

AGENCY NEWSLETTER

March 19th, 2021



Special Announcement:

- Please be on the look out for an exciting product announcement on April 1st!

General Reminders:

- ***Due to COVID-19, please remember that face masks/cloth face coverings are required to be worn by all persons while distributing food.***
- Please continue to check your emails and our [website](#) for updated information and resources, including [agency announcements](#) pertaining to Covid-19.
- If you need to contact us, please feel free to do so via phone at (205) 942-8911 or via email. A list of staff emails can be found [here](#).

Products & Ordering:



- **Reminder:** Orders are required to be a minimum of 1,000 pounds before top off product is requested.
- *Unless already on your order, the following products will be added to all USDA-enabled orders at cost:*
 - 5 cases of #01313 "USDA: Orange Juice"
 - 2 cases of #10027 "USDA: Applesauce Cups"

From CFBCA's Agency Relations Manager, David:

- Please remember to submit your February Monthly Reports no later than March 20. If you are missing any other recent Monthly Reports, we ask that you submit them by that date too.
- **Annual Civil Rights Training:** The Agency Civil Rights Training has been posted to the [Agency Portal Forms Center](#). This is an annual training that is required for all agencies that receive USDA food. If you have not reviewed the training this year, please do so and email David at dappleby@feedingal.org after your training so that we can update your account! If you have already reviewed the training but have not emailed David, we ask that you do so as soon as possible!
- **Inclement Weather:** Beginning in 2021, CFBCA will mirror Homewood City Schools when inclement weather strikes. If Homewood schools are closing, our facility will also close. Watch for their announcements; we will follow their lead!
- **Reminder:** At this time, due to safety precautions, agencies are not required or expected to complete or have clients sign TEFAP forms. When this guidance changes, it will be communicated from David. Please do count the general number of household served to submit on your monthly reports.

Please click
on the icons for
calendar and /or
resource information.



RECALL INFORMATION

Brand	Foods Recalled	Reason	Date	Additional Information
Hu	Chocolate Covered Hunks-Sour Goldenberries	May contain Undeclared Almonds	3/6/21	Click for Details
Wilton, Tasty by Wilton, and Holiday Home	Sprinkle Products	May contain undeclared milk	3/3/21	Click for Details

Additional recall information can be found on our [website](#).

ANNOUNCEMENT!!!

IT IS THAT TIME of the Year!



Time to apply for the Senior Farmers Market Nutrition Program 2021

This is a secure application. An application must be completed for each person in the household that qualifies for SFMNP benefits. **Applicants must reapply every year.** To qualify, individuals must meet the following criteria:

1. **Age** - person must be 60 years of age or older the day of application, **AND**
2. **Income level** - recipients' gross household income (income before taxes) must not exceed the following limits:
 - \$1,756.00 monthly.....for a household of -----1
 - \$2,371.00 monthly.....for a household of -----2
 - \$2,987.00 monthly.....for a household of -----3
 - \$3,604.00 monthly.....for a household of -----4
 - \$4,219.00 monthly.....for a household of -----5
 - \$4,835.00 monthly.....for a household of -----6
 - \$5,452.00 monthly.....for a household of -----7
 - \$6,067.00 monthly.....for a household of -----8

If approved, you will receive your vouchers by mail in the month of June or July to be used at Farmers Market Authority (FMA) approved markets and roadside stands. The vouchers can be used to purchase eligible foods (fruits, vegetables, honey, and fresh-cut herbs) from farmers that grow them and are selling them directly to you at local farmers markets and roadside stands. The coupons/vouchers must be used by November 15, 2021 of the calendar year you receive them.

If you would like to apply or have questions, please call 1-877-833-2550, 8 am- 3:30 pm Monday thru Friday.

Dear Community Organization,

The Benefits Enrollment Center is a project overseen by Feeding the Gulf Coast, in partnership with: Community Food Bank of Central Alabama, Food Bank of North Alabama, and Mississippi Food Network.

Our mission is to help clients in Alabama and Mississippi apply for benefits that will allow them to purchase healthy food. The Benefits Enrollment Center works directly with the Alabama Department of Human Resources and Mississippi Department of Human Services to provide support across both states.

Our team is here to help clients apply for benefits that help them afford healthy food, save on their home utilities and cover Medicare premiums. All of our services are always free and confidential.

Due to the continuous presence of Coronavirus, our team has converted to 100% Call Center at this time, rather than spending time in the field assisting clients face-to-face.

If you have any questions, feel free reach out to me directly at 1-877-833-2550 ext. 401/334-300-9205 or through email at akirkland@feedingthegulfcoast.org

Thank you,

Adrian K Anderson

Agency FAQs:

This is just a reminder that having **multiple missing Monthly Reports** is a cause for suspension. In the next few months, we will begin to suspend agencies with multiple missing Monthly Reports and that is something we really do not want to do. We rely heavily on your reporting for donor funding, state/federal funding, tracking food insecurity by region, and Feeding America goals/guidelines/funding. If we can't prove to our donors that we are doing good things with their money, then they will drop their support for us, which can mean no more food for you. Reporting helps us all!

I've added FAQs below for you to review.

How do I know if my agency is missing a Monthly Report?

You can go to our website (www.feedingal.org) and click on the Agency Portal, then click the "Monthly Reports" tab, and then the icon that says, "Click Here to Review Previously Submitted Reports." You can also use the direct link by clicking [here](#).

Where can I find the Monthly Report Form?

You can go to our website (www.feedingal.org) and click on the Agency Portal, then click the "Monthly Reports" tab, and then the icon that says, "Click Here to Submit a Monthly Report." You can also use the direct link by clicking [here](#).

What if my agency is closed or we do not serve anyone that month?

You are still required to submit a Monthly Report. You would submit 0 for all required fields.

My agency is missing multiple monthly reports, can I still submit them?

Yes, you are required to submit all missing monthly reports. Just select the month and year you are reporting for on the Monthly Report Form.

How can I get a copy of a previously submitted Monthly Report for my records?

Google Forms will automatically generate a copy of your monthly report to whatever email you put on your report.

I thought monthly reports weren't required right now because of COVID-19?

No, tracking is very important during a pandemic. If your agency is unable to submit demographic information (ex. genders, ages, etc.), we have modified the report so that you can submit just individuals served or households served. Safety is always the most important. You can get your Monthly Report numbers by simply counting food boxes that you distribute that month. It is not meant to be difficult or put you/your agency at risk.

When is my monthly report due?

You have up to 20 days to submit your information for that month. For example, if you are trying to submit your information for July, you have until August 20th to submit your report before it is considered past due. However, if we continue to have issues with agencies not submitting Monthly Reports, we will shorten this timeframe.

If my agency is suspended because of past due Monthly Reports, how will I be alerted?

You will receive an email from me. I will send the email to whatever email address we have on file for your agency. If you need to change your contact information for your agency, please go to your Primarius account and make the changes. You can also email me directly or submit an Agency Information Update form by clicking [here](#).

What does being suspended mean?

Your agency will not be able to order food from us or receive food drops. Being suspended for missing reports is not a permanent suspension. **As soon as the reports are submitted, your suspension will be lifted**

I have additional questions or concerns about Monthly Reports that aren't listed here, who do I need to contact?

You can reach me (David) via email (dappleby@feedingal.org) or calling 205-942-8911, ext. 103.

From FEMA:

Navigating FEMA's Public Assistance (PA) Program

In the midst of a disaster it can be difficult to keep track of everything and find the information and documentation needed when your facility is damaged. One simple thing you can do now is create an account on Federal Emergency Management Agency's (FEMA) Grants Portal for your House of Worship. This website will allow you to upload critical documents for your facility as well as place you in a notification system for when federal declarations are made to your area.

FEMA, working with State, Local and Tribal leaders, is hosting important "how-to" Webinars to support local leaders navigate this system. We encourage you to review the following opportunities.

FEMA will be offering a series of webinars titled: Grants Portal Applicant Basics where you will learn how to register and set up a new Grants Portal account, submit a request for Public Assistance (RPA) and how upload documents and create tiles. Below, you will find dates, times and the link to visit for the course offerings and further below you will find further information related to Grants Portal:

June 15 at 2:00 p.m.: <https://fema.zoomgov.com/j/1615279340>, Meeting ID: 161 527 9340 Password: 564786

June 16 at 7:00 p.m.: <https://fema.zoomgov.com/j/1614137342>, Meeting ID: 161 413 7342 Password: 564786

June 17 at 2:00 p.m.: <https://fema.zoomgov.com/j/1615279340>, Meeting ID: 161 527 9340 Password: 564786

June 19 at 2:00 p.m.: <https://fema.zoomgov.com/j/1615279340>, Meeting ID: 161 527 9340 Password: 564786

FEMA's Public Assistance (PA) Program provides supplemental assistance to States, Tribes, and local governmental entities, as well as eligible private nonprofit (PNP) organizations including Houses of Worship. Public Assistance is FEMA's largest grant program providing funds to reimburse communities responding to and recovering from major disasters or emergencies declared by the President. The program provides funding for emergency assistance to save lives and protect property and assists with funding for permanently restoring community infrastructure affected by a federally declared incident.

You or your denomination can create your account today in [Grants Portal](#) for Public Assistance. Profiles can be created once you collect the following information:

- Recipient (Owner or leaseholder with responsibility for making repairs)
- Non-profit IRS status (with or without 501C3)
- [EIN Number](#)
- [DUNS](#) (optional)
- POC Name, Title, Phone #; Email
- Complete Physical Location
- Counties with facilities

Gather the information detailed above and reach out to the Public Assistance Office at your [State or Territory Emergency Management Agency](#) about creating your account in [Grants Portal](#) today! Once you have an account you can upload and store documentation in the system at any time before a disaster is declared. When an event occurs and you make an approved Request for Public Assistance, you will receive an Event Profile in [Grants Portal](#) and can upload information that pertains to that event.

For more information on [Grants Portal](#) and how FEMA addresses PA applications from PNPs, including Houses of Worship you can go to [IS-1002: FEMA Grants Portal – Transparency at Every Step](#) and [IS-1026: Eligibility of Private Nonprofit Organizations](#) respectively.

For additional information, please see FEMA's Applicant Quick Guide to Grants Portal Account Creation and Request for Public Assistance for more information - [https://grantee.fema.gov/Content/files/Applicant%20Quick%20Guide%20Grants%20Portal%20Account%20and%20RPA%20\(Mar%2028%202020\).pdf](https://grantee.fema.gov/Content/files/Applicant%20Quick%20Guide%20Grants%20Portal%20Account%20and%20RPA%20(Mar%2028%202020).pdf)

Thank you for everything you do as faith and community organization leaders in supporting your local communities everyday. You are a critical partner in our efforts to build a more resilient nation and a key resource in serving those in need during times of disaster.

Important Information About Your Cloth Face Coverings

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



**Stay at home
as much as
possible**



**Practice social
distancing
(remaining at
least 6 feet away
from others)**



**Clean your
hands often**



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.



General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>



cdc.gov/coronavirus



Face Cover Ordering

As American businesses begin to open again, it's important we continue to help slow the spread of COVID-19 and keep members of our communities healthy and safe. Wearing a cloth face covering, practicing social distancing, and washing your hands are good practices that will continue to protect us and our neighbors as our economy reopens.

About the HHS Face Covers

- These masks are not replacing medical grade personal protective equipment such as N95 respirator masks, and should not be considered a substitute for the N95. They are a source control mechanism only.
- Fabric is 100% cotton, white in color and loops over the ears.
- Fabric has been treated with a silver and copper solution reported to have some antimicrobial properties.
- There are 5 face coverings per package and 100 packages per carton.
- Covers may be machine washed warm up to 15 times before discarding. Tumble dry high. Do not use bleach, chemicals or disinfectant to wash this product.
- If skin irritation occurs, immediately stop using the face covering. If irritation persists, consult your primary care provider.
- Be mindful when wearing this product if you have lung disease, like emphysema, or chronic heart disease. Stop using this product if you notice difficulty breathing while wearing it.
- Face Cover FAQs: <https://www.phe.gov/facecovering/Pages/faq.aspx>

Ordering Information

- Order at this site: <https://asprwgpublic.hhs.gov/aspcc/facecover/Pages/default.aspx>
- Quantities must be ordered in groups of 500. 1 carton = 500 face coverings.
- If you are receiving quantities in pallet loads, please be advised there are 45 cartons to a pallet with a storage height of seven (7) feet.
- Delivery locations must be USPS deliverable addresses. Unloading of cartons or pallets and further distribution from that point are the responsibility of the requestor.
- If you need to order more than 100 cartons, please complete additional orders until you have requested the desired amount of face coverings.
- Be sure to proof read all entered information to prevent the delay of your shipment.
- Please allow up to 10-15 business days to fulfill your request.
- Orders will be processed until supplies are depleted. You will be notified if we are unable to fulfill your request.

June 6, 2020: ASPR HHS FC

- If you have any questions or concerns about your order please email facecoverhhsaspr@hhs.gov



Drive-thru Distribution Process and Volunteer Guidelines

Due to COVID-19, please remember that face masks/cloth face coverings are required to be worn by all persons while distributing food.

On-site volunteers and host site staff must enforce guidelines and ensure that social distancing is maintained at all times.

Please read all instructions:

1. Volunteers will **create boxes / bags of food** with product supplied by Food Bank **before Recipients arrive.**
2. **Volunteers must wash / sanitize hands following CDC protocols** after arriving, before participating, and before putting on gloves.
3. **Volunteers must wear food grade gloves at all times, including while packing boxes / bags.** Hands should be washed following CDC protocols every time gloves are changed.
4. **Volunteers must practice social distancing from others** while working, staying 6 feet apart and not congregating in groups of more than ten.
5. **Volunteers must maintain clean and sanitized work surfaces**



6. **Volunteers set up distribution process; posted signs are needed** to provide Recipient instructions:

1. Open trunk prior to entering the property
2. Stay in vehicle at all times
3. Volunteer will place container into truck and close it
4. If the trunk is closed, do not exit the vehicle until the Volunteer has left the container and is 6 feet away



If Recipient's trunk does not work –

1. Volunteer will set the container by the Recipient's vehicle
2. Volunteer will walk away from the vehicle
3. Once the Volunteer is over 6 feet away, Recipient will step out of the vehicle and place the container into their vehicle