

Plentiful Harvest Food Pantry

February 25, 2012

Dear client:

We want to thank you for participating in the Plentiful Harvest Food Pantry program. We are very grateful to be able to help as we are aware of the great need caused by this economy. We ourselves have been affected by it.

Please review the guidelines enclosed with this cover letter again. There has been some confusion of the distribution procedure.

All applications, new and renewing, must be received by the 10th of the month in order for us to make sure we have enough food to pack your bag. We purchase items in advance of the distribution date - which makes serving 'drop ins' difficult. Any applications received after that will be processed for the following month.

Each month we send postcards to the address you list on the application form to notify you of the distribution date. **Please do not disturb the hardware store – we are their tenants.**

Each applicant, once notified of approval, must pick up their own food ... there is too much confusion when someone comes to us and tells us 'so and so said I could get theirs.' **Effective with the March distribution** we will only hand out food to those whose application has been approved and who come to the distribution site themselves.

Those who do not have transportation, please have a friend bring you.

Also, if your application has been approved but you haven't shown up to pick up the food prepared for you, your eligibility will expire. We do this in order to make our limited resources available to as many people as possible. The food we receive is donated by your neighbors who participate in A Simple Gesture and The Hope Center in Oroville.

We hope you will understand that we are here to help. However, we need you to help us by following the guidelines established. Remember this is a free service to the community, based on donations of food, time, money and effort. To make this available to as many as possible we must stick to guidelines that bring efficiency to the program. Individuals serving in this program have already agreed to conform to certain guidelines set forth at the beginning and in some cases signed agreements to uphold the structure of this program so that it may survive. It is our hopes that you recognize this necessity.

Sincerely,

Mark and Julie

Plentiful Harvest Food Pantry Coordinators

How to Apply

Supplemental Food Guidelines

1. Fill out the application for assistance and mail it to the address on the form.
2. A member from *Plentiful Harvest* will contact you for an interview and qualification.
3. After you have completed the interview process and been notified of acceptance into *Plentiful Harvest*, you will be notified of the pickup date and time.
4. *Plentiful Harvest* will contact you the week prior to pickup by postcard and a phone call to the number which you have provided. You must show up or we will assume you are not in need that particular month and groceries will not be prepared for you.
5. We do not offer alternate pickup or delivery service.

Contact information:

General Information email plentiful.harvest@yahoo.com

For an application call 589.0877

Please note, the program cycle is **three (3) months** so that we may assist more people.

At the time of pickup you will need to bring:

- Photo ID
- Address verification (example: piece of mail in your name at the address you reside – such as a utility bill)

Clarification on distribution: applications are processed for each household, not each adult in the household.
Example: three people at one address equals one household of three, not three individual households.