

Kentucky Department of Agriculture

FOOD PANTRY HANDBOOK



EMERGENCY FOOD ASSISTANCE PROGRAM



PANTRY OPERATORS' COMMODITY DISTRIBUTION POLICIES HANDBOOK

ELIGIBILITY REQUIREMENTS FOR USDA FOODS

The 1980 Farm Bill defines a Food Pantry as "a public or private nonprofit organization that distributes food to low income and unemployed households including foods from services other than USDA to relieve situations of emergencies and distress."



ELIGIBILITY FACTORS

- Nonprofit organization must sign an agreement with the State's approved Emergency feeding organization agreeing to comply with the Donated Foods Program Guideline for eligible households.
- Provide civil rights assurances and comply with civil rights regulations.
- Maintain accountability records, statistics, and receipts for foods received, disposed, and inventory or commodities received. Inventory is to show Quantities of foods received, quantities released, and balance on hand at the end of each month.
- Eligibility is determined by self-declaration of income. **INCOME REQUIREMENTS CANNOT EXCEED GUIDELINES ESTABLISHED ANNUALLY BY USDA. (See Appendix I)**



EQUITABLE DISTRIBUTIONS

Policy

The Food Pantry will distribute equitably to all eligible households.

Procedures

Using the schedule of Monthly Distribution (KY-FD-54-FB) located in Appendix IV, each pantry will be required to allocate commodity food according to established guidelines or based on amount of food available if a shortage occurs.



EQUITABLE DISTRIBUTIONS

- **The Eligibility Guidelines Chart will be displayed in the pantry for households to review. The gross income cannot exceed the guidelines on the Income Chart of this Handbook. (See Appendix I)**



Pantry Application Process

- Interested agencies should contact the EFO serving your location and request an application package. (See Appendix VII for listing.)
- The EFO representative will determine the eligibility, and upon approval, enter a contract and provide a copy of the current Commodity Distribution Handbook.



How USDA Commodities are Allocated

- The donated foods program will allocate USDA foods to each county based on the formula 60% of the households under the 2020 poverty guidelines plus 40% of unemployed persons as reported in the Economic Summary for April 2020. The contracting EFO will allocate each pantry their fair share based on household participation.



Safeguard Assurance

A food pantry is responsible for the safe storage, accountability of inventory, and distribution of commodities within the guidelines.



Record Keeping/Accountability

- Pantries or EFO's will retain all applications, inventory records for three (3) years plus the Current year.
- A status report will be submitted to the EFO monthly showing the number of households served, inventory on hand, damages, losses, and transfers.
- Failure to report will delay receipt of food for the following month.
- On or about July 1, of second state fiscal year, the Food Pantry will sign a new contract with the EFO and attend a required training session.

Damages Foods

- Foods damaged during shipment or distribution can be disposed of or given to eligible recipients as a bonus. Damaged foods can be given to eligible recipients as a bonus item in addition to their allocation.
- Foods that are severely damaged will be destroyed by appropriate agency personnel in the following manner.
- Remove food from wrapper, and dispose in trash container
- One or more witnesses are to be present when action occurs.
- Memo submitted separately to the Food Bank which notifies him/her of the amount destroyed and the persons involved in the procedures, list the amount of food damaged, and the method of elimination on the monthly distribution report.



Food Losses

- All losses are to be reported on a Food Loss Report (KY-FD-25, Appendix VI). The EFO will review the Food Loss Report for excessive losses and evaluate the need for corrective action. If necessary, the Department of Agriculture may investigate the loss. If a pantry continues to report excessive losses, the contracting agency will notify the Department of Agriculture Food Distribution Program.

Transfer of Excess Foods

- **Excess foods may be transferred from one approved pantry to another approved pantry in the county. Contact the Food Bank prior to transferring food to make sure the pantry is approved.**
- **Excess foods already on pantry inventory may be transferred from one county to another with prior approval of the Food Bank.**
- **The form KY-FD-7 will be used to transfer foods. See Appendix III.**



Civil Rights Compliance

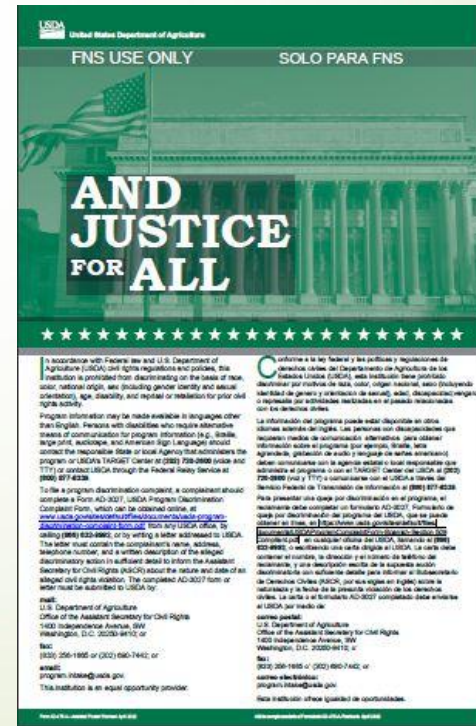
- In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.
- Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

Civil Rights Compliance

- To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:
 1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
 2. fax:
(833) 256-1665 or (202) 690-7442; or
 3. email: Program.Intake@usda.gov
- This institution is an equal opportunity provider.

For Justice For All Poster

- All brochures and news releases must have the civil rights clause included. “. . .And Justice For All” posters will be supplied and must be posted in all facilities approved for USDA food distribution.





Storage Practices

- Certain standard storage practices will help maintain the quality in stored commodities.
- Store like items together.
- Keep USDA foods separate from other foods.
- All foods should be stored away from chemicals & cleaning supplies.



FIRST IN, FIRST OUT

- The practice known as first in, first out (FIFO) refers to the order in which commodities are used. Food must be stored so that the cases with the oldest pack dates are in front and used first. Most USDA commodities have the pack date on the case, if not rely on first in, first out.



STACKING

- The basic rules for stacking commodities:
- Limit the height of the stack so that cases of foods on the bottom layers are not crushed.
- Cross-stack the cases of commodities to ensure that the stack will be steady and solid.
- Stack commodities away from sources of heat or steam.



APPENDIX

- I. Income Guideline**
- II. Commodity Application Register (KY-FD-30-FB)**
- III. Transfer of Commodities (KY-FD-7)**
- IV. Monthly Household Distribution Rate (KY-FD-54-FB)**
- V. Temperature Recording Chart (KY-FD-8)**
- VI. Donated Food Loss Report (KY-FD-25-FB)**
- VII. Food Bank/EFO Listing**

INCOME GUIDELINE At 185%

Household Size	Gross Monthly Income (2025)
1	\$2,413
2	\$3,261
3	\$4,109
4	\$4,957
5	\$5,805
6	\$6,653
7	\$7,501
8	\$8,349
For each additional household member, add...	\$848



FOOD BANKS

GOD'S PANTRY

2201 INNOVATION DRIVE

LEXINGTON, KY 40511

PHONE (859)-288-5326

DARE TO CARE

5803 FERN VALLEY ROAD

LOUISVILLE, KY 40232

PHONE (502)-966-3821

AMERICAN'S SECOND HARVEST of KY'S HEARTLAND

313 PETERSON DRIVE

ELIZABETHTOWN, KY 42701

(270)-769-6997

NORTHERN KY ADD

10100 Toebben Drive

Independence, KY 41051

(859)-282-2709



FOOD BANKS

PURCHASE ADD

PO Box 588

MAYFIELD, KY 42066

PHONE (270)-251-6141

Tri-State Food Bank

2504 Lynch Road

Evansville, IN 47711

PHONE (812)-425-0775