 0.38
18-267		SUPREME PROTEIN CHOCOLATE BARS	80 BARS PER BOX	5	0.19 0.95
18-270		CHEEZE- IT CRACKERS	36/1.50Z PKGS PER CASE	5	0.19 0.95
18-274		SWEET AND HOT POPCORN	36/2.70Z PKGS PER CASE	8	0.19 1.52
18-273		CHOC LEMON BROWNIE	8/5.30Z PKGS PER CASE	6	0.19 1.14
		<b>CEREAL</b>			
35-32		FROSTED MINI WHEAT CHOCOLATE CEREAL	10/15.20Z PKGS PER CASE	12	0.19 2.28
35-13		FROSTED MINI WHEATS	12/2.50Z PKGS PER CASE	4	0.19 0.76
1-1		FROSTED MINI WHEATS (FAMILY SIZE)	2 BAGS PER BOX	4	0.19 0.76
1-1		KASHI TOASTED BERRY CRUMBLE	12/140Z BOXES PER CASE	13	0.19 2.47
1-1		KELLOGGS RED BERRY CEREAL	2/ BAGS PER CASE	4	0.19 0.76
35-44		SPECIAL K BERRY CEREAL	2/37OZ BAGS PER CASE	2	0.19 0.38