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Partner Agency Blast 6/15/2022

Upcoming Closures

IMPORTANT- The food bank will close on Monday, July 4, 2022 in celebration of Independence Day. This means all regularly scheduled pick-ups and deliveries are cancelled during this time. Below are the modifications being made to the ordering schedule as a result of this closure:

If you are picking up or receiving delivery on:	Your ordering window opens on:	At:	Your order is due on:	At:
Tuesday, July 5	Wednesday, June 29	10:15 am	Thursday, June 30	9:00 am
Wednesday, July 6	Thursday, June 30	10:15 am	Friday, July 1	9:00 am

If your organization will be in need of a rescheduled pick-up during this closure, please reach out to your relationship manager to see what may be possible. Reschedule spots will be limited and are available first-come, first-served.

For the most up-to-date closure information, please refer to the [2022 Holiday Guide](#) and the [closure section](#) of the [agencies page](#) on our [website](#).



Large Quantities of Food and Household Products— Interested Partners

If your agency has the ability to receive and distribute large amounts of food, including produce and shelf-stable, and household products, we want to know! Please fill out [this form](#) to opt in to receive notifications from CTFB when large quantities of product become available. We will send notifications via email, text, or phone call to inform agencies of available product type and quantity, with a request that agencies respond within a short time frame regarding their ability to receive the product.

- Products may include various sizes and quantities of pallets, totes, boxes, crates, or loose items ranging from five pallets to full truckloads.
- Partner Agencies may need to sort, waste, or organize mixed products prior to distribution to neighbors.
- Items may include perishable items with a short shelf-life, non-perishable items, or household items.
- Items may be picked up at dock appointments or added to deliveries based on operational capacity.
- Partner Agencies may decline product if unable to facilitate timeline or quantity.

To be added to the notification list, fill out [this form](#) today!

Summer Food Donation for Kids Out of School

We received a donated supply of Turkey and Cheddar Snack Packs (HEB Hill Country Fare brand) this week that are now on the shopping list and **great for children out of school this month. The expiration for these snack packs is either 6/21/22 or 6/28/22**, so order ASAP! Ingredients include: White turkey, Cheddar Cheese, Crackers, and Nerds Candy.



Search for Item# 250001 on the Agency Express shopping list.

Carrot Top Catering- Coming Soon!



We hope your appetites are up Partners because **starting July 1st, 2022**, CTFB's Kitchen will open up their reservation books for Carrot Top Catering!

Carrot Top Catering will provide freshly crafted catered meals for your nonprofit events and meetings from our state-of-the-art commercial kitchen. By using Carrot Top Catering for your event or group meal, not only are you choosing delicious, homemade food from a menu curated by our talented chefs, you are also giving back directly to your community. Please visit our Carrot Top catering page [here](#) to take a quick look at some of the delicious menu items to help your team cool off this summer such as the Spinach, Strawberry, and Candied Pecan Salad. We look forward to catering to your appetite soon!

CTFB Agency Dock Update

Starting in June, agencies will sign-in at the window area to the left of the dock entrance. We will have signage directing agency staff and volunteers to the new sign-in area.

A few reminders about CTFB Agency Dock Pick-up:

- If you are running late or need to cancel your dock appointment, call the **Agency Relations Hotline at 254-684-2503**
- Sign in before picking up your order, and sign out after receiving your order
- All agencies must check their order with the invoice prior to leaving the foodbank
- Arrive no earlier than **20 minutes** before your scheduled pick-up
- Food, drinks and electronic devices are prohibited
- Closed-toe shoes required (no sandals or flip flops allowed)
- Shop-for items must be boxed separately by category and weighed by Food Bank warehouse staff

If your agency is located near Belton or Waco, check out the [Food Hub Container page](#) to gain similar access to free produce in your area!

Signing Invoices

Signing Order Invoices at the time of pick-up is required to ensure that all invoices are reviewed for accuracy. Make sure to sign both copies **including the one for your records**. Invoices then need to be kept onsite for 3 years so that they are available during site visits.

Changing Locations:

Please remember that all food must be prepared, stored, and distributed in an approved facility. CTFB food may never be stored or distributed at an alternate location without prior notice and approval. **If your agency is moving physical locations, please contact your AR Specialist to schedule a site visit for the new location.** During the transition to a new location, sites remain responsible for adhering to all TEFAP and CTFB policy regarding storing, handling, and distributing food.

Update on Prepared Emergency Food Boxes: Item DBOX22-1A on Shopping List

CTFB is currently planning our strategy regarding how we procure emergency food boxes, item DBOX22-1A or similar, to support Partners' operations in the future as we have done over the past two years. As we move forward with this strategy planning, we will also begin reducing the number of boxes we procure and are available on the shopping list over the next several months through CTFB's fiscal year (September 30). We are also working diligently to have similar items as the food contained in the boxes on the shopping list to support your distribution and identifying ways to procure boxes and bags to assist Partners.

We understand this may affect the operations of some of our Partners, which is why we are scaling down over several months while also getting feedback from you about your operation and need for these boxes to serve neighbors. Please reach out to your Agency Relations Specialist if you have any questions or thoughts.

Contact the Team

512.684.2503 | agencies@centraltexasfoodbank.org

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