



# Montgomery Area Food Bank

521 Trade Center Street  
Montgomery, AL 36108  
(334) 263-3784



Feeding Hope  
Across  
Alabama

## SENIOR SUPPLEMENT PROGRAM AGREEMENT

The Montgomery Area Food Bank (MAFB) and

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Partner Agency

have reached the following agreement regarding participation in the MAFB Senior Supplement Program.

**The Food Bank** agrees to assign a Senior Supplement Program Coordinator who will be responsible for the following:

1. Serve as the main contact person for the Food Bank.
2. Be the liaison between the Food Bank and the Agency.
3. Work with media to promote the Senior Supplement Program as determined by MAFB.
4. Provide guidance and support whenever needed.
5. Monitor program results.

**The Partner Agency** agrees to assign a Partner Agency Site Coordinator who will be responsible for the following:

1. Be the liaison between the Agency and the Food Bank.
2. Provide for us the Senior Supplement Agency Participation Form. The information provided **MUST** include an email address that is checked regularly, and a phone number that allows MAFB to contact the Program Coordinator when needed.
3. Respond to ALL emails sent and phone calls made from MAFB regarding the Senior Supplement Program..
4. Fill out a Senior Supplement Participation form for EACH senior enrolled.
5. Provide MAFB with a list of all seniors your agency will be shopping for to include their name, age and county of residence.
6. To shop for your adopted seniors each month. Shopping should be completed within the first 3 weeks of the month.
7. When making an appointment to shop, to make sure the appointment is made as a SSP shopping appointment.
8. Provide 39-40 lbs. of food per month per senior. You may provide more if you want, but any overage will be invoiced to the agency's main account @ \$.18/lb.
9. Deliver the boxes of food to each senior before the end of the month.
10. Ensure that the senior (or someone approved by that senior if they are unable to sign) provides a signature to signify receipt of the box of food each month.
11. Keep all invoices, temperature records and USDA inventory records to be checked during a monitor.

***The Partner Agency understands that the food may not be sold, used for other programs, used at fundraisers, given to staff, or used for any purpose other than to provide food to seniors enrolled in the Senior Supplement Program.***

This agreement is valid from the date signed until the end of the registration period (December 30th). Both parties enter into this agreement voluntarily. Any party may terminate the agreement by providing the other party a 7-day notice in writing.

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Partner Agency Director (CEO or Pastor)

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Date

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Montgomery Area Food Bank Program Manager

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Date