



Dear Applicant,

Thank you for your interest in the OC Food Bank, a program of Community Action Partnership of Orange County (CAP OC).

CAP OC is a non-profit agency that seeks to end and prevent poverty by stabilizing, sustaining and empowering people with the resources they need when they need them.

The OC Food Bank operates several distinct food programs. Please feel free to reach out to the CAP OC offices and inquire about additional food and other assistance programs that may be of benefit to those you serve.

To become a member of the OC Food Bank, please complete this application packet and arrange for a site visit.

DONATED FOOD PROGRAM

Food and personal hygiene items are donated to the OC Food Bank from a variety of private sources. Goods are re-distributed through OC Food Bank member agencies who help support by contributing a \$0.06 per pound shared maintenance fee for all non-perishable goods received. There is no charge for the following perishable items: bread, dairy, and produce (fruits and vegetables).

If you have any questions regarding the content of this packet or the resources available to you, please contact us (714) 897-6670 extension 3147

We look forward to assisting you in your work of feeding those you serve.

With Sincere Appreciation,

Maria Correa
Agency Relations Manager
E: mcorrea@capoc.org

Complete Name of Organization: _____

Agency Contact Person: _____

Organization Address: _____

Organization Business Hours: _____

Phone #: _____ Cell #: _____

Email: _____ Fax #: _____

Does your Org have Non-Profit Status? Yes No Federal IRS Tax-ID #501(c)3: _____

(If applicable please state the name above of the organization listed on the 501 (c) and verification of affiliation, and please attach a copy)

Describe the service(s) provided: Food Pantry Pass-Out Soup Kitchen Large Distribution

Please Describe in Detail/Comments: _____

Do you distribute emergency food? Yes No If yes, where? _____

Do you serve and prepare meals on site? Yes No If yes, Do you have Food Certification? Yes No

Meals are served: Daily _____ Weekly _____ Monthly _____

Number of people served: Breakfast: _____ Lunch: _____ Dinner: _____

Food Distribution Address: _____

Days and Hours of operation (for pass-out and/or prepared meals):

SUN	MON	TUES	WED	THUR	FRI	SAT

What are your agency requirements to receive food? _____

What type of storage space do you have available? _____

Check all that apply: Refrigerator: Storage Room: Freezer: Shelving:

List names of persons authorized to pick up food for your organization at the OC Food Bank (must be 18 or older):

1) _____ <input type="checkbox"/>	4) _____ <input type="checkbox"/>
2) _____ <input type="checkbox"/>	5) _____ <input type="checkbox"/>
3) _____ <input type="checkbox"/>	6) _____ <input type="checkbox"/>

(Please check box above when Food Safety Training is verified and Shoppers Acknowledgement Form is received)

Do you provide home deliveries to homebound participants? If yes, please describe the process:

How do you track the participants you serve?

How much food does the average participant receive at a typical distributions, and what is your method of determining this amount?

Additional Information (Optional):

Site Visit: _____	Approved On: _____	Declined: _____
Verified Food Safety Training: <input type="checkbox"/>	Application is valid until: _____ (2 years)	
Comments: _____		Record ID #: _____

RELEASE AGREEMENT FORM

Community Action Partnership of Orange County's OC Food Bank agrees to provide access to certain foodstuffs and related items, as available, through its Donate Food Program to:

_____ hereafter referred to as Agency. The Agency's primary office(s) are located at:

_____ Community Action Partnership of Orange County and Agency agree to the following:

1. Agency is a non-profit private or public organization acting on behalf of the low-income people of Orange County. A copy of non-profit exempt letter of determination to be provided and attached to this agreement.
2. Agency will ensure that food products received under this agreement will be made available to those eligible persons as defined by the most recent eligibility guidelines established by the California State Department of Economic Opportunity.
3. Agency will verify recipient income eligibility by either requiring proof of income or by self-certification that recipient meets income guidelines.
4. Agency agrees to complete intake and assessment on eligible households and maintain all records pertaining to goods from the OC Food Bank for a period of three (3) years.
5. Intake and assessment records will be disclosed to the OC Food Bank if a recall of foods becomes necessary.
6. Agency agrees to submit required programmatic reports in an accurate and timely manner.
7. Agency will use food items received from the OC Food Bank only in a use related to its exempt purpose and solely for the feeding of qualified persons.
8. Agency will distribute food that is "apparently wholesome" and will not distribute any food to any person that is not "apparently wholesome". "Apparently wholesome" is hereby defined as meeting all quality standards of local, county, state, and federal agricultural and health laws and rules, even though some food items may not be readily marketable due to appearance, age, freshness, grade, size, surplus, or other condition.
9. Agency will not accept from the OC Food Bank any food that is not apparently wholesome and will ensure wholesomeness of food at distribution time by keeping proper storage and sanitary conditions.
10. Agency agrees to utilize employees or volunteers having sufficient training, experience, and expertise in the evaluation, handling, preparation, and distribution of donated items in order to do so in a safe and proper manner.
11. Agency, because of the qualifications of its personnel, as above specified, hereby accepts full responsibility for the purity and fitness for human consumption of any and all items accepted.
12. Agency will serve the food products as soon as possible, to provide and maintain palatability and freshness.

13. Agency understands and acknowledges that the distribution of OC Food Bank food products shall not be used for political purposes and agrees that food products distributed under this agreement will not be wrapped in or packaged with or distributed with any material containing the names of identification of any individual elected, official candidate for office or political party.

14. Specifically as it relates to the Donated Food Program, Agency agrees:

A. To support the operation of the OC Food Bank by paying a Shared Maintenance Fee (currently \$0.06 cents per pound for non-perishable and highly perishable items are free of charge) for donated goods received on a “cash and carry” basis.

B. The Agency will under no circumstances offer for sale, sell, transfer nor barter items obtained through the OC Food Bank Donated Food Program in exchange for money, other properties, or services.

C. That the OC Food Bank and the primary donor have specifically disclaimed any warranties or representations, expressed or implied as to the purity of fitness for consumptions of any or all such donated items.

D. That all items accepted are accepted in an “as is” condition.

15. Any violations of the above may result in administrative action and possible suspension and/or termination from participation in one or more of OC Food Bank programs.

LIABILITY DISCLAIMER AND RELEASE AGREEMENT

Receiving agencies release both the OC Food Bank, and the original donor, seller, or broker, free and harmless against all and any liabilities, damages, losses, claims, causes of action and lawsuits or equity obligations whatsoever arising out of or attributed to any distribution and use of foods.

Agency Authorized Signature

OC Food Bank Authorized Signature

Print Name

Print Name

Title

Title

Date

Date