



Newsletter Update August 2009

Four Agencies to Receive \$500 Each

H-E-B has graciously donated \$2,000 in gift cards to the Food Bank and asked that we select four of our agencies to receive the funds. Each of the four agencies selected will get \$500 to spend on grocery items at the local H-E-B.

I am sure all of you agree that this windfall could not have come at a better time. We are hearing from all of you that there is a significant increase in the number of people asking for assistance, and that it is a struggle to keep food on the shelves.

In order to make the process equitable to all of our agencies—large or small—pantry or feeding program, we have developed specific criteria for eligibility. To qualify to submit an application, your agency must demonstrate the following:

- Account Balance Current**
- Attended the Member Agency Conference in May**
- Monthly Reports Current**

If your agency is in compliance with the above items, please complete this application and submit to Jody Houston, Food Bank of West Central Texas, 5505 North 1st, Abilene, TX 79603. The deadline for submission is **Wednesday, August 19**. You must deliver the completed application by 4 p.m. via mail, fax or email. The Executive Committee of the Food Bank will review the applications on Friday, August 21 and announce the recipients on Monday, August 24.

Please organize your application using the following outline.

- 1) Cover Page
- 2) Application questions
- 3) Income & Expense Comparison (January 1 - June 30, 2008 to January 1 - June 30, 2009)

1) Cover Page

The cover page should be typed on your Agency letterhead and include the following:

1. Title: "H-E-B Application Packet"
2. The date submitted
3. Agency Name, Address, and Agency Number
4. Executive Director's name
5. Type of program (food pantry, on-site meal supplemental)

2) Application Questions

Brief Overview/History:

Please give us a brief overview of your Agency and your services to the community. Please be sure to include the following: a) your service area b) the number of clients served c) frequency of service to clients d) any other vital details or statistics

Need:

Please explain the challenges of your Agency and/or community and how receiving this grant would help you address them. Include the percentage of increase your agency has experienced in requests for assistance in the last six months, and what percentage are new clients. Explain if your agency has had to decrease the amount of food distributed per person/family or if number of meals have been decreased. Include information about changes your agency has made in order to maintain or expand services (i.e. increased or decreased number of days your agency is open per month, etc.).

Miscellaneous:

You may include a specific story about a client or other information that helps tell your Agency's story of how the economy has affected your operation in the last 6 months.

I look forward to hearing from everyone. Good luck. Jody

TEXCAP Income Eligibility Guidelines

July 1, 2009 – June 30, 2010

The chart below provides the income limits for households applying to participate in the Texas Commodity Assistance Program (TEXCAP). The income limits are at 185% of federal poverty levels.

The first column lists households by size. The next three columns provide maximum allowable income limits in annual, monthly, and weekly amounts.

Example: A four person household with yearly income totaling \$40,793 is eligible. The same household would not be eligible if yearly income totaled \$40,893.

Household Size	Annual	Monthly	Weekly
1	\$ 20,036	\$ 1,670	\$ 386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
For each additional person, add:	\$ 6,919	\$ 577	\$ 134

Note: Use gross income to determine eligibility.

Exceptions:

- Farmers and self-employed households qualify based on net income (total income minus expenses).
- A household with unexpected and unavoidable expenses of a household crisis may qualify for temporary, emergency food assistance without regard to the household's gross or net income.

Food Safety Is Important

ServSafe Starters Employee Guides (Fifth Edition) are now available at the Food Bank. These publications are published by the National Restaurant Association and were provided to us by Feeding America. These guides meet their Food Safety requirement for providing a food safety training curriculum (and materials) for the guidance of Members and Agencies.

By August 1, 2009 at least one certified food handler must be on staff. All key food handling staff **and** volunteers including operations, agency relations, and program staff must receive food safety training (certification not required but recommended). If handling prepared foods, all key program staff that are regularly assigned to that program are required to maintain current certification in safe food handling (i.e. Food Protection Management Training Course).

The ServSafe Starters Employee Guide can be obtained at the Food Bank office for \$5.00. It is easy to read and has colorful pictures (53 pages). The guides has a test and offers a Certificate of Completion at the end of the book. Please contact Joy at 325-695-6311 if you would like one for your agency.