

FOODSHARE

AGREEMENT FOR DISTRIBUTION AND UTILIZATION OF CT-NAP

February 1, 2019- June 30, 2020

PARTNER PROGRAM NAME

ACCOUNT NUMBER

PROGRAM TYPE (CIRCLE ONE): PANTRY KITCHEN SHELTER OTHER: _____

Foodshare and _____ (Partner Program) located at (Partner Program Physical Address) _____ agree as follows:

1. The Partner Program is an institution whose primary purpose is serving the needy by distributing food through a grocery program for home consumption or one that prepares congregate meals that are free and open to the public.
2. CT-NAP Product will only be distributed to households that meet the eligibility criteria. The Partner Program will maintain a system for inventory and distribution that documents CT-NAP foods are provided only to eligible recipients.
3. **Pantries** that distribute CT-NAP Product to individual households will document eligibility by requiring participants to sign the Statement of Eligibility and keep those forms on file at the physical location of the program for 3 years, plus the current year. Recipients must affirm that they meet the income guidelines for their household the first time that they receive CT-NAP Foods during the period of eligibility. Applicant households must not be required to verify their income. Applicant households must not be required to verify the members of their household. The period of eligibility runs July 1-June 30.
4. **Meal Programs** that prepare public congregate meals for those in need may use the CT-NAP Products for on-site meal preparation. These programs are not required to establish household eligibility nor obtain client signatures.
5. Records to document the receipt, disposal, inventory and disbursement of CT-NAP Products must be maintained. These records will be retained by the Partner Program for three years from the close of the Federal fiscal year to which they pertain. Said records will be available for inspection by concerned State and Foodshare personnel. The Partner Program will report all damaged or stolen CT-NAP Product to Foodshare as soon as possible.
6. The Partner Program will store CT-NAP Products according to USDA regulations, and follow proper food handling practices, including but not limited to:
 - a. Installing thermometers in frozen, refrigerated, and dry storage areas, and monitoring them regularly;
 - b. Using products on the First In, First Out (FIFO) inventory system (unless a product with an older production date is received);
 - c. Taking precautions to safeguard against theft, pests, fire, spoilage and other losses.

7. The Partner Program will not store food in private homes.
8. The Partner Program agrees to submit to Foodshare the Monthly Statistics Report; this report will provide statistical information on the number of individuals and meals served. *It will also provide the demographic data that is required by the State of Connecticut, which is: the number of NEW, unduplicated individuals receiving food that month, broken down by gender, ethnicity and age group (child, adult, senior).* The Monthly Statistics Report is due on the 15th of the following month.
9. Individual recipients shall not be required to make any payments in money, materials, or services for or in connection with the receipt of CT-NAP foods, nor shall voluntary contributions be solicited.
10. CT-NAP foods may not be used in mass distribution or holiday-food basket programs. CT-NAP foods must be used as available through an existing grocery program or for preparation of meals for congregate feeding.
11. CT-NAP foods may not be sold or exchanged.
12. The Partner Program will forward any complaints about product quality or safety to Foodshare.
13. The Partner Program will comply with any product hold or recall instructions given by Foodshare or the CT Department of Social Services.
14. The Partner Program will take reasonable steps to ensure that meaningful access to their programs is available to applicants and/or recipients with Limited English Proficiency (LEP).
15. Foodshare or the CT Department of Social Services may cancel this agreement immediately upon receipt of evidence that the Partner Program is not in compliance with the terms and conditions referenced in this agreement.
16. The Partner Program and Foodshare will sign a renewal of this agreement each year to affirm or update contact information, and to affirm the Partner Program's understanding of the program regulations and responsibilities.
17. A copy of this Agreement for Distribution and Utilization of CT-NAP foods must be kept on file at the location of distribution or use.

Signature of Authorized Agent

Paula Siebers
Partner Programs Manager
Foodshare
29 January 2019

Printed Name of Authorized Agent

Title

Date

Email Address