



**AGENCY AGREEMENT FOR USE OF
UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) PRODUCTS**

The following requirements are imposed by USDA. All agencies that withdraw USDA food products must strictly adhere to these requirements. Our contract with the government requires that we monitor the agencies on a regular basis to ensure compliance with these requirements.

► **Household Assistance Application** – Every family receiving USDA commodities from your agency must have a completed Household Assistance Application on file. The application is very clear - it is an affidavit that the family is qualified either because they are receiving the required assistance (Food Stamps, SSI, Medicaid, TANF/AFDC) or they meet the federal poverty guidelines as per the attached. You may assist the individuals in filling out the application, but the person receiving the commodities must sign the application

► **Distribution Records** – Your agency must maintain an accurate record of all disbursements of USDA food products. You must keep a log of all households that receive USDA commodities each time there is a disbursement.

► **Your Records** - - You must keep on file all your records for a period of at least 39 months. All records must be at your pantry not your residence. Records that you must keep include applications, distribution logs, receipts and invoices.

► **Monthly Reports** – You must file a monthly distribution report by the 5th day of the following month, even if you did not make a distribution.

► **Products** – All USDA products must be at your agency or church, not stored at your residence. They must be stored in a safe and sanitary manner.

► **Posters** – You must have on display posters showing your non-discrimination policy.

► **Audits** – South Texas Food Bank or Texas Department of Human Services personnel may perform audits as required by USDA.

I have read and understand the following instructions and agree that I will follow these guidelines. Failure to do so will result in forfeiting my right to obtain any more USDA commodities.

Signature of Member Agency Official

Signature of STFB Authorized Official

Name and address of Member Agency

Date