



Become a Partner Agency

FOOD for Lane County distributes food through its county-wide network of partner agencies. If you have an interest in becoming a partner agency to be able to receive food, please review the eligibility criteria and the application process below. FFLC's Agency Relations Coordinator is available to answer any questions you may have and explain the process in more detail. The Agency Relations Coordinator may be reached by contacting FOOD for Lane County at 541-343-2822, ext. 310 or info@foodforlanecounty.org

Eligibility

All FFLC Partner Agencies must be non-profit organizations under section 501(c)(3) of the Internal Revenue Code, except Extra Helping program sites, which may be run by a for-profit housing organization that served limited income populations. If you do not have a 501(c)(3) letter of exemption, your group may be sponsored by an organization which holds a 501(c)(3) letter of exemption. Most importantly, the main function of your agency must be to provide services and resources to people with limited incomes, or to the care of the ill, needy or infants (minor children), without a fee of any kind charged to them for the food. Additionally, food received through FOOD for Lane County may not be redistributed or sold to any other agency. All food accessed from FOOD for Lane County must be used in conjunction with such a mission.

Aside from the distribution of food, potential Partner Agencies must agree to meet all IRS requirements including maintaining records of donated products received and distributed, must adhere to policies regarding the receipt, storage and distribution of donated foods, and allow FFLC and Oregon Food Bank representatives to conduct on-site monitoring visits at least once a year.

How to apply

An organization that believes they meet the eligibility criteria must complete a [Partner Agency Application](#) and participate in the screening process. The agency must complete all parts of the application and attach the required documentation, including proof of 501(c)(3) status.

At any time, FOOD for Lane County may choose not to accept new applications, based on available inventory or other factors.

Screening

FFLC will review and screen all applications. If you are eligible, the Agency Relations Coordinator will contact you to set up an initial on-site visit. The purpose of the visit is to meet you in person, answer any questions you may have about becoming a partner agency, assess the physical location of the proposed food distribution program, and assess if you have appropriate, adequate, and safe areas and equipment for any food storage and handling that will be necessary. FFLC will make a determination of whether or not to approve your application and notify you of the decision in writing. If you are approved, there are some required documents to sign and a required orientation session.

Orientation

The Agency Relations Coordinator holds orientation sessions. This orientation is required for all new Partner Agencies, when there is a change of staff or the person who is responsible for the food, and for any volunteers who are responsible for the handling and distribution of the food. The orientation will cover all of the topics in the [Partner Agency Manual](#) and will include a tour of FFLC.