



APPLICATION STEPS FOR BECOMING A PARTNER AGENCY

Step 1: Attend Orientation	During this one-hour session, you will learn about:
	FSF's requirements for becoming a Partner Agency (PA)
	FSF's expectations of Pas
	Overall services and programs provided by FSF
Step 2: Submit Complete Application Packet	The following needs to be gathered and submitted as one packet:
	Partner Agency Application
	Copy of 501(c)(3) from the IRS
	Organization budget
	Photos of shelving, refrigeration, freezer, storage areas
	Pest Control documentation (receipts or contract)
	Food Handler's Certificate
	Licensing for Group Homes, Daycares, Shelters, Residential Centers
	Organization narrative overview
Step 3: Pre-Approval Site Visit	During this visit, we do the following:
	Inspection of facility including storage, cleanliness, outside areas, shelving, etc.
	Recommendations for storage and distribution
Step 4: Approval of Partnership	At this time, you will receive the following:
	Notification letter with Agency ID Number, Agency Express Log In information, and information for the Agency Express Webinar (online training).
Step 5: Ongoing Requirements	Throughout the duration of partnership, requirements include:
	Arranging for new staff and volunteers to complete agency training
	Attendance at mandatory annual Agency Relations training
	Accommodating a mandatory annual site visit and follow up visits if necessary
	Compliance with all required paperwork and documentation
Ensuring account balance is paid and current	