Childhood Hunger Initiative (CHI)
Onboarding Packet

Roadrunner Food Bank of New Mexico

FEED every hungry person today,

SEED partnerships that build self-sufficiency for tomorrow, and

LEAD to achieve our vision of permanently ending hunger in New Mexico
Welcome to RRFB! Please complete the needed forms contained in this packet and provide the related material below to begin training and start your CHI food pantry.

Onboarding Checklist

Paperwork:

- CHI Information Form
- CHI Grant Agreement
- CHI Letter of Agreement
- Coordinator Background Check Verification

Training:

- RRFB Orientation/Training Call (will send out through email)
- Food Safety Training (will send out through email)

Onboarding Resources:

- How to login to rrfb.org
- How to access Food Safety Training
- Important Information Page
## CHI Information Form

### Agency Contact Information

**School Name:**

**Street Address:**

**Mailing Address** (where RRFB can mail surveys):

**County:**

**Web Site:**

**Principal:**

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<th>Name</th>
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**E-Mail Address:**

### Person Responsible for the Operation of your Food Program- CHI Coordinator

(This person will be considered the CONTACT PERSON for communications with Roadrunner Food Bank)

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<th>Name</th>
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**E-Mail Address:**

### Person responsible for the Operation of your Food Program- Alternate CHI Coordinator

(This person will be considered the ALTERNATE CONTACT PERSON for communications with Roadrunner Food Bank)

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**E-Mail Address:**

Please list the names, email addresses, and phone numbers of other staff members available to accept delivery in the case that the Coordinator or Alternate are unavailable:

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### How do you determine which students qualify for food?
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<th>Do you offer any other services in conjunction with food? (i.e. SNAP enrollment, clothing, etc.):</th>
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<tr>
<th>Coordinator Name &amp; Title (Print)</th>
<th>Roadrunner Food Bank Representative</th>
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<tr>
<th>Coordinator Signature</th>
<th>Date</th>
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By my signature, I certify that the information above is correct and that I agree to update Roadrunner Food Bank within 30 days if any of the above information changes.
The following are the terms and conditions of accepting this Childhood Hunger Initiative (CHI) grant administered by Roadrunner Food Bank:

1. The school/school collaboration will sign this grant agreement, keeping a copy for its records and returning an electronic version with signature to Roadrunner Food Bank. By signing this document, your school/school collaboration agrees to comply with the terms of the grant agreement and report requirements as outlined.
   a. Please submit your grant agreement, signed with an electronic signature or scanned after signing to ProgramsSupport@rrfb.org.
   b. In the absence of a signed copy of this letter, should your school/school collaboration receive a grant, acceptance of the program represents your acknowledgement of an agreement to these terms and conditions.

2. Your school is required to submit a current background verification for the main coordinator of the CHI Site.

3. Your school/school collaboration shall submit monthly reports as outlined in the CHI Handbook and report requirements for this grant.

4. Your school/school collaboration shall submit surveys twice a year, as outlined in the CHI Handbook and report requirements for this grant.

5. Your school/school collaboration shall submit narrative reports twice a year, as outlined in the CHI Handbook and report requirements for this grant.

6. Your school/school collaboration shall attend an orientation session once a year.

7. You shall comply with all reasonable requests of Roadrunner Food Bank for information and interviews regarding granted program.

8. You shall comply with all reasonable requests made in relation to the funders helping to make the program possible.

9. You will adhere to any restrictions and requirements laid out in the CHI Handbook.

10. You understand that the following procedures will be followed:
   a. On missing a monthly report or survey submittal or narrative report submittal, your school/school collaboration will receive a reminder email from the Community Initiatives Department.
   b. On a second missing monthly report, survey submittal or narrative report submittal, your school/school collaboration will need to submit a written plan for submitting monthly reports, surveys, and narratives in a timely manner. The plan will need to be approved for further participation in the program.
   c. On missing a third monthly report or survey submittal or narrative report submittal, your school/school collaboration could lose the CHI grant and will need to reapply to the next school year. There is also an additional understanding that if the grant is revoked due to missed reports/surveys, this fact will be taken into account and could adversely affect any further application the school/school collaboration might submit.

11. For CHI On-Site Food Pantries Only:
   a. RRFB will inform you of the amount awarded to your school/school collaboration at the beginning of Roadrunner’s fiscal year (July 1- June 30)
b. The school/school collaboration is responsible for tracking its own budget and ensuring there are no overages. RRFB will provide monthly reconciliation reports to support your tracking.

c. If a school/school collaboration does spend all or more than its allotted grant award before the end of the fiscal year (July 1 – June 30), funds will not be available for the rest of that year. In the event there is an overage, the overage amount will be automatically subtracted from the next year’s budget. Going over budget for the school year could result in removal from the program.

By signing below I fully understand and agree to comply with the above conditions and requirements of accepting the Childhood Hunger Initiative (CHI) grant from Roadrunner Food Bank. I understand that failure to comply with the terms of the grant agreement and/or report requirements will result in the removal of the Childhood Hunger Initiative (CHI) program.

__________________________________________________________________
School/School Collaboration Name

__________________________________________________________________
Principal Signature Date

__________________________________________________________________
Coordinator Signature Date
Childhood Hunger Initiative (CHI) LETTER OF AGREEMENT

The purpose of this agreement, any attachments and appendices, is to define the services that will be provided to the Partner by Roadrunner Food Bank and the duties and responsibilities of each.

The Food Bank and Partner agree as follows:

1) The Food Bank hereby designates the Partner, subject to the provisions of this Agreement, as an authorized organization to receive food and other products from the Food Bank. Partner agrees to accept and use all products exclusively for Partner’s hunger relief program that provides food boxes and backpacks to needy people. The Partner operates the following hunger relief program for needy people:

   Childhood Hunger Initiative (CHI)

   No other Partner program is approved to procure, store, and distribute Food Bank products unless a specific amendment to this agreement is obtained and approved by Roadrunner Food Bank in writing.

2) Partner hereby represents and covenants with the Food Bank as follows:

   a. We will meet and abide by all partner requirements as specified here and in the Childhood Hunger Initiative Handbook.

   b. We will not engage in discrimination in the provision of service against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, including gender identity, unfavorable discharge from the military or status as a protected veteran.

   c. We maintain proper and suitable storage and will comply with all local, state, and federal laws regarding, storage, handling, sanitation, and safety.

   d. Partner will not require any individual to attend a religious or political meeting, nor may the individual be required to make a statement of faith or pledge membership to any religious or political organization as a requirement for receiving food. The appearance of such an activity is also prohibited.

3) Partner agrees at all times during the term of this Agreement to the following:

   a. When food or other products are obtained from the Food Bank, Partner agrees:

      i. It will not use products for fundraising purposes or any other activities of the church or organization.

      ii. It will not impose a charge or fee nor require any donation for meals, food, or other products prepared or distributed by the partner.
iii. It will not sell any of these products.

iv. It will not trade, exchange, or barter any food or other products for other goods, services, money, or other items.

v. It will not transfer food or other products to another church, agency, or group. **All Food Bank products must be directly served or distributed to needy people by the Partner receiving them.**

vi. It will not allow staff or volunteers of the organization to receive food or other products unless they meet the same criteria for service as any other client of the partner receiving that service. Partner must not show preferential treatment to clients who do participate, volunteer or opt to voluntarily donate funds to the partner or food program.

vii. **It will not use the Food Bank products for any purpose other than to provide food assistance to needy people in the program described in item 1 of this agreement.** Specific written approval must be obtained from the Food Bank if the Partner wants to use products for any other programs for needy people.

b. Partner will comply with any restrictions placed on the food or other products by law, by the donor, or by the Food Bank.

c. The Partner will make all arrangements that are necessary for receiving food and other products, and storing these products to the premises of the Partner. All food and other products cannot be stored at any other location without the express written permission of Roadrunner Food Bank. Any additional storage locations must also be inspected by a member of Roadrunner Food Bank staff prior to placement of any food and other products at that location.

d. As an Partner of Roadrunner Food Bank you must abide by Food Bank rules outlined in this agreement for storage, safety, and handling of all food, regardless of whether it is received from the Food Bank or not.

e. The Partner affirms that Roadrunner Food Bank, Feeding America, and the original donor:
   1. Are released by the Partner from any liabilities resulting from the donated goods;
   2. Are held harmless from any claims or obligations in regard to the Partner or the donated goods; and
   3. Offer no express warranties in relation to the gift of goods.

f. The Food Bank will make every attempt to notify agencies via the Food Bank website announcing any food recalls or food safety issues relating to food product. Partner agrees to check the Food Bank Agency Announcements page for updates on food recalls. Partners are responsible for notifying their clients of any food recalls.
g. The Partner agrees to abide by any future rule or regulation that may be promulgated by Roadrunner Food Bank as part of this Agreement.

4) Record, Reports, and Meetings:
During the term of this Agreement, Partner will:

a. Immediately notify the Food Bank of any change in information relating to this Agreement or Partner’s feeding program, including any change in Partner’s contact person, email address, telephone number, physical address, or programs.

b. Keep adequate records on hand to demonstrate that food and other Food Bank products have been distributed to needy families and children. Minimum records include the name, address, and phone number, number of persons in the household, date food box and/or backpack is provided, and income or other basis for determining need. Keep a count of total households and backpacks distributed.

c. When requested to do so, report to the Food Bank the numbers of households served and backpacks distributed in a particular time period.

d. Verification of food safety training by at least one partner staff/volunteer. The training may be in the form of the Food Bank’s own Food Safety Training Program or others such as ServeSafe, Child & Adult Care Food Program, NM Environment Dept., etc. All certificates of completion must be current.

5) Communications/Marketing/Public Relations Standards
You may wish to use our name and logo in association with your communications, marketing, public relations, and outreach efforts. If you wish to include the Food Bank name, logo, etc. in your outreach materials, you are required to follow the guidelines located at the Appendix of this agreement.

6) Oversight.
Partner will:

a. Permit a Food Bank representative to make a preliminary visit prior to approval of any feeding distribution. If the site location changes, a new site visit will be required.

b. Permit the Food Bank staff or trained volunteers of the Food Bank to conduct scheduled and unscheduled periodic and follow up monitoring and inspection visits and to observe the manner in which Partner and Partner personnel conduct its feeding program.

7) Termination.
The association between the Food Bank and the Partner is voluntary. Either the Food Bank or the Partner may terminate this association at any time with written notice. This agreement may also be terminated for cause or by reason of material breach.

a. Termination for Cause: The Food Bank may immediately terminate this Agreement for cause upon notice to the Partner due to any of the following events:

i. Partner discontinues or abandons the feeding program.
ii. Partner fails to use food and food products exclusively in its feeding program for needy people as provided in the Agreement.

iii. Partner operates its feeding programs in a way that presents a health or safety hazard to the public.

iv. Partner fails promptly to address and correct any deficiency.

v. Partner loses any required license.

vi. Any Partner official is convicted of a felony or any other crime involving moral turpitude.

b. **Termination for Material Breach:** If Partner defaults by the failure to comply in all material respects with the terms of this Agreement or (substantially) to perform in good faith the programs, services and responsibilities required herein, the Food Bank retains the right to terminate this Agreement immediately. The Food Bank shall have and retain all rights to damages at law and rights to equitable relief in the event of breach of Partner.

c. In the case of suspension or termination, the Partner agrees to return any product previously received from the Food Bank and still in its possession at the time of termination.

By my signature, I certify that our organization qualifies to participate as described above. I further certify that the statements made by our organization are true and that I have read and understand all of this agreement and agree to abide by the terms and intent of this agreement as an Partner of Roadrunner Food Bank.

__________________________________________________________
School Name

__________________________________________________________
School Principal (Print Name)

__________________________________________________________
School Principal Signature

__________________________________________________________
Coordinator Name & Title (Print)

__________________________________________________________
Coordinator Signature    Date

__________________________________________________________
Roadrunner Food Bank Representative    Date
Background Verification
Roadrunner Food Bank is required to have background verification on file for the main coordinator.

- If your school district and/or school has a personnel policy on background checks, please submit to Roadrunner a copy of this policy.
- Please provide a letter on school letterhead, signed by Principal or Assistant Principal explain that the coordinator has completed a background check.
  - The letter can have the following written:

  This letter is to serve as verification that the following staff member(s) have completed background check(s) as part of (Name of School District) employment policy.  [List names and titles of staff members here].
Overview Of What’s Due

Monthly Reports

• Submit by 5:00pm by the 3rd of following month (Example: March’s distribution’s monthly report due no later than April 3rd by 5:00pm)

Two Narratives

• Due Online: First Friday in December (Fall Semester)
• Due Online: First Friday in May (Spring Semester)

Two Sets of Surveys

• Due by Email: First Friday in December (Fall Semester)
• Due by Email: First Friday in May (Spring Semester)

Important Contacts

Partner Support Line

• Contact for any questions or concerns regarding orders, scheduling, missing items, change in contacts, program requirements, general questions
• 505-349-5352
• partnersupport@rrfb.org