



PROGRAM APPLICATION PROCESS OVERVIEW

Santa Clara County
750 Curtner Avenue
San José, CA 95125-2118
408.266.8866 ph
408.266.9042 fax

San Mateo County
1051 Bing Street
San Carlos, CA 94070-5320
650.610.0800 ph
650.610.0808 fax

Thank you for your interest in Second Harvest Food Bank of Santa Clara and San Mateo Counties.

To become an agency of Second Harvest Food Bank, your organization must meet the following criteria. It must:

1. Be a Federal nonprofit, IRC Section 501(c)(3) entity (see attached application definitions)
2. Operate an ongoing food assistance program that has been in existence for at least six (6) months
3. Serve a population that is at least 70% low-income;
4. Not duplicate an existing service in the same geographic area;
5. Provide proof of general liability insurance; and
6. Agree to abide by provisions outlined in the Food Bank Agency Agreement

Attached are the forms and information necessary to begin the application process. Fill out the forms completely and return the form and required attachments to the Food Bank. The packet must be complete for the process to continue.

The Services Advisory Committee reviews applications every other month. A representative from all applying agencies must attend the review meeting. Please call to schedule a day and time for your presentation.

After review by the Committee, an on-site monitoring visit of your program will be scheduled. The monitoring will include inspection of your food storage facilities and evaluation of your food handling processes. Our staff nutritionist is available for advice and training in these areas. Agencies are allowed to begin picking up food only when a satisfactory monitoring report is completed.

All agencies are assessed an Annual Fee. This fee covers all food and services received from the Food Bank including food, nutrition education, training workshops, delivery, and application fees. The Annual Fee will be calculated on a sliding scale based upon pounds received by each agency the previous year. The fee scale ranges from a minimum of \$75 to a maximum of \$2,200. If accepted as a new agency to the Food Bank, a minimal charge of \$75 will be assessed initially.

If you have any questions, please feel free to contact Shirley Chang in San Jose at (408) 266-8866 x272 or schang@shfoodbank.com or Mark Kokoletsos in San Carlos at (650) 610-0800 x402 or mkokoletsos@shfoodbank.com.



APPLICATION DEFINITIONS

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501(c)(3) tax-exempt status:

The designation granted by the IRS to incorporated organizations that are not for profit.

Letter of Determination from the Federal Internal Revenue Service:

After applying and being granted nonprofit status, each agency is sent a confirmation letter from the IRS stating that the organization has been granted 501(c)(3) tax-exempt status

Advanced Ruling Period:

An agency may be granted 501(c)(3) status under an Advanced Ruling Period. That allows the IRS to complete the evaluation before granting final status. An agency's Letter of Determination must be current and the Advanced Ruling Period not expired.

Low Income:

Low income individuals and families are defined as having an income of less than 200% of the Federal Poverty Level.

Sample Maximum Gross Income Limits:

Household Size	Annual Income	Monthly Income
1	\$21,780	\$1,815
2	\$29,420	\$2,452
3	\$37,060	\$3,088
4	\$44,700	\$3,725
For each additional Household member	\$7,640	\$637

For those working with public schools, low-income is also defined as those receiving free and reduced school lunch.

Certificate of Insurance:

A one-page document issued by an agency's insurance company that states the amount of coverage and the dates the coverage is in affect. After becoming an agency, Second Harvest Food Bank should be registered as an additional insured on the certificate.

Updated: March 2011

SERVICE TYPES

Pantry:

Program that provides food to families and individuals for home consumption. Goal of program should be to provide a 3-day supply of nutritionally balanced food.

Soup Kitchen:

Program that is open to the public and provides a prepared meal.

Rehabilitation Program:

Program that provides specific services for clients with disabilities, mental health concerns, substance abuse issues, etc. Program may provide housing, counseling, rehabilitation services, support groups, and/or a myriad of other services.

Supplemental/Other:

Program that does not provide a 3-day, balanced food supply or is designed to provide specific services that are not necessarily food related: job training and counseling, senior services, or socialization.

Senior Program:

Program that provide food to seniors.

Shelter:

Program that provide shelter to homeless individuals and families.

Children's Program:

Program that serves children under the age of 18 a prepared meal.

Youth/Snack:

Program that serves children under the age of 18. Only snacks are served—no meal preparation is provided.

Adult Snack:

Program that provides snacks to adults over the age of 18—no meal preparation is provided.

Special Event Pantry:

Program that provides food to families and individuals for home consumption. Program does not operate on a regular, 12-month cycle. Generally, programs operate at specific holiday times or for special occasions.

Special Event Meal:

Programs that provide a prepared meal. Program does not operate on a regular, 12-month cycle. Generally, programs operate at specific holiday times or for special occasions.

Meal Assistance:

Any program that provides food to be consumed on the premises. Can include a prepared hot or cold meal, a sack lunch, or a snack.

SECOND HARVEST FOOD BANK of SANTA CLARA and SAN MATEO COUNTIES

Need Food? (800) 984-3663 | Want to Donate? (866) 234-3663

www.SHFB.org

Providing food for people in need in our community.