

**Partner Agreement
 Reach Program Partner Agreement**

The terms of the following Agreement have been agreed upon and understood by Blue Ridge Area Food Bank and _____ (Reach Program Partner). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the Reach program, a program of Feeding America. Reach Program provides nutritious, healthy food to seniors who are 60 years and older and at-risk of hunger.

The **Program Partner** agrees to:

1. Identify a program coordinator to be the primary contact for the Reach Program.
2. Take into account the nutritional guidelines for seniors while sourcing the food for the Reach program.
3. Distribute nutritious food to seniors free of charge.
4. Provide food to seniors a minimum of once a month.
5. Ensure the program complies with all applicable federal and local statutes, ordinances and regulations.
6. Ensure that at least one representative receives some form of food safety training, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association and offered by Blue Ridge Area Food Bank, or an equivalent training.
7. Be available for an on-site monitoring visit at least once a year from the Blue Ridge Area Food Bank.
8. Store food in a secure, sanitary and temperature controlled place away from cleaning materials and toxic chemicals. All food must be stored 4 inches off the floor, away from the wall and 6 inches below the ceiling.
9. Distribute food to program participants in accordance with the pre-determined schedule.
10. Keep accurate records, submit reports and provide necessary information as requested.
11. Inform the Blue Ridge Area Food Bank in writing of any changes in Reach program personnel, days & hours of operation, and/or number of senior clients served.

The **Blue Ridge Area Food Bank** agrees to:

1. Appoint a primary contact for the Reach program providing oversight and leadership in program research, design and development, and collaborative guidance in program implementation.
2. Ensure that the Program Partner meets national and local Reach program standards through annual monitoring inspections and periodic site visits as necessary. Any issues needing to be addressed will be communicated in writing to the Program Partner within seven business days.
3. Provide or coordinate training opportunities for Reach program staff and volunteers as appropriate such as safe food handling or nutrition education.

This Agreement may be terminated at will by either party with written notice delivered to either party not less than 30 days prior to the desired date. Agreement is effective July 1, 20__.

Upon termination of this agreement, the Program Partner will return any equipment and/or materials provided by the Blue Ridge Area Food Bank for the Reach Program to the Blue Ridge Area Food Bank within 30 days of termination date.

 Program Partner Executive Director Signature

 Date

 BRAFB - Manager of Agency Relations and Programs

January 1, 2018
 Date