

Food Bank Staff Spotlight

Supply Chain Coordinator, Michelle White can handle all of your Food Bank order needs.

We would like to introduce you to your new contact for inventory orders, Michelle White. As the Supply Chain Coordinator, Michelle processes web orders, verifies the accuracy and weights for truck routes, makes adjustments as needed to orders based on available inventory and prepares the delivery documentation required for our drivers and agencies.

Michelle, a native Texan from Pasadena, was hired at the Food Bank four years ago to help develop our successful USDA School Commodities Distribution program. She's excited about her new role and the opportunity to learn more about what she calls "heart of the Food Bank" — our agencies and the many families they help to serve.

Latest News & Reminders

[RETHINK HUNGER 2015](#) | Conference Deadlines

- One week left to register for the conference and receive a free Food Bank T-shirt.
- Two weeks left until registration closes. All Partner Agencies are encouraged to send at least one member of their agency.
- Interested in more than three tickets? Beginning April 10, your agency may register up to six guests. Contact Kara Prior at kprior@austinfoodbank.org for details.

The [ReThink Hunger Conference](#) is free of charge and includes breakfast, lunch, parking and a Food Bank partner T-shirt.

Sign in between 8:00 A.M. and 9:00 A.M., and you'll be entered for a chance to win a cold storage unit or shared maintenance fee credits for your agency.

**Friday, May 1, 2015
8:00 A.M. - 2:30 P.M.**

For the City Center
500 East St. Johns Ave.
Austin, TX, 78752

Latest News & Reminders (continued)

REMINDER | Monthly Reports Due by April 15

Please submit your March monthly reports no later than April 15 to avoid being placed on hold.

All reports must now be submitted online using our new and improved web forms. Please update your bookmarks and saved website links to <https://www.austinfoodbank.org/agencies/reporting>.

Reports are due on the first of the month for the month prior but you have until the 15th of each month to avoid being placed "on hold" status.

CAPITAL CAMPAIGN UPDATE

Six months after launching the [10x10 Campaign for a Hunger-Free Community](#), the Food Bank broke ground April 1 on its new 135,000-square foot facility, capable of distributing 60 million pounds of food per year to Central Texans in need. To commemorate the occasion, the City of Austin has proclaimed April 1 as April Food Day. [View photos](#) and [news](#) about the day.

REMINDER | Fees, Credits and Billing

Partner Agencies may take advantage of the many free items available through the Capital Area Food Bank. If your agency is taking advantage of free items your account must accrue a minimum of \$30 Shared Maintenance Fee per month (not per order). Otherwise, a \$30/month administrative fee will be charged to your account.

REMINDER | Are your food safety and civil rights trainings up to date?

We require at least one person from your agency to attend annual food safety training and Civil Rights training. If you take a class through an online provider, please send us copies of your certificate.

If your agency's training is expired, you will be placed on hold and will not receive food until your training is updated. Don't know when your training expires? Call the Food Bank at 512-282-2111, and an agency relations representative will tell you.

UPCOMING TRAINING

Regional Training
Tuesday, May 19
11:00 A.M. — 1:00 P.M.
LaCare
507 Buchanan Drive
Burnet, TX 78611

Austin/Travis County
Monday, April 27
1:00 P.M. — 3:00 P.M.
Capital Area Food Bank of Texas
8201 S. Congress Ave.
Austin, TX 78745

RSVP to agencies@austinfoodbank.org.

Latest News & Reminders (continued)

REMINDER | SNAP (Food Stamps) Outreach

The Food Bank’s Social Services Outreach Program can help your clients enroll in social programs that can make healthy food more affordable for them and their families. Our staff experts provide phone and in-person consultations in English and Spanish.

Our outreach specialists are available for on-site visits or individual appointments. Call 512-684-2550, or email snap@austinfoodbank.org to schedule a visit.

Clients should bring a photocopy of the following documents to their appointment:

- Social Security cards and photo IDs for all individuals applying for benefits
- Proof of all household income (paycheck stubs, SSI, retirement income, worker’s compensations, gifts, etc.) from the past two months
- Proof of all household expenses (rent/mortgage, utility bills, medical bills, child care support, loans, etc.) paid over the past two months
- Proof of resources (checking/savings account statements)
- For medical assistance, bring U.S. passport or birth certificate

Contact the Team

Name	Title	Phone	Email
Heath Ribordy	Agency Relations Manager	512-684-2503	hribordy@austinfoodbank.org
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