



## **Welcome to the Hand Up Food Pantry**

**Our Mission:** At the Hand Up Food Pantry, we are dedicated to serving the residents of Center Township and neighboring communities. Our goal is simple yet vital: to provide supplemental food assistance to those in need and to serve as a gateway to additional resources within our community.

**Location:** You can find us at 213 E Jefferson St, Kokomo IN, nestled within the Center Township Trustee's office.

### **Hours of Operation:**

- Monday, Wednesday, and Thursday: 9:00AM-11:00AM and 1:00PM-3:00PM (by appointment only).
- Closed on all federal holidays.
- We accommodate 16 appointments daily.
- Township clients are welcome to visit with authorization from their caseworker.

**Making Appointments:** To schedule your visit, appointments can be made starting at 8:00AM by phone or in person. If it's your first time visiting us, kindly arrive 10 minutes prior to your appointment.

**Emergency Assistance:** In times of urgent need, we're here to provide immediate support. If you find yourself facing a sudden emergency, don't hesitate to reach out. While we prioritize scheduled appointments, we understand that emergencies can't wait. In such cases, we offer smaller food bags to help you get by until your next scheduled visit. Our aim is to ensure that no one goes hungry, especially during challenging times. Just let us know your situation, and we'll do our best to assist you promptly.

**What to Bring:** Please bring along proof of residency, such as a photo ID or a piece of mail with your address. This helps us ensure fair and efficient distribution of resources. Don't worry if you forget your bags; we provide them, though bringing your own is always appreciated.

**Who can access the pantry :** Our goal is to help battle food insecurity in Center Township of Howard County. Residency will help determine how many times you can visit the pantry and any other resources we will be able to provide. Out of district residents will still be able to visit the pantry but they may receive limited items and may be referred to a pantry that serves their area, also may refer to their township trustee's office. We will make our best effort to relief anyone in an emergency situation with emergency bags or kits.

**Visitation Policy: *Center Township Residents*** Clients are welcome to visit the pantry twice a month to receive a full assortment of goods. For those seeking additional support beyond this limit, our dedicated township assistance caseworkers are here to help.

*Non-residents:* Clients outside the boundaries of Center Township will be allowed to use the food Pantry one time a month and or pre-boxed/bagged option will be given to them

**Food Allotment:** Our pantry allows the client to pick items based allowed allotments . At the Hand Up Pantry it’s a Client Choice Model, where you get to pick items you want instead of being given an allotment of food that can be wasted. One of our staff will walk you through the shopping experience and will explain how much of each item you can get. The following is how we determine each household will get:

<b><u>Number in Household</u></b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b><u>Fruit – canned, jarred or package of serving cups</u></b>	1	2	3	3	4	4	5
<b><u>Canned beans or chili</u></b>	1	2	2	3	3	4	4
<b><u>Vegetables</u></b>	1	2	3	3	4	5	6
<b><u>Soup</u></b>	2	2	3	3	4	5	5
<b><u>Pasta Sauce</u></b>	1	1	1	1	2	2	2
<b><u>Rice or Pasta</u></b>	1	1	2	2	2	3	3
<b><u>Cereal – hot or cold</u></b>	1	1	1	1	1	2	2
<b><u>Canned meat – tuna, salmon, chicken, hash, stews, etc.</u></b>	1	1	2	2	3	3	4

<b><u>Peanut butter</u></b>	1	1	1	1	2	2	2
<b><u>Crackers or snacks</u></b>	1	1	1	2	2	2	2
<b><u>Bread – by loaf or equiv</u></b>	1	1	2	2	3	3	4
<b><u>Juice</u></b>	1	1	1	1	2	2	2

**Initial visit:** On your first visit please allow time so that one of our staff can take you through our very simple intake process. To better serve your clients we will ask questions such as:

- Name, Address, Phone Number, Age
- Number in household
- Income information (employment, wages)
- Dietary Restrictions
- Other Governmental Assistant (ie: SNAP)

When we ask these questions we are just trying to establish information to help us determine how to better serve our community.

**Banning Protocol:** While we aim to foster a safe and supportive environment, certain behaviors will not be tolerated. Clients engaging in violent or fraudulent acts, theft, or arriving under the influence of substances may face a temporary ban. However, after the allotted period, we welcome you back with open arms.

**Contact Us:** For any inquiries or assistance, please reach out to us via email at [Rhoosier@centertownship1.com](mailto:Rhoosier@centertownship1.com) or give us a call at 765-452-8259.

Thank you for entrusting us to serve you in your time of need. We're here for you, always.