

Kauai Independent Food Bank
Overview - Program and Agency 2023



Dear Program and Agency Coordinators,

Thank you for your interest in being a partner to the Kauai Independent Food Bank (KIFB). With your help KIFB will be able to expand its reach and facilitate needed food access points around Kauai. KIFB is a 501(c)(3) charitable organization, **IRS Employer Identification Number: 99-0317431**, reliant on tax-deductible monetary donations, grants, gifts, as well as perishable and non-perishable food donations. Additionally, KIFB is dependent on program coordinators and other non-profit agencies to distribute foods to those who are in need. KIFB provides foods without the need for invasive questioning and without stipulation based on payments, performing a service, attending a religious service, regardless of race, creed, national origin, religious affiliation, sex, sexual preference, age, household status, disability or any deterrent factors. Participating programs and agencies that receive foods and other essential items from KIFB must not discriminate or determine who is eligible or deserving to receive said goods.

As a partner to KIFB, the role of a program or agency coordinator is to ensure the success of food distributions through your organization. Your commitment and expertise are essential in the overall success of your program. Please review the following criteria listed. Please contact KIFB if you have any questions, need more information about our operations, or need assistance through the application process. kawaigampon@kauaifoodbank.org or 808-278-6118. Please submit applications and necessary paper work to the above email, or in person, at the KIFB warehouse located 3285 Waapa Rd. Lihue, HI, 96766.

We appreciate your help in feeding those in need.

Application Process:

- Please continue to read and review the following pages before proceeding with the application (*Application – KIFB Program and Agency 2023*), available online or by request.
- Return the application and any required documents to the above email. You will be notified when your application has been received.
- Once the application has been reviewed, a site visit by KIFB personnel will be arranged. No application can be finalized until a site visit is complete.
- After a site visit, if approved, programs and agencies will be asked to sign a Memorandum of Understanding (*MOU – KIFB Program and Agency 2023*).
- Once signed, programs can begin to receive foods as detailed in the MOU and agencies can be scheduled for a warehouse tour to begin shopping.

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KIFB offers four styles of external food distribution services.

Keiki Café Program: Provides children a *free of charge* daily snack. Focus on afterschool programs and clubs.

- Current program goal is to provide one snack a day for each student. This program helps to alleviate costs from teachers and coordinators that provide snacks at their own cost. Snacks empower students to focus and provide substance between lunch and dinner.

Backpack Program: Pre-packed bags *free of charge* with meal ingredients, fresh produce, meats, shelf stable items, and foods ready to be eaten. Bags are distributed weekly to program coordinators for disbursement in school locations and afterschool programs.

- Current program goal is to provide meal ingredients to be used and cooked over weekends. Ensuring foods during times students are away from school where meals are guaranteed.

Kupuna Delivery Program: (Must be a current and compliant tax-exempt 501(c)(3) non-profit organization) Utilize your organizations teams to help pack and deliver *free of charge* meal ingredients, fresh produce, meats, shelf stable items, and foods ready to be eaten, to a group of elders in your desired area of distribution. Foods are allocated to a set number of elders stated in the application. Foods are distributed by KIFB monthly and are expected to be delivered by program personnel the day items are received.

- Current program goal is to use other non-profit agency teams to facilitate the receiving, organization, temporary storage, and delivery service of foods monthly to elder communities. Foods are catered toward elders being low-sodium, high protein, and able to be eaten with medicines.

Agencies: (Must be a current and compliant tax-exempt 501(c)(3) non-profit organization) Agencies shop within the KIFB warehouse at a low *shared maintenance cost of \$0.19/lb.* procuring their own distributions. Agencies are required to report distribution demographics monthly based on the amount of people served through foods provided by KIFB.

- Food Pantry: Food storage regularly opened throughout the month on a scheduled known and published basis. Patrons are able to walk through the pantry and browse a “client choice” distribution system.
- Food Box Delivery: Work with a known group of in need recipients to provide food and other essential items on an on-call delivery basis. Provide contact opportunities for clients to receive necessary items purchased at KIFB. Focus on homeless communities, housing programs, and low-income communities.
- On-Site Feeding Event: Utilize a certified kitchen and provide ready to eat meals to recipients for day-of consumption. Advertised as an event open to the public.
- On-Site Distribution Event: Access point to receive foods and essential items to be cooked and eaten off-site. Advertised as an event open to the public.

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Non-Profit Documentation Requirements - Submit with application.

- _____ Current IRS tax-exempt 501(c)(3) status.
- _____ Current 990 tax return submitted to the IRS.
- _____ Agency board members listing.
- _____ Information or advertising about food service operations.
- _____ Certification or licensing needed for operation of food services.

Program and Agency General Requirements

All food service operations related to the application must adhere to the following criteria:

Security and Maintenance: The program must implement standard procedures that will ensure the security and integrity of the food within storage areas. Any and all state licenses/certificates necessary for the operation of program services must be kept to date.

Storage: The program must store food items in a dry and clean area at least six inches off the floor. Hazardous non-food products should be stored in an area inaccessible by children and away from foods.

Refrigeration: Thermometers should be placed in refrigerators (40°F or below) and freezers (0°F or below). Freezers should be defrosted and cleaned on a regular basis. There should be space allowed for air flow in the storage areas.

Food Safety: Keeping food fresh and wholesome requires attention to proper food safety at each stage of transportation, storage, and distribution. Food safety requirements can be met by maintaining a strong pest control program, dedicated attention to cleanliness and an emphasis on keeping perishable products at the proper temperature. The longer perishable items are kept out of proper storage temperatures, the more likely they are to spoil and give someone food poisoning.

- First in First Out: Food that has been in storage longest (“first in”) should be the next food used (“first out”).

Record Keeping: Track and record the number of recipients, lbs. of foods used, and maintain all necessary program records, including but not limited to the monthly report, and invoice sheets provided by KIFB upon delivery or purchase of foods.

Need Based Eligibility and Income-Based Eligibility: KIFB provides foods without the need for invasive questioning and without stipulation based on payments, performing a service, attending a religious service, regardless of race, creed, national origin, religious affiliation, sex, sexual preference, age, household status, disability or any deterrent factors.

Shopping (Agencies Only): The agency must be able to provide its own transportation to pick up food from KIFB. The agency must also indicate a commitment to maintain an inventory suitable to its ongoing program. A maximum of two registered shoppers per agency. Designated shoppers must adhere to the posted rules. The organization also agrees to pay a Shared Maintenance Fee (SMC) of \$0.19/lb. for goods purchased through KIFB. Payment due on a net 30-day term.

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Distribution (Agencies Only): The agency should determine what is needed for a well-balanced food box or meal and provide items for each recipient fairly and on a uniform basis. Employees or volunteers must have sufficient training and experience to ensure the integrity of items received as well as the operation of food distributions.

- The agency requesting foods must utilize foods from KIFB in a related way to the function identified by the organization's tax-exempt status. (For example, an organization which receives a tax-exemption status for publication of a senior magazine, cannot receive KIFB's food to operate a senior soup kitchen under the senior magazine exemption).

Food Use and Restrictions

All items that are donated to KIFB are done so with the understanding that they will be used for the intended purpose of feeding those in need.

- Clients must be able to access and receive food from the organization without stipulation.
- Food service coordinators should utilize fair and orderly distribution methods.
- Foods must be used for their intended purpose stated within the application.
- The organization must keep items received from re-entering commercial channels. Otherwise, do not barter, or offer for sale the items supplied by KIFB in exchange for money, property, or service.

Procedures for Shopping (Agencies Only)

- All purchases must be related to the use of the intended, stated, and approved food services.
- Maximum of two registered shoppers per agency. Shoppers must adhere to the posted rules.
 - o Change in authorized shoppers must be documented by KIFB.
- Close toed shoes are required to enter and shop in the KIFB warehouse.
- Sign-in and ask for assistance upon check-out to ensure proper record of items purchased.
- Do not break the seal of closed packages.
- No smoking, eating, or drinking inside of the warehouse. No food testing.
- Be alert. There are forklifts and other vehicles operating throughout the warehouse.
- While in the warehouse, stay within the designated areas presented on the KIFB tour.
- Items will be sold at \$0.19/lb. through a shared maintenance fee. Payment will be due on a net 30-day term. Food access restrictions may apply if payment is not received.
- Furniture, appliances, and other non-food items are also for sale, purchase by donation.
- Agency purchasing may be limited when KIFB has lower inventories.

Mahalo for reading the program and agency overview. If you have questions, please let us know.

We encourage you to apply to become a partner program or agency. We appreciate your willingness to serve our communities.