



# VOLUNTARY FOOD ACCESS PROGRAM AGREEMENT

This agreement outlines the commitments and expectations of Care and Share Food Bank and \_\_\_\_\_

[Partner Agency] for participation in the Voluntary Food Access Program (VFAP).

## Program Overview:

The Voluntary Food Access Program (VFAP) is designed to provide partner agencies with access to additional food items, leveraging Care and Share's purchasing strength. Participation is voluntary, and there are no obligations to purchase monthly. Care and Share will work with all participating partner agencies to review products annually to ensure the program continues to meet the current needs of our partners.

## Financial Commitments:

- A minimum deposit of \$100.00 is required to establish an account and gain access to VFAP products.
- **Partner Agency can add funds to their VFAP account at any time via check or money order. To ensure proper credit to their account, they will be required to label the memo line with "For: Voluntary Food Access Program" or "VFAP" in the memo.** If a personal check is used to deposit funds to the program, it must clearly identify what agency the funds are to be deposited to either using a note attached to the check/money order or including the agency name in the memo line.
- Deposits will be processed within 7 business days, and credits will be reflected in the agency's account.

## Ordering and Usage:

- Partner Agency is **not** required to make monthly purchases. Funds will remain in the account until used.
- Orders can be placed through Agency Express, like other items. Once the account balance is depleted, orders cannot be submitted for VFAP products until additional funds are deposited.

## Refunds and Withdrawals:

- Partner Agency may withdraw the remaining balance from their VFAP account at any time. However, due to administrative capacity, re-enrollment will not be possible until the following fiscal year.

## Quality and Delivery:

- In the event that purchased food arrives damaged beyond usability, Care and Share will issue a refund. Partner Agency must document and report damages immediately and the Care and Share driver must sign off on any damages.

## Compliance and Responsibilities:

- Partner Agency is responsible for tracking their budgets and ensuring they do not overdraw their VFAP account.
- If Partner Agency overdraws on their account, they will be suspended until the balance is paid in full and additional funds are deposited. Repeated overspending may lead to permanent suspension at the sole discretion of Care and Share.

- Partner Agency must notify Care and Share in writing within 14 business days if they wish to end their participation in VFAP, limited to once per fiscal year (July-June).

**Recalls:**

- Any potential recalls for VFAP products will be handled through Care and Share's existing recall process, ensuring traceability and prompt notification to affected Partner Agencies.

**Agreement Duration:**

- This agreement is effective from the date of signing and will remain in effect until terminated by either party in writing, with a minimum notice of 14 business days.

By signing below, both parties agree to the terms and conditions outlined in this agreement.

**Care and Share Food Bank for Southern Colorado**

Signature: \_\_\_\_\_

Name: Steven Williams  
Title: Programs Director

Date: \_\_\_\_\_

Partner Agency Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_