

Interested in Becoming a Food Bank Member Agency?

Agencies interested consideration of Food Bank membership:

- ⇒ Program must be non-profit (with 501C3 or church affiliations) and serves people in need in Rhode Island;
- ⇒ Program must be open to the public for a minimum of 3-months, registering and logging client visits to the food assistance program.

If your agency meets the above criteria, then keep on reading...

Please review these important steps towards Food Bank membership:

1. Currently, the Food Bank is only accepting “emergency provider” programs. Emergency providers are programs open to the public in the forms of food pantries, community meal sites or shelters. Food pantries must use the Client’s Choice food distribution model to be considered for membership.
2. All programs must submit an application with a Service Plan and agree to our policies as found in our Basic Agreement.
3. Members participate in a shared maintenance fee associated with product obtained from the Food Bank.
4. Potential members will need to visit two similar programs and document those visits in the application’s Service Plan.
5. All programs, regardless of if they cook meals on site or not, must have someone on staff certified as a Food Safety Manager and have a current Food Business License for “Food Service Non-Profit”. Click here for the Rhode Island Department of Health’s Office of Food Protection website:
<http://www.health.ri.gov/foodprotection/index.php/index.php>
6. If the membership application is approved, Agency Services staff will then conduct an on-site inspection at which time we will look for food safety practices, review client intake processes and staff and volunteer responsibilities.
7. If site visit meets our criteria, program staff will need to attend a Food Bank orientation class and a Statistics 101 workshop for Emergency Provider programs.
8. There is a one-time \$100 membership fee, which should be received only after approved for membership.
9. Once all basic steps above are completed, a Food Bank account will be established and the program will receive an agency card and may begin to shop from the Food Bank.

**If your agency is able to meet the steps listed above,
please call Elizabeth O’Dea in Agency Services at 401-942-6325
for a pre-screening interview.**

Please note: Once Agency Services receives an application, we strategically consider and review criteria including program location, days and hours of operation, policies and services. We reserve the right not to grant membership to agencies that do not have sufficient Service Plans and/or agencies in areas where additional services are not needed according to our network’s coverage areas...partnerships with our existing members will be encouraged for this reason. Click on our website’s *Get Food* link to see a complete listing of our emergency provider programs.