

Return this form to Food Bank
Food Bank: retain for your records

Agency no. _____

VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Division of Marketing - Food Distribution Program
PO Box 1163, Richmond, VA 23218
Phone (804) 786-3936

AGREEMENT ADDENDUM

In order to fulfill the requirements stated in the Agreement between the Area Food Bank and the Virginia Department of Agriculture & Consumer Services, and the terms and conditions of its agreement with the United States Department of Agriculture, the Emergency Feeding Organization (EFO) outlet agrees to abide by the following requirements:

1. STORAGE & USE OF DONATED FOODS: The EFO outlet will ensure that USDA donated foods are stored under sanitary conditions which are free from rodent, bird, insect, or other animal infestation, in well ventilated areas which are safeguarded against theft, spoilage and other losses. USDA donated foods must be stored off the floor either on pallets, racks, or shelves and organized to provide easy identity and access.

The EFO outlet will assure that USDA donated foods will be used solely for the benefit of eligible households served by the EFO. The EFO outlet will assure the USDA donated foods will not be sold, exchanged, or traded. USDA donated foods will not be transferred or otherwise disposed of without prior approval of the State Agency. All USDA food losses must be reported through the Area Food Bank so that the State Agency can make a claim determination. Losses or damage resulting from negligence may require reimbursement.

2. RIGHT OF INSPECTION & AUDIT: Representatives of the State Agency, USDA, and other authorized personnel may audit, review, and inspect donated foods, storage facilities, records, procedures and methods used in carrying out the requirements of the USDA donated food program at any reasonable time and place.

3. CIVIL RIGHTS COMPLIANCE: The EFO outlet will display the USDA poster "And Justice for All" visible to those receiving USDA donated foods. The EFO outlet will conduct the distribution of USDA donated foods in compliance with all civil rights legislation consistent with the objective that no person will, on the ground of race, color, national origin, age, sex, or disability be excluded from participation in; be denied the benefits of, or be subject to discrimination under any program or activity of an EFO outlet through which assistance is provided by the USDA.

4. RECORDS & REPORTS: The EFO outlet will utilize and maintain records associated with USDA donated foods as instructed by the Area Food Bank and as outlined in the current State Agency TEFAP Handbook. Such records shall document household eligibility to receive USDA donated foods.

Virginia Department of Agriculture
And Consumer Services
Food Distribution Program

EFO Outlet

Seth Benton, Administrator
Name & Title (Print)

Name & Title (Print)

Seth Benton
Signature

Signature

4/17/2014
Date

Date