



2024 Membership Recertification

Dear Member Agency,


Congratulations! Your food program is eligible to recertify its Food Bank membership for 2024.

Recertifying your membership is an important requirement; it ensures that we have up-to-date information about your agency and the people responsible for running it. Please follow the steps outlined below.

Recerts are due to the Food Bank no later than **January 31, 2024**.



STEP 1: 2024 UPDATED ACCOUNT INFORMATION FORM. Please check your account information online, review it carefully, and make edits on the Account Information Form. The Form can be filled out by the main Program Contact, but your agency's **Executive Director** must sign the Updated Account Information Form.

Go to www.rifoodbank.org. Click the  at top and then click the **AGENCY ORDERING** button to log-in to our online ordering system, Primarius. The Primarius **LOGIN** box will pop up; fill in your Agency Ref & Username (same #) and Password. Click the **My Agency** link in the top right corner.

Review *each of the four tabs* listed below and write edits if needed.

- **AGENCY INFO** tab - Basic program information. Focus on the left-hand column which contains your public contact info, including Contact Person, Address, Phone, Email and Last Monitored date.
- **LOCATIONS** tab - View the addresses we have on file for your agency.
- **CONTACTS** tab - View all the staff and volunteers we have listed for your agency.
- **HOURS** tab - View Hours of Operation and the Comments listed. Note if your food distribution days and hours are correct. If you DO NOT see your agency's service area (city/town, zip codes), # of visits, languages spoken under the "Hours Comments," please include that information.



STEP 2: 2024 MEMBER AGENCY BASIC AGREEMENT. Please review and have your Executive Director sign.



STEP 3: 2024 MEMBER AGENCY BASIC AGREEMENT & 2024 UPDATED ACCOUNT INFORMATION FORM. Once completed, make copies of Member Agency Basic Agreement & 2024 Updated Account Information Form for your records. Please return to us the following:

- **MEMBER AGENCY BASIC AGREEMENT** (signed by Executive Director) with all accounts listed on the agreement.
- **UPDATED ACCOUNT INFORMATION FORM** (signed by Executive Director) per account.
If your agency has multiple accounts (e.g., a food pantry & meal site), we need a separate Account Information Form for each individual account number, with notes, as needed.



STEP 4: MAIL, FAX, or SCAN/EMAIL documents to: Jennifer Hazard, RICFB, c/o Community Impact, 200 Niantic Ave., Providence, RI 02907, FAX 942-2328, jhazard@rifoodbank.org. After we review and update your information, you will receive an email confirmation. If we do not receive your completed paperwork **by January 31, 2024**, we will temporarily suspend your account. We appreciate your cooperation with this process. *Please call Jennifer Hazard @ 401-230-1709, if you have any questions.*