



GETG Food Pantry Intake Form

All FB Partner Agencies of CENC-FB are required to use an intake form

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Number of People in Household: _____

Are you currently receiving any form of government assistance, ie: Food Stamps, Social Security, etc.?

Receiving government assistance is an income eligibility indicator, allowing food pantry staff to know you automatically are eligible to receive USDA commodities.

Yes _____ No _____

Client Signature

Date

NOTICE TO CLIENTS

If you receive food from this emergency pantry, please note the following:

This emergency food pantry is a Partner Agency of the Central & Eastern North Carolina Food Bank (CENC-FB), and as such has agreed to follow CENC-FB policies and procedures and Internal Revenue Service (IRS) regulations regarding distribution of donated goods.

This pantry CANNOT:

- Charge a fee or accept monetary donations for food and non-food items you receive.
- Require you to provide a service, participate in a religious event or join any part of this organization as a condition of receiving food.
- Refuse assistance to you based on race, color, age, religion, national origin, disability, gender, sexual orientation or political affiliation.

*This pantry must implement guidelines and post them where clients can see them stating any limitations that would affect service, stating the following:

- Pantry days and hours of operation.
- How often your household may visit this pantry.
- Form of identification, if any, necessary to receive food.
- Any service area restrictions (Example: serves only specific zip code or school boundary).
- Refuse service to individuals posing a health hazard, been verbally or physically abusive or have threatened harm to volunteers, staff or other clients.

*Pantry guidelines **MUST** be clearly posted.

