

New Agency Onboarding Process

1. Complete the full Agency Application. Email the completed application along with a letter of reference from another community agency who can attest to the integrity and impact of your agency to the Midwest Food Bank Agency Coordinator. Include your IRS 501c3 Letter of Determination.
2. Applications are considered as openings become available. Numerous factors are considered when adding new agencies including the location of the agency, the number of households/individuals being served, services being offered, the number of other agencies already serving the area, the area's needs etc. All applications will remain on file for one year. After this period, the agency must reapply.
3. The leadership of all potential agencies are required to tour MFB on a distribution day. The Agency Coordinator will schedule the appointment, conduct the tour, interview the agency leadership, and discuss agency requirements, expectations, and guidelines.
4. Following the completion of the interview and tour and upon the recommendation of the Agency Coordinator, we will schedule a physical inspection of the potential agency. This inspection includes all areas where client services occur, a look at agency record keeping, all food storage areas including dry storage area, refrigerators and freezers, and agency record keeping.
5. Following a favorable inspection and the recommendation of the Executive Director, the Agency Coordinator will schedule a start date and a permanent monthly distribution time.