



PROGRAM PARTNER RESPONSIBILITIES

Program Staffing and Volunteers

- Select and maintain a Program Coordinator as the primary contact for the program and notify Care and Share in writing within two business days of any program staff or volunteer changes
- Inform Care and Share in writing within two business days of any changes to days or hours of operation
- Ensure all staff and volunteers with direct repetitive contact with children pass a national background check

Documentation and Training

- Complete training as needed provided by Care and Share
- Submit required program documents prior to annual training: Agency Agreement, ServSafe Certification or equivalent, Background Check Policy Form, and 2020-2021 academic calendar
- Participate in annual Care and Share on-site monitoring
- Ensure at least one program representative is certified as a ServSafe Food Handler or complete equivalent training

Food Distribution

- Distribute program food to children and their families free of charge a minimum of once each week. If setting up a school food pantry, maintain weekly or bi-weekly open hours of operation.
- Use school records to identify food allergies participating children may have and flag their name so those items are not distributed to them
- Maintain dignity, discretion, and confidentiality in program administration and food distribution
- Program staff and volunteers shall not engage in discrimination in the provision of service against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military, or status as a protected veteran

Food Storage

- Maintain compliance with ServSafe Food Handling guidelines; keep accurate temperature and pest control logs; and store program food in a locked, sanitary, and temperature-controlled place away from cleaning materials and toxic chemicals
- Maintain compliance with all applicable federal and local statutes, ordinances, and regulations

Reporting

- Notify Care and Share within two business days of any order discrepancies

- Keep accurate records and submit monthly reports in provided format by the 3rd of the following month to cninnumbers@careandshare.org
- Notify Care and Share in writing within 30 days should the Program Partner decide to discontinue programming. Program Partner must notify all program participants as well.
- Annually distribute, collect, and submit to Care and Share program participant surveys
- Request in writing to use any Care and Share logos