



# PROGRAM APPLICATION PROCESS OVERVIEW

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Thank you for your interest in Second Harvest Food Bank of Santa Clara and San Mateo Counties.

To become a partner agency of Second Harvest Food Bank, 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 Food Bank 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 the Food Bank. 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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of SANTA CLARA and  
SAN MATEO COUNTIES

# APPLICATION DEFINITIONS

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## **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 200% of the Federal Poverty Level.

### Sample Maximum Gross Income Limits:

Household Size	Annual Income	Monthly Income
1	\$24,120	\$2,010
2	\$32,480	\$2,707
3	\$40,840	\$3,403
4	\$49,200	\$4,100
For each additional Household member	\$8,360	\$697

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 Food Bank should be registered as an additional insured on the certificate.

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## SERVICE TYPES

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### **Children's Program:**

A program that provides on-site meals and/or snacks to children. Does not send any SHFB food home.

### **Children's and Families Program:**

A program that provides on-site meals and/or snacks to children and food for the family to share at home.

### **College Pantry:**

Programs that provide groceries to families and individuals for home consumption through colleges. Physical distribution occurs on school grounds and is managed by the school directly or indirectly. Direct: School operates and controls food distribution. Indirect: Distribution is managed by a partner agency of SHFB.

### **Multi-Service:**

An agency that has more than one program operated under the same umbrella which provides both groceries and meals. For example, a pantry that also operates a soup kitchen or a shelter that has an afterschool program.

### **Pantry:**

A program that provides groceries to families and individuals for home consumption. The goal of the program should be to provide a 3-day supply of nutritionally balanced food.

### **School Pantry:**

A program that provides groceries to families and individuals for home consumption for K-12 schools. Physical distribution occurs on school grounds or at a nearby location and is managed by the school directly or indirectly. Direct: School operates and controls food distribution. Indirectly: Distribution is managed by a partner of the school such as a volunteer organization or by a partner agency of SHFB.

### **Soup Kitchen:**

A program that is open to the public and provides a prepared meal or bag lunch.

### **Rehabilitation Program:**

A program that provides specific services for clients with disabilities, mental health concerns, substance abuse issues, etc. Program may provide housing, counseling, rehabilitation services, support groups, and/or a myriad of other services.

### **Senior Program:**

A program that provides meals to seniors.

### **Shelter:**

A program that provides shelter to homeless individuals and families. Shelter can be temporary/drop-in or transitional/longer term.

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