

Dear Partner Agency,

Thank you for working with the Amherst Survival Center to coordinate delivery of monthly Food Pantry distribution boxes to your clients.

General Information

- Households can receive (1) Food Pantry Distribution per calendar month.
- The ASC Food Pantry services (13) towns. (*See list below. Verification of address required, see below for options.*)
- Households living in communities outside of the towns serviced by the ASC should be directed to the appropriate Food Security agency in their area. They may request an Emergency Box (limited items) to hold them over while they make arrangements to get food from their local provider.
- *Please note: We have no income cap for eligibility. Everyone who needs food is eligible. We do not require ID. There are no requirements regarding immigration or citizenship status and our services are not subject to Public Charge laws.*

Food Delivery Process

1. Direct your Clients to Communicate with the Amherst Survival Center

Request that your clients email pantry@amherstsurvival.org with the following information. (*If they do not have access to email, they can call Jenn, Interim Food Pantry Coordinator, at 413-549-3968 x104; however, it may take longer for us to get back to them.*)

- Does your household currently shop at the ASC Food Pantry?
- Full Name & Date of Birthdate for each person living in the household
- Is anyone Vegetarian/ Gluten-Free/ Dairy-Free/ Nut Free?
- Frozen Protein: For this month, do you prefer Chicken/ Turkey/ Beef/ Pork/ Fish or Vegetarian- PICK 2?
- Does anyone need: Menstrual Products (pads or tampons)/ Diapers (size) / Incontinence Products (bladder pads or adult briefs/ gender & size)/ Incontinence Bed Pads?
- Total household annual income
- Phone number
- Address
- Permission for your agency to pick-up their monthly distribution on their behalf
- # cats
- # dogs
- Any special requests
- Clients will need to fill out the attached '**CDBG Self Declaration' Form** and provide **Proof of Current Address** for EACH person in their household. The ASC does not need to receive this information prior to their first pickup; however, it is required that we receive this information prior to the second pickup.

- **18+ Years Old:** Driver's license, piece of mail, lease
- **0-17 Years Old:** Birth Certificate, Insurance Card, Report Card
- **OR – If your organization has already verified their residence, we will also accept a signed letter from you (on letterhead) indicating that.** Eg. “*This is to certify that [name of org] has verified that [names of all household members] live at this address [list address].*”
- They can mail these documents to:

Amherst Survival Center
 Attn: Food Pantry
 P.O. Box 9629
 North Amherst, MA 01059

OR email them to pantry@amherstsurvival.org

2. Agency arranges to pick up and deliver Food Pantry distribution

- Pickups should be scheduled for 10:45 am on Monday, Tuesday, Thursday or Friday. (Alternate times may be available upon request.)
- Please email pantry@amherstsurvival.org by no later than 3 PM on the day prior to the requested pickup.
- Please indicate clients to whom you will deliver boxes.
- Please indicate who will pick up the boxes and provide their cell phone number.
- Please be aware that the Food Pantry distributions are large and will include approximately (2-3) boxes per every 1-4 individuals in the household.

13 Towns Serviced by the ASC Food Pantry

*Amherst
 Belchertown
 Deerfield
 Granby
 Hadley
 Leverett
 Pelham
 Shutesbury
 South Deerfield
 South Hadley
 Sunderland
 Ware
 Whately*

Thank you for partnering with us to help take care of our community during this challenging time.

Kind regards,