

October 1, 2007

MEMO

TO: Local Distributors of USDA and State Funded Foods

From: Emily Stimmel, Member Charity Program Coordinator

RE: Complete 07-08 USDA Contract and Instruction to print revisions to Food Program Manual.

Enclosed, you will find:

- The fully executed USDA contract for October 1, 2007-September 30, 2008, (please retain copy of this for at least three years),
- The West Ohio Food Bank FFY 2008 Regional Plan documents.
- 2007 Food Program Manual Revision Instructions.

To print revisions go to WOFB web site [www.westohiofoodbank.org](http://www.westohiofoodbank.org).

These revisions must be added to your Food Program Manual to be in compliance with state and federal regulations. If you do not have a Food Program Manual please call Emily Stimmel at 419-222-7946.

ATTENTION: Each time a client receives federal or state funded food i.e... TEFAP, Ohio Food Program (OFP) and Agriculture Clearance Program (ACP-Produce) from your organization; they must sign the Eligibility to Take Food Home Form. The Local Distributor (LD) can no longer modify their existing intake forms. Multiple forms or formats make the site reviews less efficient. Given the funding source for state program and reporting requirements attached to it, combined with the need to document compliance for all agencies, we will implement the provision that ALL pantries distributing TEFAP and/or state program food (OFP-ACP-Produce, use the same form. If additional information is required for other programs or funders, a separate form should be used IN ADDITION to our form.

Please note that there are 2 signature forms. You may choose which signature form better suits your intake process, some use a card file and some use a notebook. You may also choose to have the client sign a new form each time they receive food from you.

Additionally, there were some pretty dramatic reports indicating families/people served by each local distributor (food pantries) in each county over the past year. Those changes are reflected in each organizations allocation. Again, some served more; some served less than in the previous allocation cycle.

Should you have any questions about any of these changes please call me. Please return signed 2008 TEFAP Contract by Thursday, November 1, 2007, You may turn it in at the annual meeting on November 1, 2007 9am-2:30pm at the food bank.

My thanks to you and your staff for making our mission work in the community and also, many thanks to all of you on behalf of the people you are serving.

Emily J. Stimmel

*Emily J. Stimmel*

Member Charity Program Coordinator