



MESSAGE FROM FEEDING WESTCHESTER

Dear Partner,

As we embark on a new chapter with the revision of our Partner Agreement, We want to take this opportunity to reaffirm Feeding Westchester's unwavering commitment to you, our partner. Together, we are the backbone of a vital network that provides critical food assistance to our neighbors in need.

Our partnership represents a collaborative effort, united in our Feeding Westchester mission to nourish our community. Every day, we see firsthand the dedication and compassion you bring to this integral work, and we stand alongside you. If there is anything we can do to better serve you and our community, please let us know.

Together, we are creating pathways out of hunger, addressing unmet needs, and building a better tomorrow. The impact we create extends far beyond the immediate relief provided by a meal. We are investing in the well-being of our community and fostering a future where access to food is no longer a barrier.

While we celebrate the progress we have made together, we are also mindful of the ongoing challenges faced by our neighbors. During this time of increased need, we are committed to adapting and innovating to ensure that no one goes hungry. We are continually seeking new ways to meet the needs of our community and support you, our invaluable partners.

Through this agreement we want to reaffirm our commitment that Feeding Westchester will stand beside you, ready to offer quality products, reliable service, additional resources, expertise, and unwavering support. We are committed to this journey, and we are confident that through our collective efforts, we will continue to nourish our community, build a better tomorrow, and ensure that everyone has access to the food they need to thrive.

Together We are Feeding Westchester.

In Partnership,

Feeding Westchester

FEEDING WESTCHESTER PARTNER AGENCY AGREEMENT

EFFECTIVE DATES: JANUARY 1, 2024 TO JUNE 30, 2025

Feeding Westchester (FW) and the Partner Agency (PA)

Name of PA * enter into this agreement to provide supportive feeding services at locations throughout Westchester County. The purpose of the partnership is to enhance each party's capacity to provide food to our community.

FEEDING WESTCHESTER COMMITMENT

Feeding Westchester commits to doing our best to ensure the safety, compliance and quality of our products and services distributed to our partner agencies.

FEEDING WESTCHESTER RESPONSIBILITIES

1. FW will provide food and other products to an established and eligible non-profit 501(c)(3) charitable organizations that serve our neighbors and families in need through a meal program or emergency feeding program.
2. FW will provide standard and timely delivery hours and days that are in line with PA distributions needs and notify partner agency of any special circumstances in delays in service
 - a. FW will send notifications about delivery changes and disruptions in a timely manner, as well as for any changes or edits to an order based on product availability
3. FW will acquire and inspect food and other products to ensure quality
4. FW will address and settle payment and billing issues in a timely manner
 - a. FW will provide account adjustments for variances in food received and charges
5. FW will conduct compliance site visits at the PA at least once every 18 months in accordance with our required obligations to Feeding America and as a recipient of New

York State and Federal programs

6. FW agrees to treat our neighbors, partner agency staff, and volunteers with respect and dignity.

PARTNER ELIGIBILITY

Feeding Westchester exists to provide food to the community and work with almost 300 partners to accomplish this. We want to ensure people who need food in Westchester County have access to it so if your organization has a feeding program and need additional resources, we are here to support you.

1. The PA will be a not-for-profit tax exempt 501(c)(3) organization, wholly owned by a 501(c) 3 organization or a Church, (or) other tax-exempt entity. The PA may be an unincorporated program designated as the agent of a 501(c)3 agency or Church in distributing donated product obtained from the Feeding Westchester to eligible recipients under the following conditions:

- a. The 501(c)3 organization or other tax-exempt entity will affirm such designation in writing, acknowledging the responsibility to enforce all provisions of this agreement with the Feeding Westchester on the designated Agency;
- b. The 501(c)3 organization or other tax-exempt entity will be programmatically, fiscally and legally responsible for the donated product handling/distribution activities of the designated Agency; and
- c. Funds used to pay shared maintenance fees assessed by Feeding Westchester will come from the 501(c)3 organization or other tax-exempt entity, and not from the designated agent and all money received and disbursed in connection with the donated product handling/distribution activity, will go through the fiscal books of the 501(c)3 organization.
- d. PAs are responsible for providing a copy of their certificate of liability insurance for the distribution location and adding Feeding Westchester, Inc. 200 Clearbrook Road Elmsford, NY 10523 as additionally insured renewed annually for as long as an organization is a partner with FW.

PARTNER AGENCY RESPONSIBILITIES

As a not-for-profit organization, a member of Feeding America, and a recipient of TEFAP/HPNAP commodities; Feeding Westchester must adhere to Department of Health, the IRS, federal and state laws that require several compliance requirements in our shared work, in several categories:

- Food Security and Safety
- Product Integrity
- Data Collection including attestations
- Inadequacy of service
- Nondiscriminatory and equitable distribution practices to the community

1. Release Feeding Westchester, original food donor, and Feeding America from any liabilities, claims, losses, causes of action, suits at law or in equity, or any other obligation arising out of or attributed to the storage and/or use of the products supplied.

a. Partner agency further agrees to offer no express warranties in relation to the products that you receive as part of this agreement

2. Accept all donated product in "as is" condition, unless product is deemed unconsumable by Feeding Westchester staff

3. Accept full responsibility for the safety of food for consumption of all donated product accepted

4. Serve or distribute the donated product immediately (or) within one week if proper storage is available onsite.

5. Allow Feeding Westchester to conduct a site visit at least once every 18 months in accordance with state and federal guidelines

6. FW and PA must comply with federal and state civil rights laws including participation in an annual Civil Rights training conducted by FW.

COMPLIANCE RESPONSIBILITIES

1. The PA agrees to distribute donated products free of charge for use by our neighbors in need. Distribution is limited to use in Westchester County, New York.
2. The PA agrees to support the operation of Feeding Westchester by contributing to the "shared maintenance fee" if deemed applicable by Feeding Westchester. The shared maintenance fee helps to maintain Feeding Westchester as a licensed and approved food inspection and warehouse distribution system. The PA agrees the shared maintenance fee is subject to change by Feeding Westchester.
3. The PA agrees to adhere to any additional donor intent stipulations that may be required.
4. The PA understands and agrees to track and maintain TEFAP client reporting verbal attestation records of households, children, adults, and seniors served monthly at each distribution.
 - a. These feeding numbers must be reported to Feeding Westchester by the 10th of following month; failure to report your monthly statistics will result in an immediate hold on your account and you will not be able to order food until your statistics have been submitted.
5. The PA will not offer for sale, sell, transfer, or barter the donated product in exchange for money, other properties, or services.
6. Any food provided to a partner agency from FW should not be shared except only as a one-off and with the written permission of FW. The following conditions apply:
 - a. The other site is an active FW partner agency with excess product and still consumable per food safety regulations
 - b. There is a written and signed agreement between both FW partners and sent to the FW Partner Engagement team.
7. The PA agrees not to transfer any items, including food or equipment, acquired from Feeding Westchester to any other organization unless first approved by member services at Feeding Westchester; transfer of product should also only occur in one-off situations such as inclement weather and shall not be recurring.

FOOD SAFETY REQUIREMENTS

The PA will have a system for securing donated product received and have adequate refrigeration/freezer space and dry storage to ensure the safety of donated product until used and/or distributed. Measures taken to secure donated product and maintain its integrity must include, but are not limited to:

1. Keeping donated product distinct from that of other programs, staff and/or personal use;
2. Restricting access to storage areas with lockup capacity
3. Storing food 6 inches off the ground and away from the walls to protect against food safety risks
4. Keeping thermometers in every freezer/cooler, maintaining temperature logs consistently and retaining them for at least two years
5. Having at least one staff member or regular volunteer designated as responsible for the safe storage, handling, and preparation of food and trained in food safety by either Feeding Westchester's Nutrition Resource Manager every 3 years (or) provide proof of ServSafe certification from the NRM or a qualified, professional food safety training agency every 5 years if The PA is classified as a soup kitchen.

SERVICE REQUIREMENTS

1. The PA agrees to treat food recipients and FW staff with respect and dignity at all times.
2. The PA will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as protected veteran.
3. Recipients may not be required to attend a religious or political meeting or to make a statement of faith, non-faith or pledge membership, or to attend any religious or political meeting before, during, after, or in exchange for product.
4. The PA will keep posted: the Client Bill of Rights, Provider Bill of Rights, and Justice for all posters in a place where all program participants, volunteers and staff may be

able to read and understand them.

5. The PA will treat recipient applications and written records as confidential material, keeping all intake cards and sign-in sheets on-site in a locked and secure area or password protected on a computer.

6. Eligible staff, volunteers, congregational members, or any other subgroup of recipients shall not be given priority or exclusive rights over the distribution of donated product.

ELECTED OFFICIAL PARTNER GUIDELINES

1. Respect for Non-Partisanship: Elected officials are respectfully required to honor the non-partisan nature of our organization and not use food distributions/other events to promote their political campaigns or partisan agendas in accordance with FW's 501c3
2. Approval for Publicity Materials: Elected officials are respectfully required to obtain approval from our organization before distributing any materials, flyers or any other promotional materials at food distribution events or using the food distribution events
3. Refrain from Partisan Behavior: Elected officials are respectfully asked to refrain from displaying campaign signage, flyers, advertisements, using loudspeakers or engaging in any other behavior that could be construed as political campaigning during food distributions
4. Confidentiality of Client Information: Elected officials are respectfully asked to honor the confidentiality of client information and not use any information obtained during food distributions for political purposes
5. Enforcement of Guidelines: Violations of this policy will result in corrective action, including but not limited to the revocation of a food pantry partner's status or the banning of elected officials from attending food distributions.

DISENGAGEMENT - COMPLIANCE RULES THAT IMPACT PARTNERSHIP STATUS

1. The PA will not offer for sale, sell, transfer, or barter the donated product in exchange for money, other properties, or services.
2. The PA agrees not to transfer any items, including food or equipment, acquired from Feeding Westchester to any other organization unless first approved by member services at Feeding Westchester; transfer of product should also only occur in one-off situations such as inclement weather and shall not be recurring.
3. The PA has not placed order in at least 6 months (with no communication with Feeding Westchester), or if The PA has not submitted their statistics in at least 6 months (with the exception of circumstances deemed by FW as extenuating), then The PA is put on hold until ready to resume, in which another site visit must be conducted by Feeding Westchester.

ACCOUNTS RECEIVABLE – FINANCIAL REQUIREMENTS

Feeding Westchester requests that all invoices be paid within 30 days; failure to do this will result in partner being placed on free foods only after invoice reaches 60 days (or) suspension from ordering after invoice reaches 120 days until payment is received.

Grants must be spent down in a timely manner in accordance with specified grant deliverables and timelines as outlined by Feeding Westchester.

SITE MONITORING

The PA monitoring process serves to ensure compliance with state and federal law, as well as the food bank's Feeding America contract. Feeding Westchester representatives will meet regularly with partner agencies to periodically evaluate the standing relationship and to promote best practices. In accordance with these monitoring guidelines:

1. The PA agrees to a preliminary on-site visit by a Feeding Westchester representative during the application process.
2. The PA agrees to allow Feeding Westchester to monitor regularly at least once every eighteen (18) months, or more often at Feeding Westchester's discretion.
3. The PA will allow Feeding Westchester to monitor the distribution at its own discretion, announced or unannounced.

In witness to their intention to be legally bound by the terms and conditions of this contract, to work together toward the outlined common goals, and in accordance with the preamble, Feeding Westchester and the PA have signed this contract.

Name of Partner Site *

()

Partner Site Representative *

First Name

Last Name

Partner Site Representative Title *

Partner Site Representative Email

example@example.com

Date

Date

Signature *

Sign Here

Clear

Memorandum of Understanding

Program MOU *

- | | Child Feeding Bags
- | | Link2Feed
- | | Feeding United Home Deliveries
- | | Food is Medicine
- | | Fresh Market
- | | Mobile Pantry
- | | School Pantry
- | | Senior Grocery
- | | N/A

Name of Partner Site *

The School Pantry Program

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between Feeding Westchester (hereinafter referred to as "FW") and the Partnering School Pantry (hereinafter referred to as "PSP").

1. General Program Overview

a. The School Pantry Program, designed in the style of a food pantry, aims to address food insecurity among Westchester County students and their families by providing a readily accessible and consistent source of nutritious food within the school environment. The primary goal of the program is to alleviate hunger and ensure that students have access to an adequate supply of nutritious foods. This, in turn, will contribute to enhancing overall well-being, academic performance, and attendance within educational settings.

2. Responsibilities of Feeding Westchester (FW)

FW agrees to:

- a. Provide access and training to FW's online shopping portal (SCA)
- b. Supply a truck and driver for the delivery, unloading, and curbside drop of the School Pantry order
- c. Conduct regular monitoring and site visits every 18 months to:
 - i. Assess the impact of the program
 - ii. Address any challenges
 - iii. Gather feedback
 - iv. Make improvements
 - v. Ensure adherence to proper food safety protocols and other compliances listed in the FW Partner Agreement
- d. Serve as a community resource by providing relevant information, educational components, ongoing support, orientation, and any necessary training to the PS

3. Responsibilities of Partnering Site (PS)

PS agrees to:

- a. Sign and adhere to FW's partner agreement
- b. Provide a safe environment, whether the distribution is held in an indoor facility or outdoors. The environment includes any equipment and materials necessary to facilitate the distributions.
- c. In the case of an indoor facility, the program necessitates a lockable door accessible only to approved individuals. Additionally, furnishings, including shelving, which must be positioned 6 inches above the floor and 6 inches away from the wall.
- d. Provide an outdoor area suitable for accommodating FW's 26-foot truck during the delivery process.
- e. Appoint a site coordinator or volunteers (school staff; parents; and/or community members) to perform the following tasks:
 - i. Encourage students to visit and volunteer in their pantry by preparing a welcoming and dignifying environment for visiting students and families
 - ii. Supervise all school pantry visitors
 - iii. Meet the FW truck and driver outside when the order arrives
 - iv. Safely use equipment or proper lifting methods to unpack the order for gleaning
 - v. Safely secure any remaining bags, equipment, or materials utilized for the purpose of distribution in a room with a door that can be locked and accessed only by approved individuals
 1. Additionally, ensure that food is stored above the floor, utilizing furnishings like shelving positioned 6 inches above the floor and 6 inches away from the wall.
- f. Incorporate educational components, such as nutrition workshops or cooking demonstrations, to promote healthy eating habits and empower families with nutritional knowledge.
- g. Report Monthly Household Statistics through FW's online shopping portal:

- i. Accurate reporting on the # of households; # of children; # of adults; and # of seniors served per distribution are required to be submitted to FW by the 10th of the following month.
- ii. Example: Statistics for February 2024 distributions are due by March 10th, 2024.
- iii. Failure to report may lead to an interruption in distributions.
- h. Report any damage or unusable product delivered upon delivery to FW
- i. Inform FW of any changes that may affect the program status, including providing 24-hour notice for cancellations
- j. If receiving pallets of raw materials, the PS is responsible for gleaning of ALL product, involving sorting through produce that is not suitable for distribution or may be damaged. Fresh produce may consist of 10% gleaning
- k. Adhere to all proper food handling guidelines and other requirements

This MOU is effective as of the date first below written and shall remain in effect until terminated by either party with a written notice 30-days.

Feeding Westchester Representative

Christopher McGregor

Feeding Westchester Representative Title

Manager, Program Services

Feeding Westchester Representative Signature

C. McGregor

Partner Site Representative Name *

First Name

Last Name

Partner Site Representative Email *

example@example.com

Date *

Date

Signature *

Sign Here

Clear

SENIOR GROCERY PROGRAM

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into by and between Feeding Westchester (hereinafter referred to as "FW") and the Partnering Site (hereinafter referred to as "PS").

1. General Program Overview

- a. The Senior Grocery Program is a free initiative that comes to the host site and participants are no cost. The program, operating two weeks each month, is designed to assist partnering sites in providing our senior-neighbors with safe access to healthy and diet-appropriate foods at least once per month. Partnering sites, including senior housing developments, churches, community/health centers, and other senior-related organizations, will receive fresh and nutritious fruits and vegetables to distribute to seniors. The program may also yield frozen breads, fresh dairy, and other shelf-stable food products.

2. Responsibilities of Feeding Westchester (FW)

FW agrees to:

- a. Provide the partner with a fiscal year calendar detailing delivery and distribution dates
- b. Supply a truck and driver for the delivery, unloading, and curbside drop of the Senior Grocery order.
- c. Deliver a predetermined quantity of preassembled fresh produce bags for distribution.
- d. Conduct regular monitoring and site visits every 18 months to:
 - i. Assess the impact of the program
 - ii. Address any challenges
 - iii. Gather feedback
 - iv. Make improvements
 - v. Ensure adherence to proper food safety protocols and other compliances listed in the FW Partner Agreement

- e. Serve as a community resource by providing relevant information, ongoing support, orientation, and any necessary training to the PS.

3. Responsibilities of Partnering Site (PS)

PS agrees to:

- a. Sign and adhere to FW's partner agreement.
- b. Have the capacity to serve a minimum of 100 households with seniors within Westchester County
- c. Provide an outdoor area suitable for accommodating FW's 26-foot truck during the delivery process.
- d. Appoint a site coordinator or volunteers to perform the following tasks:
 - i. Promote the program by sharing distribution dates and encouraging senior participation.
 - ii. Prepare a welcoming and dignifying environment for visiting seniors.
 - iii. Meet the FW truck and driver outside when the order arrives.
 - iv. Safely use equipment or proper lifting methods to unpack the order for gleaning.
 - v. Safely secure any remaining food, bags, equipment, or materials utilized for the purpose of distribution in a room with a door that can be locked and accessed only by approved individuals.
 - 1. Additionally, ensure that food is stored above the floor, utilizing furnishings like shelving positioned 6 inches above the floor and 6 inches away from the wall.
- e. Report Monthly Household Statistics to FW:
 - i. Accurate reporting on the # of households; # of children; # of adults; and # of seniors served per distribution are required to be submitted to FW by the 10th of the following month.
 - ii. Example: Statistics for February 2024 distributions are due by March 10th, 2024.
 - iii. Failure to report may lead to an interruption in distributions.
- f. Report any damage or unusable product delivered upon delivery to FW

- g. Inform FW of any changes that may affect the program status, including providing 24-hour notice for cancellations
- h. If receiving pallets of raw materials, the PS is responsible for gleaning of ALL product, involving sorting through produce that is not suitable for distribution or may be damaged. Fresh produce may consist of 10% gleaning
- i. Adhere to all proper food handling guidelines and other compliances

This MOU is effective as of the date first below written and shall remain in effect until terminated by either party with a written notice 30-days

Feeding Westchester Representative

Christopher McGregor

Feeding Westchester Representative Title

Manager, Program Services

Feeding Westchester Representative Signature



Partner Site Representative Name *

First Name

Last Name

Partner Site Representative Email *

example@example.com

Date *

MM-DD-YYYY

Date

Signature *

Sign Here

Clear

Feeding United Home Deliveries (FUHD/DoorDash) Program
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between Feeding Westchester (hereinafter referred to as "FW") and the Partnering Hub Site (hereinafter referred to as "PHS").

1. General Program Overview

a. (FUHD) is an at no cost program aimed at providing school-aged children and their households with as 12-15lb. bag of fresh and nutritious fruits and vegetables through the collaboration of DoorDash, Feeding Westchester, and United Way of Westchester and Putnam. Participants in the program are students qualifying for free or reduced school meals in their school district and residing within a 15-mile radius of the Partnering Hub Site. The program operates on a weekly basis, subject to adjustments due to inclement weather and school closures, with distributions for Dashers occurring every Wednesday.

2. Responsibilities of Feeding Westchester (FW)

FW agrees to:

- a. Provide the partner with a fiscal year calendar detailing delivery and distribution dates.
- b. Supply a truck and driver for the delivery, unloading, and curbside drop of the FUHD order
- c. Deliver a predetermined quantity of preassembled fresh produce bags for distribution
- d. Conduct regular monitoring and site visits every 18 months to:
 - i. Assess the impact of the program
 - ii. Address any challenges
 - iii. Gather feedback
 - iv. Make improvements

- v. Ensure adherence to proper food safety protocols and other compliances listed in the FW Partner Agreement
- e. Serve as a community resource by providing relevant information, ongoing support, orientation, and any necessary training to the PHS

3. Responsibilities of Partnering Hub Site (PHS)

PHS agrees to:

- a. Sign and adhere FW's partner agreement
- b. Provide an outdoor area suitable for accommodating FW's 26-foot truck during the delivery process and facilitating the pickup of FUHD bags by 10 to 15 Dashers (DoorDash delivery drivers)
- c. Appoint a site coordinator or volunteers to perform the following tasks:
 - i. Meet the FW truck and driver outside when the order arrives
 - ii. Facilitate the arrivals, pickups, and departures of Dashers by loading FUHD bags into vehicles
 - iii. Inform Dashers who cancel to UNASSIGN themselves so that other Dashers may be assigned the rejected deliveries
 - iv. Report any damage or unusable FUHD bags to FW
- d. Inform FW of any changes that may affect the program status, including providing 24-hour notice for cancellations
- e. Adhere to all proper food handling guidelines and other requirements

This MOU is effective as of the date first below written and shall remain in effect until terminated by either party with a written notice 30-days.

Feeding Westchester Representative

Christopher McGregor

Feeding Westchester Representative Title

Manager, Program Services

Feeding Westchester Representative Signature

C. McGregor

Partner Site Representative Name *

First Name

Last Name

Partner Site Representative Email *

example@example.com

Date *

MM-DD-YYYY

Date

Signature *

Sign Here

Clear

The Child Nourishment Bag Program

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between Feeding Westchester (hereinafter referred to as "FW") and the Partnering Child Nourishment Site (hereinafter referred to as "PCNS").

1. General Program Overview

a. The objective of the Child nourishment Bag Program is to address food insecurity among Westchester County students and their families. By establishing a consistent and easily accessible source of staple shelf-stable foods within the school environment, the program aims to alleviate hunger. Its primary focus is on providing food-insecure students with access to a 10-12lb. bag of staple shelf-stable food for home meal preparations, contributing to improved overall well-being and a reduction in meal gaps. The program is conducted through various partnerships for volunteering or skill building in this community.

2. Responsibilities of Feeding Westchester (FW)

FW agrees to:

- a. Provide delivery schedule for biweekly deliveries of child nourishment bags via our Partners
- b. Supply a truck and driver for the delivery, unloading, and curbside drop of the School Pantry order
- c. Conduct regular monitoring and site visits every 18 months to:
 - i. Assess the impact of the program
 - ii. Address any challenges
 - iii. Gather feedback
 - iv. Make improvements
 - v. Ensure adherence to proper food safety protocols and other compliances listed in the FW Partner Agreement
- d. Serve as a community resource by providing relevant information, educational components, ongoing support, orientation, and any necessary training

to the PS

3. Responsibilities of Partnering Site (PS)

PS agrees to:

- a. Sign and adhere to FW's partner agreement.
- b. Have the capacity to assist a minimum of 50 households with a child eligible for the Free or Reduced School Meals Program within their Westchester County school district.
- c. Provide a safe environment, whether the distribution is held in an indoor facility or outdoors. The environment includes any equipment and materials necessary to facilitate the distributions.
- d. Appoint a site coordinator or volunteers (school staff; parents; and/or community members) to perform the following tasks:
 - i. Meet the Program volunteers outside when the order arrives.
 - ii. Safely use equipment or proper lifting methods to unpack the order.
 - iii. Redistribute child nourishment bags to children or families upon site's drop-off or pick-up times.
 - iv. Safely secure any remaining bags, equipment, or materials utilized for the purpose of distribution in a room with a door that can be locked and accessed only by approved individuals.
 1. Additionally, ensure that food is stored above the floor, utilizing furnishings like shelving positioned 6 inches above the floor and 6 inches away from the wall.
- e. Report Monthly Household Statistics to FW:
 - i. Accurate reporting on the # of households; # of children; # of adults; and # of seniors served per distribution are required to be submitted to FW by the 10th of the following month.
 - ii. Example: Statistics for February 2024 distributions are due by March 10th, 2024.
 - iii. Failure to report may lead to an interruption in distributions.

- e. Report any damaged or unusable product delivered on the day of delivery to FW
- f. Inform FW of any changes that may affect the program status, including providing 24-hour notice for cancellations
- g. Adhere to all proper food handling guidelines and other compliances

This MOU is effective as of the date first below written and shall remain in effect until terminated by either party with a written notice 30-days.

Feeding Westchester Representative

[Christopher McGregor]

Feeding Westchester Representative Title

[Manager, Program Services]

Feeding Westchester Representative Signature

C. McGregor

Partner Site Representative Name *

[]

First Name

[]

Last Name

Partner Site Representative Email *

[]

example@example.com

Date *

MM-DD-YYYY

Date

Signature *

Sign Here

Clear

The Fresh Market Program

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into by and between Feeding Westchester (hereinafter referred to as "FW") and the Partnering Site (hereinafter referred to as "PS").

1. General Program Overview

a. This program is a farmer's market-style distribution with the goal of providing neighbors in Westchester County with access to fresh produce. In this type of mobile distribution, a truck containing 10,000 – 20,000 pounds of food (90% produce; 10% other assorted food items chosen by Feeding Westchester), delivers the product at a designated site. Product is distributed using a client choice table model. Volunteers assemble the product on folding tables and the community members make guided choices on a first-come first-served basis.

2. Responsibilities of Feeding Westchester (FW)

FW agrees to:

- a. Provide the partner with a fiscal year calendar detailing delivery and distribution dates.
- b. Supply a truck and driver for the delivery and unloading of pallets. Delivery includes:
 - i. Pallets of food items
 - ii. Gloves for volunteer use only
 - iii. Garbage bags
 - iv. Plastic shopping bags
- c. Conduct regular monitoring and site visits every 18 months to:
 - i. Assess the impact of the program
 - ii. Address any challenges

- iii. Gather feedback
 - iv. Make improvements
 - v. Ensure adherence to proper food safety protocols and other compliances listed in the FW Partner Agreement
- d. Serve as a community resource by providing relevant information, ongoing support, orientation, and any necessary training to the PS.

3. Responsibilities of Partnering Site (PS)

PS agrees to:

- a. Sign and complete document requirements:
 - i. FW's program agreement
 - ii. Feeding Westchester must be made an additional insured on your liability insurance policy and be provided with a copy of the certificate of Liability Insurance.
 - iii. USDA agreement form
 - iv. Civil Rights Training Log
 - v. Copy of a list of Board of Directors of the PS.
- b. Provide an outdoor area suitable for accommodating FW's 26-foot truck during the delivery process.
- c. Host site is responsible for securing a location for the Fresh Market distribution
- d. Host site is responsible for securing and setting up tables, tents, etc. for distribution.
- e. PS is responsible for safe storage and care of any materials or items provided to them from Feeding Westchester (Ex. Insulated pallet covers, tents, etc.)
- f. PS is responsible for providing any leftover food items to approved Feeding Westchester partners with safe storage capabilities.
- g. Appoint a site coordinator and volunteers to perform the following tasks:
 - i. Promote the program by sharing distribution dates and encouraging community participation.

- ii. Prepare a welcoming and dignifying environment for visiting neighbors.
 - iii. Meet the FW truck and driver outside when the order arrives.
 - iv. Safely use proper lifting methods to unpack the order for gleaning. The PS may be responsible for gleaning up to 20% of product, which involves sorting through produce that is not suitable for distribution or may be damaged (this can be equal to 2-3 pallets of waste).
 - v. Safely dispose of all cardboard and garbage after distribution is over unless otherwise noted, in which case Feeding Westchester would remove garbage at the end of the distribution.
- h. Site coordinator will ensure proper distribution of food for neighbor-volunteers.
- i. Neighbor-volunteers must ensure they are receiving an equivalent amount of food as what is being distributed to every individual attending the distribution. This must be done prior to start of the distribution or once it has concluded, to be determined by site coordinator. Food items received must be properly stored away.
- i. Report Monthly Household Statistics to FW:
- i. Accurate reporting on the # of households; # of children; # of adults; and # of seniors served per distribution are required to be submitted to FW by the 10th of the following month.
 - ii. Example: Statistics for February 2024 distributions are due by March 10th, 2024.
 - iii. Failure to report may lead to program suspension.
- j. Inform FW of any changes that may affect the program status, including providing 24-hour notice for cancellations
- k. Adhere to all proper food handling guidelines and other compliance responsibilities of Feeding Westchester and USDA guidelines.

This MOU is effective as of the date first below written and shall remain in effect until terminated by either party with a written notice 30-days

Feeding Westchester Representative

Jandery De La Cruz

Feeding Westchester Representative Title

Manager Volunteer Services and MP

Feeding Westchester Representative Signature

Jandery De La Cruz

Partner Site Representative Name *

First Name

Last Name

Partner Site Representative Email *

example@example.com

Date *

MM-DD-YYYY

Date

Signature *

Sign Here

[REDACTED]

Clear

Mobile Food Pantry Program

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into by and between Feeding Westchester (here in after referred to as "FW") and the Partnering Site (hereinafter referred to as "PS").

1. General Program Overview

a. The Mobile Pantry program is designed to provide safe and nutritious food to people facing food insecurity. This program is a farmer's market-style distribution with the goal of providing clients in Westchester County with access to all five food groups (as available). In this type of mobile distribution, a truck containing up to 6,000 pounds of food (assortment of fruits, vegetables, dairy, grains, and proteins as available). Product is distributed using a client choice table model. Volunteers assemble the product on folding tables and the community members make guided choices on a first-come first-served basis.

2. Responsibilities of Feeding Westchester (FW)

FW agrees to:

- a. Provide the partner with a fiscal year calendar detailing delivery and distribution dates.
- b. Host a food distribution, which will be provided by Feeding Westchester at no cost to the partner.
- c. Supply a truck and driver for the delivery and unloading of pallets. Delivery includes:
 - i. Pallets of unsorted food items
 - ii. Gloves for volunteer use only
 - iii. Garbage bags
 - iv. Plastic shopping bags
 - v. Plastic folding tables

- d. Conduct regular monitoring and site visits every 18 months to:
 - i. Assess the impact of the program
 - ii. Address any challenges
 - iii. Gather feedback
 - iv. Make improvements
 - v. Ensure adherence to proper food safety protocols and other compliances listed in the FW Partner Agreement
- e. Serve as a community resource by providing relevant information, ongoing support, orientation, and any necessary training to the PS.

3. Responsibilities of Partnering Site (PS)

PS agrees to:

- a. Sign and complete document requirements:
 - i. FW's program agreement
 - ii. Feeding Westchester must be made an additional insured on your liability insurance policy and be provided with a copy of the certificate of Liability Insurance.
 - iii. USDA agreement form
 - iv. Civil Rights Training Log
 - v. Copy of a list of Board of Directors of the PS
- b. Have the capacity to serve a minimum of 150 households within Westchester County.
- c. Provide an outdoor area suitable for accommodating FW's 26-foot truck during the delivery process.
- d. Appoint a site coordinator and volunteers to perform the following tasks:
 - i. Promote the program by sharing distribution dates and encouraging community participation.
 - ii. Prepare a welcoming and dignifying environment for visiting neighbors.
 - iii. Meet the FW truck and driver when the order arrives.

- iv. Safely use proper lifting methods to unpack the order for gleaning. The PS may be responsible for gleaning up to 20% of product, which involves sorting through product that is not suitable for distribution or may be damaged (this can be equal to 2-3 pallets of waste).
- v. Safely dispose of all cardboard and garbage after distribution is over unless otherwise noted, in which case Feeding Westchester would remove garbage at the end of the distribution.
- e. Report Monthly Household Statistics to FW:
 - i. Accurate reporting on the # of households; # of children; # of adults; and # of seniors served per distribution are required to be submitted to FW by the 10th of the following month.
 - ii. Example: Statistics for February 2024 distributions are due by March 10th, 2024.
 - iii. Failure to report may lead to program suspension.
- f. Inform FW of any changes that may affect the program status, including providing 24-hour notice for cancellations
- g. Site coordinator will ensure proper distribution of food for neighbor-volunteers.
 - i. Neighbor-volunteers must ensure they are receiving an equivalent amount of food as what is being distributed to every individual attending the distribution. This must be done prior to start of the distribution or once it has concluded, to be determined by site coordinator. Food items received must be properly stored away.
- h. Adhere to all proper food handling guidelines and other compliance responsibilities of Feeding Westchester and USDA guidelines.

This MOU is effective as of the date first below written and shall remain in effect until terminated by either party with a written notice 30-days

Feeding Westchester Representative

Jandery De La Cruz

Feeding Westchester Representative Title

Manager Volunteer Services and MP

Feeding Westchester Representative Signature

Jandery De La Cruz

Partner Site Representative Name *

First Name

Last Name

Partner Site Representative Email *

example@example.com

Date *

MM-DD-YYYY

Date

Signature *

Sign Here

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Link2Feed Program

Memorandum of Understanding

Link2Feed (L2F) is a holistic client management system built especially for the hunger relief organization. Link2Feed will be used to collect, manage, and report service data (monthly statistics). In addition, Link2Feed will be used to gather all information needed for compliance including TEFAP Attestations.

Trainings

In order to maintain and support longevity of the Link2Feed program, Feeding Westchester will facilitate training and provide resources to participating Link2Feed partner program or sites. Trainings will include, but not be limited to, information and introductory sessions from Feeding Westchester or Feeding America, onboarding or launch sessions, other tailored trainings for individual partners, along with other routine trainings. Agency agrees to participate in initial and onboarding trainings and agrees to have at least one partner agency or program representative with primary responsibility for link2feed attend these trainings.

Eligibility

Eligibility for sites or programs are determined by Feeding Westchester based on the need, impact and feasibility of implementing Link2feed of specific partner program or site through an initial assessment. In addition, partners must demonstrate a strong commitment to the implementation and sustainability of the Link2Feed program at their site.

Technology and Equipment Use

Feeding Westchester provides the following startup technology and equipment for partners or sites participating in Link2Feed. These are subject to Feeding Westchester's equipment use and loan agreement policies:

- Chromebook or a laptop

- Barcode scanner
- WIFI Hotspot

Guidelines for equipment and technology:

- Equipment and technology must be use for by the program for the the intended purpose of the provided.
- Disposal of equipment or the transfer or loan of the equipment to another party or agency must be preapproved by Feeding Westchester.
- Maintenance, security, and the general upkeep of the provided equipment is the primary responsibility of the partner.
- Partners are responsible for replacement of the provided after the initial grant of the equipment and are subject to the replacement or repayment of lost or stolen equipment. Lost or stolen equipment must be reported

1. FW will be responsible for:

- Feeding Westchester will cover the cost of the monthly licensing fees for all Feeding Westchester programs including Food Pantries, Mobile Food Pantries, Fresh Market, Child Feeding, Senior Grocery, Food Is Medicine programs on a rolling basis.
- Feeding Westchester will provide the partner site with the following if applicable : (1) Chrome Book, (1) Scanner, Barcode, and (1) hotspot (hotspot services via Mobilebeacon receipt of purchase is required)
- Feeding Westchester Link2Feed standard client Intake registration form
- The Feeding Westchester Service Insight Manager in conjunction with the agency's super user will oversee the live launch of the Link2Feed Software on-site during the time of distribution.
- Feeding Westchester will commit to 2-3 on-site visits to partner agency sites to ensure a successful launch
- Feeding Westchester will provide training to agency staff/volunteers on the use of Link2Feed.
- Feeding Westchester will provide the Super User with a Test site user login-in access to Link2Feed
- Feeding Westchester will provide ongoing training, coaching as needed
- Feeding Westchester will assess the need for technology needs and provide support as needed including Chromebook, and hotspots

- Feeding Westchester will notify the partner within 60 days in advance regarding the off-boarding of Link2Feed for any reason, which may include pricing structure changes or cancelation of licensing fees.
- Feeding Westchester is bound by a licensing agreement and cannot release your client profile to any governmental agencies
- Feeding Westchester will provide partner sites with Link2Feed displays/flyers which include a QR code for client self-registration at the distribution site

2. Feeding Westchester Agency will be responsible for:

- Submit required monthly statistics to Feeding Westchester through NetSuite by the 10th of each month
- Maintain client confidentiality and keep all records stored in the database confidential, including user roles and user access. Log-in details will not be shared with outside partners
- Actively participate in Link2Feed training virtually or in person prior to live launch
- Assume responsibility for maintaining and securing device(s), including replacement of broken or lost devices such as Chromebook(s), scanner/barcodes, and hotspots.
- The partner site will return all provided equipment should the FW partnership or L2F program be discontinued by feeding westchester or the program partner.
- Partner agency will use a paper registration form created by Feeding Westchester for data collection during initial registration and before entering the information into the Link2Feed software.
- Agrees to provide at least two staff/volunteers at every distribution to designated to completing intake process and data entry into the system
- Have at least two or more Super Users (Agency Manager/Coordinator) who will train agency staff/volunteers on the Link2Feed system
- In order to ensure all client registration data are consistently entered at distributions, the agency will have a written backup plan for staff/volunteer replacement during if primary staff are not available.
- Acknowledge Feeding Westchester in any communication related to Link2Feed
- Communicate the client registration process with patrons via displays, flyers, sandwich boards or other means of communication at the distribution site.
- Contact Service Insights Manager for all Link2Feed inquiries and system issues
- Agrees to participate, if available, in future trainings or demonstration sessions for prospective or new Link2Feed participants/agencies.
- Provide Feeding Westchester with 60 days advance notice to discontinue the use of Link2Feed software
- Will maintain /verify client profiles at every visit.

- If a partner/agency or program ceases to exist, all equipment must be returned to Feeding Westchester
- Feeding Westchester will provide applicable agencies with a grant towards the purchase of a hotspot and 12 months of internet service. Partner sites must use the selected vendor and provide FW with a receipt of the purchase.

Feeding Westchester Representative

(Virgil Dantes)

Feeding Westchester Representative Title

(Director of Community Impact)

Feeding Westchester Representative Signature



Partner Site Representative Name *

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First Name

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Last Name

Partner Site Representative Email *

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example@example.com

Date *

MM-DD-YYYY

Date

Signature *

Sign Here

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Food is Medicine Program

Memorandum of Understanding

Feeding Westchester (FW) and the health related organization agree to enter into this Agreement to collaboratively undertake the Food is Medicine program.

The mission of the Food is Medicine program is to create a unique integration of healthy food, nutrition education, and health and wellness services aimed at relieving food insecurity and increasing access to fresh fruit and vegetables as well as improving healthy dietary awareness among Westchester County residents through nutrition education and wellness services.

Your organization affirms that Feeding Westchester is released from any liabilities, and furthermore offers no express warranties in relation to the wellness community services that you receive as part of this agreement.

Feeding Westchester agrees to:

1. Provide health sites with access to fresh produce and or shelf-stable items items related to Rx program (patient cohort-specific programming)
2. Raise awareness of the evidence-based programs within the community to clients in need, and with social service organizations.
3. Provide data tracking system, training, and support to the health sites
4. Create a user-friendly measurement tool, such as a questionnaire/survey that will assess/evaluate the effects of the interventions
5. Monitor and evaluate client tracking process that will provide insightful data related to the impact of the intervention
6. Provide referral-based social services support to neighbors in need.
7. Provide nutrition education workshops/food demos
8. Provide pre and post-surveys in both English and Spanish

Medical/Health Related Organization agrees to:

1. Provide evidence-based programs intended to improve the health outcomes of community residents and patients, which may be limited to one or more of the

following:

2. Diabetes Self-Management Program
3. Hypertension management
4. Maternal Infant Wellness program
5. Recruit and raise awareness of this project within your population
6. Track participating in the Food is Medicine programs via a data-tracking system(Link2Feed)
7. Assisting Feeding Westchester in the evaluation of the program by providing health outcomes of cohort participants once a quarter
8. Assist Feeding Westchester in conducting surveys around the Food is Medicine program
9. Comply with Feeding Westchester AGENCY ELIGIBILITY AND COMPLIANCE STANDARDS as written per the Partner Agreement.
10. Support Feeding Westchester nutrition education

Either party may terminate this Agreement for any reason or no reason, effective upon thirty (30) days prior written notice.

This Agreement shall be governed by the laws of the State of New York, notwithstanding any choice of law provisions therein.

This Agreement sets forth the entire agreement of the parties as to the subject hereof and may not be modified or changed except in writing signed by both parties.

Feeding Westchester Representative

Virgil Dantes

Feeding Westchester Representative Title

Director of Community Impact

Feeding Westchester Representative Signature

A handwritten signature in black ink, appearing to read "Kurt R.", is written over a large, faint rectangular box.

Partner Site Representative Name *

First Name

Last Name

Partner Site Representative Email *

example@example.com

Date *

Date

Signature *

Sign Here

Clear

Please click submit to complete.