



MEMBER AGENCY TIER FORM



AGENCY NAME: _____

PROGRAM CODE: _____

AGENCY NUMBER: _____

PROGRAM DESCRIPTION: _____

In order to achieve the next Tier, all prerequisites from the previous Tier must be met.

Tier 3: PANTRY	Check	Tier 3: ON-SITE/ SUPPLEMENTAL	Check
1. Minimum CBR Visit Score: 18 points		1. Minimum CBR Visit Score: <u>On-Site-22 points</u> <u>Supplemental-21 points</u>	
2. Provide Emergency food to clients at least 4 times per year or once a quarter		2. <u>On-site:</u> Food Manager Cert. <u>Supplemental:</u> Food Handler Cert.	
3. Open Minimum: <u>Rural Agency-</u> once per month. <u>Urban Agency-</u> 3hrs per week (serving by appointment accepted)		3. Minimum AU Participation: 2 classes	
4. Food Handler Certification		<u>Tier 3 Prerequisites:</u>	
5. Minimum AU Participation: 2 classes		<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	

Comments:

Tier 3 Benefits:

- Receive items provided by the food bank at regular shared maintenance fee.
- Free rural delivery if available*
- Eligible to apply for an annual Agency assistance grant up to \$500 in shared maintenance credit.
- Capacity Building Grants available on a case-by –case basis.

Tier 2: PANTRY	Check	Tier 2: ON-SITE/ SUPPLEMENTAL	Check
1. Provide ongoing service to clients at a minimum of once per month		1. Participate in Food Stamp Outreach efforts by surveying clients at least once a year	
2. Open Minimum: <u>Rural Agency-</u> twice per month <u>Urban Agency-</u> 6hrs per week		2. Complete an additional Agency University Course	
3. Provide 4 days of food per individual (15.36 lbs per person)		3. Provides multiple services to clients and/ or has a referral system in place	
4. Increase distribution of shared maintenance fee items 5- 15% by April			
5. Participate in Food Stamp Outreach efforts by surveying clients at least once a year		<u>Tier 2 Prerequisites:</u>	
6. Complete one AU Course		<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
7. Provides multiple services to clients and/ or has a referral system in place			

Comments:

Tier 2 Benefits:

- Eligible to apply for an annual Agency assistance grant up to \$1000.00 in shared maintenance credit.
- Additional incentive-based rewards and opportunities. (Capacity Building Grants available)

Tier 1: PANTRY	Check	Tier 1: ON-SITE/SUPPLEMENTAL	Check
1. Provide 7 days of food per individual (26.88 lbs per person)		1. <u>On-site:</u> Increase in distribution of maintenance fee items 5-15% by April <u>Supplemental:</u> Increase in distribution of non-maintenance fee items 5-15% by April	
2. Pantry is open or accepts appointments at least once per week during the evening or weekend.		2. Complete an additional Agency University Course	
3. Increase in distribution of shared maintenance fee items 30% by April		Tier 1 Prerequisites: <input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
4. Actively use shared client database or a database that is capable of being shared to reduce duplication of services			
5. Complete an additional AU Course			

Comments:

Tier 1 Benefits

- Free local delivery available if able to take 7-pallet minimum each week.
- Eligible to apply for an annual Agency assistance grant up to \$1500.00 of shared maintenance fee credit.
- Additional incentive-based rewards and opportunities. (Larger Capacity Building Grants available).

Agency Tier Designation _____ **NTFB Staff Member** _____ **Date** _____

Additional Comments: