



# Operating a DHS Food Pantry: General Information

## OVERVIEW

To access information regarding this program, visit <http://www.regionalfoodbank.org/Programs/Food-Pantries> or contact Ryan Abernathy at 405-600-3151 or [rabernathy@regionalfoodbank.org](mailto:rabernathy@regionalfoodbank.org).

The Regional Food Bank of Oklahoma agrees to provide nonperishable boxes of food to Oklahoma DHS offices for distribution to clients that need immediate food assistance. Only when no other food resource is available should a client receive a Food Bank mobile pantry box.

***\*All regular emergency food referrals should be used first.***

To access emergency pantries of the Regional Food Bank by zip code, go to <http://www.regionalfoodbank.org/Get-Help/Find>

## OPERATING THE PANTRY

1. For each month, start a new DHS FOOD PANTRY LOG form.
2. Each family will need to be signed in on the DHS FOOD PANTRY LOG form with each field completed.
3. The question, *"Is income below limits?"* should be answered by writing "Yes" or "No".
  - If the household makes **below** the gross income limit per the number of individuals in the household, the answer is "YES" and the family is **eligible** to receive a food box from the pantry.
  - If the client is **above** the gross income limit for their household, the answer is "NO" and they are **not eligible** to receive a food box from the pantry.
4. Give the client the appropriate number of food boxes according to the number of people in the household (total the number of adults and children) and record in the last column of the pantry log.
  - 1 FOOD BOX per 1-4 people in the family
  - 2 FOOD BOXES per 5-8 people in the family
  - 3 FOOD BOXES per 9 or more people in the family

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## **REPORTING TO THE FOOD BANK**

Monthly reports are due by the 5<sup>th</sup> of every month **OR three business days before your delivery, whichever comes first.**

Online reports are to be filled out at: <http://www.regionalfoodbank.org/Forms/DHS-Monthly>

## **RECEIVING DELIVERIES OF FOOD**

Always inventory the number of cases received at delivery and check to make sure all cases are accounted for. If the order is incorrect, make any adjustments to the invoice before signing the driver's ticket. Keep the office's copy on file.

## **STORAGE**

Always store food boxes off the floor—either on shelves or a pallet—in a clean, dry and secure space.

## **FOOD ITEMS & ROTATING INVENTORY**

**Food Safety:** Dates on food are often the freshness date, which means the product would taste fresher if eaten by that date but is still safe to consume after. All dates are checked at the Food Bank to ensure that only safe items go in pantry boxes. Call the Food Bank if you have a question or problem with any food item.

**USDA Shelf-Stable Milk:** Many pantry boxes will contain USDA Aseptic Milk, which is non-perishable until the container is opened. Please assure clients the milk is safe to drink.

**Opened or punctured items in boxes:** The Food Bank utilizes volunteers to assemble the pre-packed boxes and there are times when items may be handled improperly. If you find a box with opened or punctured items, please throw away any item affected and salvage the remaining items, if possible.

**Use oldest boxes first:** The boxes are labeled with the month they are packed to help you use the oldest packed boxes first. If you have leftover boxes from a previous month, please use those before using your newest inventory.