



## Agency Application Checklist

<https://www.feedingal.org/programs/becoming-a-partner-agency/>

### Application Process:

1. Submit [completed application](#) (including all necessary signatures) along with indicated documentation below. Incomplete applications/records cannot be processed.
  - Copy of 501(c) (3) Letter of Determination from the IRS showing official nonprofit status at a public charity.** *\*Official churches should submit their own 501(c) (3) OR a letter from their denominational headquarters, that has a 501(c)(3), stating that they are in good standing with that denomination. Churches that do not have an official 501(c) (3) may qualify for membership if they meet certain established criteria; however, the ultimate determination will be made by Food Bank staff. Please ask for more information regarding these criteria.*
  - Evidence of food program in operation for at least 6 months prior to application to CFBCA**
  - Proof of pest control by reputable Pest Control Company, at least quarterly**
  - Proof of Insurance Liability Coverage**
  - Proof of at least 2 funding sources and projected budget for food program**
  - Copy of Articles of Incorporation/Charter**
  - Letter from governing body giving permission for agency to become a member with the CFBCA** (download from application)
  - List of governing body including names, addresses and phone numbers**
  - USDA Agreement** (download from application)
  - CFBCA Agency Agreement and Release** (download from application)
2. Once the completed application form is submitted, you will be notified and a site visit by one of the CFBCA staff will be arranged.
3. Upon completion of a successful site visit, your agency will be contacted to set up Agency Training. This training is required before your agency may begin to receive food.

\*Please note, completion of this application does not guarantee membership. CFBCA reserves the right to refuse membership to agencies that we believe do not meet our criteria or guidelines for an ongoing successful food program. Agencies may be put on a waiting list if there are no membership openings available.

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity employer*