



Food - Education - Resources

Empowering Our Communities to Thrive!

Agency Surplus Program

Need Help with the Public Feeding Component to your Program?

Non-Profit Community Service Agencies – We appreciate the valuable service you provide to our neighbors in need of food assistance. Your efforts make our community much healthier. The Food Bank would like to help you meet your clients' food needs. The food banking network has specific requirements for all agencies/church pantries to participate, and we all need to continue adhering to stricter food safety, sanitation, recall & documentation, and reporting requirements. This keeps the food flowing into our County. We are committed to helping each of you support our neighbors, and we ask for your cooperation in ensuring equal access to food items for each partner agency. It takes all of us to reach everyone in need. We do reserve the right to limit quantities in support of all partner agencies.

Requirements

- Hold 501c3 non-profit status in good standing or certification that you meet the same criteria as a church body.
- Serve the low-income public at no charge without discrimination.
- An annual application, self-review, and a non-refundable \$25.00 annual fee (subject to change).
- Hold a Food Handler's Permit (distributes non-perishable food boxes) or a Food Manager's Certificate or ServSafe (prepares food and serves it).
- Abide by handling, storage, sanitation, and documentation policies and allow on-site reviews.

Costs

Agency surplus items are 5-19 cents per pound, or what shipping/repacking costs. Other items are below wholesale as we purchase in quantity to pass the savings on to you- if we cannot find items below wholesale, we do not buy them. This is not a fund raiser for us, but a food-raiser for you! Produce available at no cost to programs in good standing; desserts/pastries/meats, non-perishable and some non-food items are available for 5 cents per pound. All products obtained from ECHO, Inc. Food Bank are to be available for clients at no charge to them and will be provided regardless of age, gender, ability or disability, religion, race, veteran's status, sexual orientation or nation of origin if their income and residency meets requirements. No attendance, no statements of affiliation, no religious, nor political association nor meeting attendance requirement or appearance of such may be placed on recipients for participation in any food programs. Products may NOT be used in fundraising or used in offerings only available to members of certain groups nor may a donation be required. We appreciate your help in the work of feeding hungry people in our area and look forward to working with you. If you have questions, please call 505-326-3770.

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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