

Partner Agency Information Packet



Want to help feed your community?
We can help you get started.

FEEDING
NORTHEAST FLORIDA

What We Do

Feeding Northeast Florida distributes food to over 400 partner agencies throughout our region. We help food pantries, soup kitchens, and community feeding programs serve those in need.

What is a Partner Agency?

Partner agencies are local organizations who are a member of FNEFL and provide free food to their communities.

Feeding Northeast Florida provides food to our partner agencies at no cost. Because we offer this valuable resource for free, we require partner agencies to maintain high standards of food safety and distribution procedures. This ensures donated food reaches those who need it most, safely and effectively.

Optional Purchase Program

In addition to the food Feeding Northeast Florida offers partner agencies at no cost, we offer an optional program where agencies can purchase cased dry goods at bulk discount prices. Many agencies find this helpful to fill gaps in donated foods for high-demand items like peanut butter, canned vegetables, and other pantry staples.

Requirements for Partnership

All Partners Must:

- Be a 501(c)(3) nonprofit organization OR a religious institution
- Serve people without requiring payment, prayer, or work
- Post clear signs showing program hours and that food is free
- Have internet access for email communication and online ordering
- Maintain pest control services with a licensed exterminator
- Store food safely and securely
- Have at least one volunteer or staff member hold a current Food Handler's Certification
- Serve all people regardless of race, religion, age, or other characteristics

Food Pantries Must Also:

- Be open at least once per week (minimum 20 hours per month)
- Serve 35+ households per month
- Have adequate storage for both dry and perishable foods

On-Site Feeding Programs Must Also:

- Operate at least once per week
- Have proper kitchen equipment (stove with hood, dishwasher or 3-sink setup)
- Have separate hand-washing sink
- Provide health department permits and food handler certificates
- Have been operating for at least 6 months

We only add new partners when there is a clear gap in service. This includes serving a specific group of people, a geographic area, or operating hours that are not currently covered by existing agencies in your area.

What You'll Need to Consider

Funding & Staffing Running a food program requires:

- Dedicated staff or volunteers
- Transportation to collect food
- Basic supplies (bags, gloves, office supplies, cleaning materials, etc.)
- Additional funding to participate in the FNEFL purchase program (optional)

Time Commitment Regular tasks include:

- Shopping at FNEFL warehouse
- Stocking and organizing food
- Helping clients
- Keeping records and reports
- Cleaning and maintenance
- Attending training sessions

Before You Apply

Check Community Need

- Visit our Food Assistance Locator online to see existing programs in your area
- Call United Way 211 to discuss local needs
- Ensure your program won't duplicate existing services

Important Notes

- A submitted application does not guarantee partnership
- We prioritize placement based on community need assessments
- Contact us anytime with questions

How to Apply

Step 1: Gather Required Documents

- FNEFL Agency Application and Agreement (signed by your leadership)
- Food Handler's Certificate from one team member
- 501(c)(3) Letter from IRS OR Church Supplemental Form
- Recent pest control receipt (within past month)
- Two reference letters from outside your organization

Step 2: Submit Application

Complete your application online with all required documents.

Step 3: Site Inspection

Our team will visit your facility to ensure proper food storage and handling procedures.

Step 4: Training

Complete our 1.5-hour New Agency Training course covering:

- Shopping procedures
- Online ordering system
- Reporting requirements

Partnership begins after training completion.

Ready to Get Started?

If you meet the requirements and have gathered all necessary documents, visit our website to submit your application.

<https://qrco.de/bg7OMM>



Questions?

Contact Molly Sweet
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Feeding Northeast Florida is committed to equal opportunity and serves all individuals regardless of race, color, ethnicity, national origin, ancestry, creed, religion, sexual orientation, physical appearance, disability status, age, pregnancy, or group membership.