

New Partner Charity On-boarding Schedule



Partner Charities may apply who have been in operation for a minimum of 6 months prior to submitting an application.

Q1 (April, May, June)

- Applications accepted February 1- April 30
- Applications reviewed first week of May
- Site visits scheduled weeks 2-4 in May / 5-6 mo f/u visit in Oct/Nov
- Applications approved first week of June
- Orientation and training scheduled for week 2 or 3 in June
- Place first order by week 4 of June
- TEFAP/OACP/OFPP eligible in Sep.

Q2 (July, Aug, Sep)

- Applications accepted May 1- July 31
- Applications reviewed first week of August
- Site visits scheduled weeks 2-4 in August / 5-6 mo f/u visits in Jan/Feb
- Applications approved first week of September
- Orientation and trainings scheduled for week 2 or 3 September
- Place first order by week 4 of September
- TEFAP/OACP/OFPP eligible in Dec

Q3 (Oct, Nov, Dec)

- Applications accepted August 1-October 31
- Applications reviewed first week of November
- Site visits scheduled weeks 2-4 in November / 5-6 mo f/u visits in Apr/May
- Applications approved first week of December
- Orientation and trainings scheduled for week 2 or 3 December
- Place first order by week 4 of December
- TEFAP/OACP/OFPP eligible in March

Q4 (Jan, Feb, Mar)

- Applications accepted November 1-January 31
- Applications reviewed first week of February
- Site visits scheduled weeks 2-4 in February / 5-6 mo f/u visits in Jul/Aug
- Applications approved first week of March
- Orientation and trainings scheduled for week 2 or 3 March
- Place first order by week 4 of March
- TEFAP/OACP/OFPP eligible in July

Partner Charities are encouraged to consider the following needs when applying to partner with us.

Does your feeding program:

- Reach a rural or otherwise underserved area or population?
- Serve more than once a month?
- Serve on weekends or in the evening?
- Aim to serve at least 50 households or meals on the day(s) of service?
- Offer Additional services to meet the needs of the community?

Questions? Contact Cathy Sheetz, Program and Member Services Assistant
csheetz@secondharvestfoodbank.org or 440-960-2316

To be considered, submit:

- Proof of existence for a minimum of six (6) months
- A current list of board members or trustees
- A copy of your 501(c) 3 Letter of Determination or Affirmation Letter from the IRS or equivalent fourteen (14) articles for churches.
- A completed Partner_Charity_Application.pdf
- Signed General letter of agreement (included in application)
- Signed USDA, OFP, OACP letter of agreement (included in application)

Mail complete application packets to:

Second Harvest Food Bank of North Central Ohio
 Attn: Program and Member Services
 5510 Baumhart Rd.
 Lorain, OH 44053