



Shared Harvest

FOODBANK

Hunger is not a choice... Giving is

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August 7, 2019

MEMO

TO: USDA Contractors

FROM: Sarah Ormbrek

RE: FFY2020 Contracts and related materials

Enclosed, you will find:

- the FFY2020 Emergency Food Assistance Program (TEFAP), Ohio Food Program (OFP) and Agriculture Clearance Program (ACP) Contract that allows Shared Harvest Foodbank to distribute TEFAP and OFP commodities and ACP Produce to your organization. These new contracts are effective October 1, 2019 through September 30, 2020.
 - Please complete the original contract in the following manner:**
 - Front Page, Section 1: Fill in the blank with the organization's full legal name.
 - Front Page, Section 2: Fill in the blank with the geographical territory in which the organization provides services. This can be listed by zip code, township or city AND MUST INCLUDE THE COUNTY NAME.
 - Back Page, Signatures: In the lower left-hand corner, complete **all** the blanks under Local Distributor. Be sure the person who signs this contract is the responsible person for the organization and actually *signs* the contract. Typing or printing on the signature line will invalidate the contract. **SIGN WITH BLUE INK** If a mistake is made in completing the signature section, *cross out the mistake and make the correction*. **DO NOT USE CORRECTION FLUID (WHITE OUT)**.
- Our FFY2020 Regional Plan (changes in the plan are underlined)
- Temperature Log
- Statistical Report Form.
- Delivery and Pickup Calendars for Oct 2019-Sep 2020

Please review these documents, especially the Regional Plan, as it establishes your organization and Shared Harvest Foodbank's responsibilities under this contract. If you have any questions, please call Sarah Ormbrek at 1-800-352-3663. **Retain the Regional Plan and related documents; do not mail them back to us!**

Shared Harvest will assess a per pound handling charge, not to exceed 10¢, on TEFAP commodities. Ohio Food commodities and ACP Produce will be provided at no charge.

Please complete and mail or hand deliver the **Original Contract** *no later than September 16, 2019* to:

Sarah Ormbrek

Shared Harvest Foodbank

5901 Dixie Highway

Fairfield, Ohio 45014-4207

We will return a copy of the fully executed contract to you in October.

NOTE: The Annual Conference has been postponed until October (Date & Location still TBD). More information as well as the registration will be forthcoming!

