

16. The agency must inform CFB of any changes within the agency with regards to names, addresses, telephone numbers, staff, services provided and any other pertinent information.
17. CFB needs to be notified in writing if your agency will be closed for over 60 days for whatever reason. The agency may then need to be revisited.
18. Each agency is allowed three (3) authorized shoppers per program. CFB needs to be notified in writing who those shoppers will be and each shopper **MUST** attend an orientation. It is the agency's responsibility to notify CFB in writing if there are changes in the shoppers. If we are not notified and a person shops, the agency is responsible for that invoice.
19. The agency must agree to obtain food from only one Food Bank and notify CT Food Bank of changes in distribution information.
20. If two or more programs are offered by an agency, the food from those different programs must be carefully recorded and kept track of separately, ex: a pantry and soup kitchen need to keep their food separate.
21. The agency should view CFB as a supplemental source of food. There is no guarantee that we will have everything that a program may need.
22. The agency must be active in food procurement through the warehouse shopping area at least on a monthly basis. Twelve months of no activity will subject the agency to termination as a member agency.
23. The agency must adhere to the rules and regulations of CFB, Feeding America and applicable government laws as such rules and regulations may exist from time to time, as well as any additional donor stipulations.
24. All items are accepted in "as is" condition. CFB, Feeding America and the original donor are:
 - Released from any liability resulting from the donated food.
 - Are held harmless from any claims or obligations in regard to the agency or the donated goods.
 - Offer no express warranties in relation to the gift of goods.
25. Both parties enter into this agreement voluntarily. Either party may terminate the agreement simply by so notifying the other party in writing.

Membership Fee

An annual membership of \$25 **per program** will be charged every January 1. Fees will be prorated per month for agencies joining CFB mid-year. (If you have a pantry and soup kitchen, you will pay \$25 each).

CONNECTICUT FOOD BANK

Non-Discrimination:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Agencies will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, political affiliation, sexual orientation including gender identity or unfavorable discharge from the military or status as a protected veteran. CFB recognizes that many of its agencies have religious affiliations. No agency, however, may refuse CFB products to clients because of religious beliefs or non-beliefs. Nor may it engage in onerous or discriminatory proselytizing of any nature.

An agency cannot require a recipient to participate in any religious, political or other activity as a requirement for receiving food.

If the agency imposes certain requirements for participation in a residential program or otherwise (for example, by way of a monetary fee or other personal services), the requirement must be reasonable, must not be onerous and must be for the **entire package** of services offered under **the program** and NOT for the products received from CFB.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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The Connecticut Food Bank is an equal opportunity provider.

I have read and understand all the foregoing requirements and agree to adhere to them completely. Failure to abide by any of these requirements may result in the agency being suspended or terminated from participation with the food bank.

Agency Director

Date

Agency Site Coordinator

Date

Connecticut Food Bank Staff

Date