



DSS COMMUNITY FOOD CONNECTION ELIGIBILITY CRITERIA – APPLICANT

An organization, requesting DSS Community Food Connection membership, must meet the following criteria at the time of the request:

- Applicant organization must have a food pantry/soup kitchen in operation for at least four (4) months prior to submitting an application.
- Applicant organization must have IRS verification of their Employer Identification Number and Tax Exempt Status [501(c) (3)].
- Applicant Organization must have other established sources of food and funding.
- Soup kitchen applicant must have a valid New York City Department of Health and Mental Hygiene Permit to operate.
- Applicant organization must have consistent days and hours of operation.
- Applicant organization must distribute food to the general public.
- Applicant organization must distribute food, free from charge or requirement to participate in any religious or other type of program activity.
- Applicant organization must store, prepare and distribute food in a secured manner in order to insure food safety and integrity.
- Applicant organization must not store, prepare or distribute food from a private residence.
- Applicant organization must have an acceptable means of accounting for the number of people served.

FOOD FUNDING SOURCES (check all that is currently received by the program)

– Attach documentation of sources such as membership agreement, award letter, or organization budget letter.

- Hunger Prevention & Nutrition Assistance Program (HPNAP)
 - United Way of New York City
 - Food Bank for New York City
 - Independent (Direct)
- Food Bank for New York City
- City Harvest

- Emergency Food and Shelter Program (EFSP)
 - United Way of New York City
 - Independent
 - Fiscal Conduit _____

Other (private donations/grants):

CURRENT PROGRAM INFORMATION

Describe the current emergency food program (including the meal type served), the services provided (including all non-food related services), and the community (including any special needs populations) served.

• When did the food program start? (month/year) _____

Staff type/Pay per

hour/week/year:

- Paid _____
- Volunteer _____

• Program days and hours of operation (when serving or distributing food).

- Monday _____ Tuesday _____ Wednesday _____ Thursday _____
- Friday _____ Saturday _____ Sunday _____

• Is the soup kitchen or food pantry closed anytime during the year? Yes No

If "Yes", when? _____

• Describe the program's practice or procedure for keeping records of the number of people served:

- How many people did the food program service in the last three (3) months?

- Does the program limit the number of times a participant may visit the program? Yes No

If "Yes", explain: _____

- Describe the program's food storage area:

- Is storage space locked and secured? Yes No

- Are all products stored in the designated area on appropriate racks at least 6" from the floor or wall? Yes No
 – **Please provide photos of your storage area.**

- Travel Directions – [ex.: (1) Take the Q4 bus to Linden Blvd & Farmers Blvd. Located on the corner of 117th Road; or (2) Take the "J" or "M" train to Broadway & Myrtle Avenue. Located between Myrtle Avenue & Evergreen Avenue]

- Is this emergency food program accessible to the physically challenged? Yes No

Soup Kitchen Only:

– attach copy of Department of Health Permit. Do not submit the application without the permit.

(Check all that apply) Meal Served: Breakfast Lunch Dinner

Food Pantry Only:

Number of days an average food package serves: One Two Three Four or more

Number of meals per day provided in an average package: One Two Three

- Does the emergency food program currently provide SNAP Outreach Service? Yes No

If "Yes", please describe: _____

Name of Authorized Person

Title

Signature

Date

WAYS TO RETURN APPLICATION AND SUPPORTING DOCUMENTS



MAIL — NYC Department of Social Services
Community Food Connection
150 Greenwich Street, 43rd Floor
New York, NY 10007



FAX — **917-639-0386**



EMAIL — **EFAP@hra.nyc.gov**

If you have any questions you can contact CFC at (929) 221-7679.