



TIER UPGRADE REQUEST FORM-ONSITE



Request Date: _____

To request an evaluation of your feeding program(s) in order to attain an upgrade in tier level, please complete this form and fax to the attention of Isaac Burren 214-331-4104 or e-mail to arteam@ntfb.org.

Agency Name _____ Agency Number _____

Contact Name _____ Contact Number _____

Current Tier Level _____ Desired Tier Level _____

Select the status you are requesting to obtain and check each box to confirm you meet the criteria:

Tier 3 Status

Your Agency:

- Can now achieve a minimum Capacity Building Review(CBR) score of 22 for an **Onsite** or 21 for a **Supplemental**
- Has at least 1 person Food Manager certified for an **Onsite** or Food Handler certified for a **Supplemental**
- Participated in at least 2 Agency University sessions, which are sections of a course, within the previous 12 months

Tier 2 Status

Your Agency has met all Tier 3 requirements and:

- Participates in Food Stamp Outreach (FSO) efforts by surveying clients at least once per year
- Provides multiple services to clients or has a referral system in place
- Completed one Agency University course within the previous 12 months

Tier 1 Status

Your Agency has met all Tier 2 requirements and:

- Increased distribution of shared maintenance fee items by 5-15% over previous year for **Onsites**, or increased 5-15% in total pounds distributed over the previous year for a **Supplemental**
- Completed an additional Agency University course within the previous 12 months

Your request will be processed at the end of each Agency University semester. You can find the date on the AU calendar at http://www.ntfb.org/ma_calendar_agency_university.cfm. If a Capacity Building Review or other documentation is required, you will be contacted by the Agency Relations Department at that time.