



## Partner Application Process Overview

Thank you for your interest in Second Harvest of Silicon Valley.

To become a partner agency of Second Harvest, your organization must meet the following criteria. It must:

1. Be a Federal nonprofit, IRS Section 501(c)(3) entity (see attached application definitions)
2. Operate an ongoing food assistance program that has been in existence for at least six (6) months
3. Serve a population that is at least 70% low-income
4. Not duplicate an existing service in the same geographic area
5. Provide proof of general liability insurance
6. Agree to abide by provisions outlined in the Agency Agreement

Attached are the forms and information necessary to begin the application process. Fill out the forms completely and return the forms and required attachments to Second Harvest. The packet must be complete for the process to continue.

The Services Advisory Committee reviews applications every quarter. A representative from applying agencies must attend the review meeting.

After review and approval by the Committee, an on-site monitoring visit of your program will be scheduled. The monitoring will include inspection of your food storage facilities and evaluation of your food handling processes. Our staff nutritionist is available for advice and training in these areas. Agencies are allowed to begin picking up food only when a satisfactory monitoring report is completed.

An applicant that is denied agency status may submit a written request for reconsideration to the Services Advisory Committee within 60 days of the denial. The Services Advisory Committee will meet and will review all reconsideration requests in a timely fashion.

If you have any questions, please feel free to contact Shirley Chang at (408) 266-8866 x272 or 650-610-0800 x272 [schang@shfb.org](mailto:schang@shfb.org).



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### **Application Definitions:**

#### **501(c)(3) tax-exempt status:**

The designation granted by the IRS to incorporated organizations that are not-for-profit.

#### **Letter of Determination from the Federal Internal Revenue Service:**

After applying and being granted nonprofit status, each agency is sent a confirmation letter from the IRS stating that the organization has been granted 501(c)(3) tax-exempt status. Listing on the IRS official list of nonprofits can be used as proof of nonprofit status if the confirmation letter is not available.

#### **Advanced Ruling Period:**

An agency may be granted 501(c)(3) status under an Advanced Ruling Period. That allows the IRS to complete the evaluation before granting final status. An agency's Letter of Determination must be current and the Advanced Ruling Period not expired.

#### **Low Income:**

Low income individuals and families are defined as having an income of less than 275% of the Federal Poverty Level.

#### Sample Maximum Gross Income Limits:

Household Size	Annual Income	Monthly Income
1	\$34,348	\$2,862
2	\$46,503	\$3,875
3	\$58,658	\$4,888
4	\$70,813	\$5,901
For each additional Household member	\$12,155	\$1,013

For those working with public schools, low-income is also defined as those receiving free or reduced school lunch.

#### **Certificate of Insurance:**

A one-page document issued by an agency's insurance company that states the amount of coverage and the dates the coverage is in effect. After becoming a partner agency, Second Harvest should be registered as an additional insured on the certificate.



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### **Service Types:**

#### **Affordable Housing**

Program located at an affordable and supportive housing complex or a mobile home community.

#### **College Pantry:**

Program located at a college or university.

#### **Free Community Market:**

Pilot program that provides weekly groceries to eligible individuals or families.

#### **Grocery Rescue:**

Program that picks up unsold food from local retailers that is still good to distribute.

#### **Meal Program:**

Program that provides either a prepared hot or cold meal. Can be either an "open" site (open to the public) or a "closed" site (only for program participants).

#### **Multi-Service:**

Partners that have more than one program operated under the same umbrella, which provide both groceries and meals. For example, a pantry that also operates a soup kitchen. Must have at least two distinct programs, primarily a grocery and a meal program. This does not include pantries/meal programs that provide on-site snacks as their second program.

#### **Pantry:**

Program that provides groceries to families and individuals for home consumption. Site may be an open or closed pantry and may or may not provide on-site snacks.

#### **School Pantry:**

Program located at a pre-K-12 school.

#### **Residential Program:**

Program that provides housing (either long-term or temporary) for its clients (i.e. shelters, residential rehab facilities, children's group homes etc.).



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**Snack:**

Program that provides on-site snacks for clients. Can be either an "open" site (open to the public) or a "closed" site (only for program participants). Some programs may send minimal food home, but this is not their main food program.

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