



Partner Agency Update

June 2016

Spotlight: Central Texas Food Bank Rebrand & Move!



As we prepare for the upcoming move this month, we want to keep our partner agencies up-to-date on all the anticipated changes. The Central Texas Food Bank (formerly Capital Area Food Bank) will be fully operating in the new building on **Monday, June 20th** at **6500 Metropolis Dr. Austin, TX 78744**. New building tours will be hosted specifically for partner agencies during the

following dates and times:

(RSVP to one of these tours [HERE](#). Only two individuals per agency per tour. There is a maximum of 50 individuals per tour. Closed-toe shoes are mandatory.)

June 8: 1-2pm

June 10: 10-11am

June 28: 10-11am

June 30: 1-2pm

***If you cannot attend one of the partner agency tours, there will be public tours starting June 20-August 31 during the following dates and times:

(To RSVP to the public tours, email Amy Elms at aelms@austinfoodbank.org. Closed-toe shoes are mandatory.)

Wednesdays: 8:30-9:30am

Fridays: 11:30am-12:30pm

Along with the move, we will be providing all agencies with updated materials containing the new logo. If the old Food Bank logo appears on your website or any other personal materials, please update with the attached logos in this email. We appreciate your time and support in our rebranding transition.

Closures: June 11-18

All partner agency deliveries, pickups and shop-for's will not be operating from June 11-18.

The Food Bank will be back in full operations on Monday, June 20. We suggest ordering in excess the week of June 6-9 for your assigned dates; however we must adhere to TXDOT weight and cube regulations. Therefore, if a truck is overweight the orders will be trimmed of excess product (i.e. chips, sodas, candy, etc.). Due to orders being staged a week ahead, we will not be able to include produce on those orders. We appreciate your patience during this transition.

This will affect your ordering for deliveries and pickups on June 20 & 21. Please follow the ordering guidelines for your assigned dates:

- For delivery/pick up on June 20: Orders will be due in Agency Express by 9 AM on Thursday, June 9.
- For delivery/pick up on June 21: Orders will be due in Agency Express by 9 AM on Friday, June 10.

Training: Food Safety & Civil Rights

The Food Bank has discontinued hosting the Food Handling & Civil Rights classes as of March 6, 2016. All partners are responsible for receiving their Food Handler (Food Manager if your agency is an OP/OS meal site or repackages food items) and Civil Rights trainings in their own time online. Visit the [“Resource Center”](#) on the Food Bank website for links to all trainings.

Latest News & Reminders: Required USDA refrigeration

Each year, USDA TEFAP flour, grain, and pasta products must be refrigerated during the months of May through September. If your agency does not have enough cold storage space to facilitate the refrigeration of these USDA TEFAP products, do not order these items from the shopping list.

Monthly Reports: June 1-15

May’s monthly report is due June 1st but will be accepted until June 15th before your agency is placed on HOLD status. Submit your reports [HERE](#)

“The Power of Food” Conference: Recap

Access all breakout session conference materials [HERE](#). View all photos and presentations conveniently in one spot!

Contact the Team:

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