

STEP 1 - CHOOSE A DISTRIBUTION MODEL:

MOBILE PANTRY



- A "pop-up" style distribution held in safe & clean locations such as parking lots, parks & empty lots
- No food is stored, all food is distributed same day as delivery
- Operates as a drive-thru or walk-up. Site can distribute by client choice or pre-packaged boxes

PANTRY



- A brick-and-mortar distribution site capable of storing food in a secured, organized, and clean area
- Operates as a drive-thru or walk-up. Site can distribute by client choice or pre-packaged boxes
- Cannot be personal residence unless permitted

CONGREGATE MEAL



- A health department regulated commercial kitchen that preps and cooks' meals for individuals
- Operates as a grab-and-go or congregate style meals
- Must have required county permits and a Food Protection Manager's Certification
- Cannot use EFB's or CSFP boxes to cook

STEP 2 - CHOOSE A PRODUCT TYPE:

SMFB - DONATED



- SMFB's donated product is sourced from generous individuals, community groups, grocery stores, farmers, and manufacturers
- No income or geographical limitations for distribution
- Obtain basic client data via sign-in sheets. Report total # of clients served per month into Link2Feed, an online platform for reporting

USDA - TEFAP



- The Emergency Food Assistance Program (TEFAP) is quality product funded by the USDA for clients 18+ years, who self-declare the federal poverty income guidelines, and reside in AZ
- Partner must be open to the public to receive pre-packaged Emergency Food Boxes (EFB), TEFAP bulk items, or Large Family Bags (LFB)
- Input individual client data into Link2Feed, an online platform for data collection and reporting

USDA - CSFP



- The Commodity Supplemental Food Program (CSFP) is quality product funded by the USDA for seniors 60+ years, who self-declare the federal poverty income guidelines, and reside in AZ
- Caseload management required to distribute pre-packaged nutritious boxes with cheese
- Input individual client data into Link2Feed, an online platform for data collection and reporting

SMFB - SOURCE



- Approved sites can purchase low-cost, high demand products, often unavailable through our donation channels
- A menu of source products and pricing is shared via email daily based on current availability
- May be picked up at SMFB's Phoenix warehouse or delivered
- Participation in this program requires participation in another program

SMFB - SHOPPING



- Shop at SMFB's warehouse in Phoenix or at an approved SMFB agency partner for specific products and quantities to diversify client offerings
- Preferred by congregate meal sites due to variety of bulk product
- Requires proper transportation and storage to maintain food temperatures
- Limited availability

GROCERY RESCUE



- Pick up local food from Feeding America's contracted grocery store(s)
- Track poundage received and report through Meal Connect, an online Feeding America platform
- Requires proper transportation and storage to maintain product safety
- Limited availability

STEP 3 - CHOOSE HOW TO RECEIVE FOOD:

DIRECT DELIVERY

- A SMFB driver will deliver product to partner's approved location free of charge
- Roads, bridges, and tunnels leading to location must have at least 14 ft overhead clearance, capacity to hold at least 80,000 pounds, and have no significant transportation barriers or low hanging wires



PICK UP

- Partner may pick up product directly from SMFB's Phoenix warehouse located off 31st Ave and Thomas
- If participating in Shopping, partner *is required* to pick up from SMFB's Phoenix Warehouse or an SMFB approved agency partner's warehouse
- If participating in Grocery Rescue, partner may pick up directly from their assigned local grocery store
- Equipment for maintaining food temperatures during transport of food is required



ONGOING PARTNER RESPONSIBILITIES:

DISTRIBUTION LOCATION

Distribute from a pre-designated physical location that is clean, safe, organized and approved by SMFB

MAINTAIN RECORDS

Maintain required agency records such as: signature sheets, product invoices, monthly reports, permits, inspections, etc. Required to keep records for 5 years from start of program.

CIVIL RIGHTS

Staff and volunteers must participate in annual civil rights training to ensure clients are being equitably served

INSPECTIONS

Partners are subject to unannounced inspections by SMFB, Feeding America, local health authorities and if applicable, the Department of Economic Security

VOLUNTEERS

Consistent volunteer recruitment. Conduct trainings for volunteer food safety, civil rights, and volunteer confidentiality

PROPER SIGNAGE

Partner must clearly display required program signage for clients

FOOD SAFETY

Maintain food safety training certification, manage recalls, and practice all proper sanitation & food handling safety protocols

COMMUNICATION

Maintain consistent communication with SMFB and relay any changes to hours of operation, distribution location, leadership, or households being served

CLIENT INTAKE

All programs require client data collection, the amount of data required is dependent on program type. Internet, scanner/printer, computer, tablet and/or cell phone may be required.

REPORTING

Monthly electronic submission(s) of food distributed, # of clients served and if applicable, inventory records

MARKETING

All partners must equitably promote food distributions to the local community unless approved by SMFB

ANNUAL CONFERENCE

Agencies are invited to attend SMFB's annual conference to discuss important updates, available resources, and collaborate with other partner agencies