



Partner Agency Update

July 2016

Spotlight: Take a virtual tour of the commercial kitchen!

>>Insert Video and previous email info about kitchen appliances / future uses<<

Closures: July 4, 7, 22

Monday, July 4: Holiday (see chart below for ordering guidelines)

If you are ordering for pick up or delivery on:	Your order is due on:	By:
Tuesday, July 5 th	Thursday, June 30 th	9:00 a.m.
Wednesday, July 6 th	Friday, July 1 st	9:00 am.

Thursday, July 7: Dock will be closed for a private event (this will NOT affect regional deliveries or online ordering). There will be no pick-ups or shop-fors. Contact Michelle for an alternate pick-up day (512-684-2150 or mwhite@centraltexasfoodbank.org).

- The dock will open one hour earlier at 7 am and will remain open from 12- 1 pm on Tuesday July 5, Wednesday July 6, and Friday July 8 to accommodate the two closures within this week.

Friday, July 22: Facility will close at 2 pm for an offsite staff event

If you have any additional questions contact the Agency Relations team at 512-282-2111 or Michelle at 512-684-2150.

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: USDA regulations

- The following federally required information must be read to or ready by the client during the intake process, and a copy must be maintained by both parties: The “USDA Nondiscrimination Statement” and the “Participant Agreement, Rights, Obligations, and Fair Hearing Request.” This information is included on the back side of the intake form. If you pantry uses a custom intake form, this document must still be included in the intake process separately.
 - 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.
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Monthly Reports: July 1-15

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

Contact the Team:

Name	Title	Phone	Email
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