



Partner Agency Requirements

1. Information required for agency participation:

- A copy of 501(c)3 – a letter of your non-profit status under the federal tax code
- A list of your board of directors or governing group
- A brochure or handout about the services provided
- A site visit from the Agency Relations Coordinator to monitor agency's food storage and distribution area
- Signed Partner Agency Agreement and Product Distribution Agreement
- At least one member of the organization must have a Food Handler's Card

2. Food purchases are to be paid upon receipt and will require an agency check

3. A monthly report is required and due by the last day of each month. Your completion of The **Monthly Food Provider Summary** allows the Yolo Food Bank to provide necessary reports for grants and distribution of food in our county.