



Senior Pantry Program FAQ

What is the Senior Pop-Up Pantry Program?

The Senior Pop-up Pantry Program offers low-income senior housing communities a monthly direct delivery of perishable and shelf stable food from the Regional Food Bank. Ideally, site staff/volunteers unpack and arrange the delivered items (dairy products, meat, and produce) in a community room for a set amount of time, so that residents may visit and shop for their desired selections. Any leftover food should be safely stored or offered to seniors after all participants have had a chance to shop.

Who is eligible to participate?

Low-income senior housing communities located in Albany and Schenectady counties after submitting the required documentation. This is made possible by a grant that supports these two counties.

When will we get our first delivery?

Days and times will be discussed ahead of the first delivery. While we do our best to accommodate requested times, we cannot always guarantee your chosen time will be available. Deliveries occur once per month on a rotating basis at a pre-scheduled time. Once your monthly time is set, it will remain the same throughout the year.

What can I expect in my deliveries?

What you receive in an order will depend on what we have available in our inventory when your order is processed. Generally, cases of nonperishables and perishables including meat, dairy, fruits, veggies, and pasta/rice will be included.

How much does it cost to participate?

Thanks to our relationship with USDA, local NYS farmers, and a generous grant backing the program, we are excited to extend this offer at no cost to our Senior Program partners in Albany County. Participants must complete USDA/TEFAP training and submit the necessary documents prior to receiving the first delivery.

What are my site's responsibilities as part of the Program?

We rely heavily on USDA commodities to support the pantry program. Part of the program is ensuring that sites are compliant with Civil Rights Training.

Anyone distributing food to seniors must complete the [Civil Rights Training](#). The TEFAP Recipient Partner Agreement must be submitted to the Food Bank prior to receiving the first direct delivery.

A space that the Pop-Up pantry can be staged and a few volunteers to unload the products and set up the pantry. Inform us if your monthly enrollment changes so we know how much food to include.

A staff member to collect the TEFAP self-attestation form and file them onsite for 3 years.

How do I sign up? Interested senior housing communities should fill out the [Senior Pantry Partner Request Form](#). We will be in touch to discuss next steps within three business days of receiving the completed form.

Steps to onboarding:

1. Complete the contact information form. We will be in touch to discuss a potential partnership.
2. Review the [Civil Rights Training](#). All volunteers must take the training and sign the acknowledgement. Once that's done, please keep this on file at your site. Then, reach out to us when you and your volunteers have completed the training and we will send you the TEFAP Recipient Agreement for you to sign and return.
3. Have each resident who visits the pantry fill out a TEFAP self-attestation form. This can be done upon first visit. Please keep these on file at your site for three (3) years. We will ask to see these at our site monitor visit.
4. We will work together to find the best delivery day and time. It will remain the same each month (i.e. second Thursday at 2pm).
5. Once the documents have been submitted and you have a delivery date scheduled, you are officially onboarded.