



Agency Membership General Overview

Thank you for your interest in partnering with Second Helpings as a member agency in the fight to end hunger. In order to be eligible to partner with Second Helpings, prospective agencies must:

1. Be tax-exempt under Section 501(c) (3) of the Federal Internal Revenue Service statutes or a Faith-Based organization in good standing with the state and/or denomination,
2. Provide food assistance to the ill, those in need, children, handicapped, seniors, or disadvantaged, all without charging or asking for donations,

The enclosed information packet will help you understand in greater detail what is expected of our member agencies. We welcome application requests from qualified agencies interested in establishing membership with Second Helpings. Submitting an application does not ensure that your membership will be accepted.

Primary Program Types

Second Helpings sites are required to follow a regular, consistent schedule throughout the year. Agencies **must** be open during the days and hours reported to Second Helpings.

Food Pantries

Food pantries provide a supplemental source of food to individuals and families facing food emergencies and/or ongoing food needs. Pantry programs must have regularly scheduled food distribution at least twice a week.

Monthly Distribution/Mass Distribution Organizations

Monthly distribution organizations/mass distribution organizations must have a regularly scheduled food distribution at least once a month. Additionally, these organizations should be prepared to serve food when a client calls in an emergency situation in-between distributions.

Same Day Distribution Organizations

Same day distribution organizations do not store products; they distribute whatever items received within a 48 hour period. In order to be eligible for Same Day Distribution, your organization must have consistent distribution days at least once per month.

On-Site Feeding Programs

On-Site Feeding Programs serve prepared food; examples include soup kitchens, shelters, meals on wheels, or residential treatment programs. On-site meal programs must be DHEC certified and have regularly scheduled meal times at least twice a week. Additionally, on-site feeding programs must have at least one individual with a current Manager ServSafe Certification.

Note: Temporary changes to the days and hours of operations are permitted, but the agency must report changes in writing as soon as possible. Failure to do so may result in suspension of your Membership Agreement with Second Helpings.

Eligibility Requirements for Membership

Please review the following information to ensure your program meets all of Second Helpings' requirements for membership.

General Requirements:

- In order to qualify for membership the organization must be *ONE* of the following and provide appropriate documentation:
 - **A registered Public Charity (non-profit organization).** An official copy of your IRS determination letter must be submitted with your application. For more information, visit the IRS website at: <http://www.irs.gov/app/pub-78/>(<http://www.irs.gov/app/pub-78/>).
 - **A faith-based organization that is part of a larger denomination.** These organizations must submit a letter from their denominational headquarters stating that the organization is a member in good standing.
 - **A non-denominational faith-based organization.** These organizations must submit:
 - A copy of the organization's Certificate of Incorporation issued by the South Carolina Secretary of State Office. Your agency must also be registered with the South Carolina Secretary of State as a registered nonprofit organization and be in good standing and in compliance. For more information, visit the South Carolina Secretary of State website at: <http://www.sos.state.sc.us/corporations/>.
 - A completed Church Qualifier Form with all necessary attachments.

Proper Use of Food:

- Any food obtained from Second Helpings must be used for the approved food program only. Food may not be used for other purposes (church anniversaries, barbeques for fundraising, etc.).
- In addition, under no circumstances can the food program require fees for food, or require individuals to work, volunteer, or attend religious services in order to receive food from the program.

Criteria for Client Eligibility:

- Each food program must have written guidelines which state requirements for participation, as well as guidelines for refusing service to clients.
- All partners must practice a non-discrimination policy. No matter what type of food program is established, the expectation is that individuals will be served regardless of race, color, ethnicity, national origin, ancestry, creed, religion, sexual orientation, physical appearance, disability status, age, pregnancy, or any group affiliations.
- Agencies that serve specific populations such as children, women affected by domestic violence, seniors, etc. may do so. However these organizations are expected to adhere to all other aspects of the non-discrimination policy. **Agencies that serve specific populations must indicate this on the membership application.**

Food Safety Certifications:

- All member agencies are required to have at least one volunteer and/or staff member certified in safe food handling.
 - Pantries will obtain the necessary certification at orientation.
 - On-site feeding programs must be DHEC certified **and** must have at least one individual from the program with a **current Manager ServSafe certificate**. This certification may be obtained from local organizations such as Atlantic Food Safety.

Equipment and Storage Requirements:

- If distributing chilled product, the agency must have:
 - A refrigerator and freezer that is designated for the food program (*separate from refrigerators used for any other purposes*).
 - Passive temperature control (e.g., a freezer blanket).
 - A thermometer that is designated for cold storage units must be in **each** refrigerator and/or freezer.
 - Temperatures must be maintained between 35 and 40 degrees for refrigerators and between -10 and 0 degrees for freezers.
- All foods must be stored 6 inches off the floor and 4 inches away from the wall in a temperature controlled room.
- The agency must have a working telephone at the food program site and an answering machine/voice mail on which a client can leave a message.
- The agency must have a pest control plan or contract with a professional exterminator.
- The storage space must be secure and access must be limited to food program staff/volunteers.

- A hand washing sink must be accessible by food program staff and volunteers. (*The hand washing sink does not have to be in the same room as the food for food pantry programs.*)

Record keeping:

Record keeping is a very important part of operating a food program. All agencies are required to provide certain information to Second Helpings. The following is information that must be kept on file:

Food Pantries/Same Day Distribution Organizations:

- Name and address of recipient
- Date of service
- Number in the household
- Number of children
- Number of adults over 65
- Number of pounds received from other donations
- Keep copy of records for at least 3 years

On-Site Programs:

- Dates meals were served
- The number of meals
- Number of persons served
- Number of pounds received from other donations
- Keep copy of records for at least 3 years

Additional Requirements:

- The agency must post signs that indicate the presence of the food program and the days and hours of its operation.
- Agencies cannot operate the food program out of a personal residence.