



# Regional Food Bank

OF NORTHEASTERN NEW YORK

## Eligibility Requirements for the NYS Hunger Prevention Nutrition Assistance Program (HPNAP) Food Grant:

### Eligibility Requirements for programs:

- Must be a current Regional Food Bank member in good standing
- Must be a qualified Emergency Feeding Program (emergency shelter, soup kitchen/ community meal open to the public, or food pantry open to the public)
- Agency and Guest Bill of Rights posted where visible to all guests accessing the feeding program including outdoor distributions
- Food Bank Food Safety Course or ServSafe Manager Certification required every 5 years
- Monthly Service Statistics reported to the Food Bank every month (by the 10<sup>th</sup> of each subsequent month – ie June's data reported by July 10<sup>th</sup>)

#### Service Statistic Categories

1. Children (ages infant – 17)
  2. Adults (ages 18-59)
  3. Senior (ages 60+)
  4. Number of households served (Food pantries only)
- **Food pantries only:**
    - At least 3 days' worth of food provided per person in the household (or offered in the case of client choice-style pantries) including the minimum amounts in the three food group sections (see *HPNAP Minimum Food Guide for a 3 Day Pantry Package*)
    - Must offer the 3-day pantry at least once per month
    - 3-day food pantry package provided during a guest's first visit regardless of meeting residency/other pantry eligibility requirements
    - 3-day pantry package screening form completed once every 2 years. Collected during your routine food bank site inspection.
  - **Emergency shelters and soup kitchen/community meal programs only:**
    - Up to 3 meals a day per individual can be counted
    - Meals are compromised of at least 3 out of 5 food groups, with at least one serving of fruit or vegetable
    - Second portions can be offered but do not count towards statistics

The **HPNAP Food Grant** must be applied for annually. The Regional Food Bank will advise the application window in as far advance as possible. Grant funds are awarded in the form of funds on account with the Regional Food Bank to purchase HPNAP eligible food per HPNAP Minimum Food Guide.

There are additional requirements for the **HPNAP Operations Support (OS) Grant**

Please reach out to **Kerry Leary** for questions related to either grant:

#### **Kerry Leary**

Director of Agency Services

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