

July 18, 2024



To Our Recipient Partners,

In October of 2023, Suzie Jordan joined Hoosiers Feeding the Hungry as Executive Director after leading the Mustard Seed Furniture Bank in Fort Wayne for the past 16 years. As she and our staff worked together through the transition, we realized that our recipient partners may not be aware of the role our nonprofit organization plays in providing meat to your program, nor the requirements to receive meat from our program.

Established in 2011, Hoosiers Feeding the Hungry (HFTH) is a 501c3 with a mission to obtain donations of livestock, deer, and funds to provide processed meat to Indiana food banks, food pantries, and related organizations. We ask that you read through the following pages for understanding, then complete, sign and return all forms listed below.

**Here's How The Hoosiers Feeding The Hungry Program Works!**



**Animal Is Donated By Farmers, Hunters, 4-H**

*Pig, Cow, Deer, Goat, Sheep/Lamb, Poultry*



**Hoosiers Feeding The Hungry Is Contacted For Prior Approval**

*Hoosiers Feeding the Hungry needs to verify availability of funds in your county & give approval for payment*



**Taken To A Hoosiers Feeding The Hungry Partner Meat Processor**

*Meets Indiana State Guidelines and collaborates with Hoosiers Feeding the Hungry*



**Meat Is Ground & Packed Into 1-to-2-Pound Frozen Packages**

*Canning fees will not be paid through our program and are the sole responsibility of your agency*



**Your Agency Picks Up The Frozen Meat Donation From The Partner Meat Processor**

*Hoosiers Feeding the Hungry or the processor will call your agency for pick-up of the finished meat*

*Agency must complete and return our Meat Donation Receipt Form (copy enclosed)*



**Partner Meat Processor Bills Hoosiers Feeding the Hungry For Processing Fees**

To participate and be a meat recipient partner, the following enclosed forms need to be completed & returned:

- 2024 Recipient Agency Agreement
- Completed and Signed W-9
- Copy of your ServSafe Certification (only facilities that cook food)

**Please keep a copy for your records.**

**All forms must be received by August 12th, 2024, by either mail, email, or fax.**

**Mail:** Hoosiers Feeding the Hungry  
4490A State Road 327  
Garrett, IN 46738

**Email:** [Rita@hoosiersfeedingthehungry.org](mailto:Rita@hoosiersfeedingthehungry.org)  
**Fax:** 260-553-4197

We appreciate your participation in our program to help those in times of need!

Please email us your *stories* of the impact our meat has had on those served by your agency.

Don't hesitate to contact our team with any questions at 260-233-1444.

Suzie, Executive Director  
Ext. 101 • [suzie@hoosiersfeedingthehungry.org](mailto:suzie@hoosiersfeedingthehungry.org)

Rita, Accounting and Administration  
Ext. 104 • [rita@hoosiersfeedingthehungry.org](mailto:rita@hoosiersfeedingthehungry.org)

Storm, Donor Relations  
Ext. 103 • [storm@hoosiersfeedingthehungry.org](mailto:storm@hoosiersfeedingthehungry.org)

Katie, Development  
Ext. 102 • [katie@hoosiersfeedingthehungry.org](mailto:katie@hoosiersfeedingthehungry.org)

# 2024 Recipient Partner Agreement



Agency Name \_\_\_\_\_ County \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_, INDIANA Zip \_\_\_\_\_

Facility Address \_\_\_\_\_ City \_\_\_\_\_, INDIANA Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Daytime # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Daytime # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Is your Agency a 501c3? Yes / No OR, are you part of another nonprofit agency? Yes / No

Agency Mission Statement \_\_\_\_\_

Number of households served per month \_\_\_\_\_

What services do you offer? (check all that apply)

Food Bank or Food Pantry

Residential Facility, Homeless Shelter and/or Addiction Recovery **\*\***(Must meet ServSafe requirements)

Soup Kitchen **\*\***(Must meet ServSafe requirements)

Other \_\_\_\_\_

**\*\***Is someone in your organization ServSafe Certified? Yes / No

Name \_\_\_\_\_

Does your agency have a farmer(s) who donates livestock through Hoosiers Feeding the Hungry to your mission?

Yes / No

List meat processor(s) you currently receive meat from through Hoosiers Feeding the Hungry's program (if applicable).

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Do you give meat donated through Hoosiers Feeding the Hungry to other nonprofit agencies? Yes\* / No

\*(If yes, please list on a separate sheet and attach)

Do you have a freezer at your distribution site? Yes / No

Freezer(s) Size & Qty:  Mini (3-5 cu ft)  Small (5-9 cu ft)  Medium (10-16 cu ft)  Large (17+ cu ft)  Walk-In

### Please attach these documents:

Completed and Signed W-9

Copy of your ServSafe Certificate-**\*\***(only facilities that cook food)

I attest that I have read all the enclosed documents, including the **Frequently Asked Questions**, and understand the requirements to participate in this program.

Our agency agrees to submit a completed Meat Donation Receipt Form after receiving donated meat and understand that meat obtained through the Hoosiers Feeding the Hungry Program is only to be used for the purpose of feeding the hungry through serving meals or distribution and cannot be sold or used for any fundraising purpose.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## Frequently Asked Questions



- ? **What type of livestock do you accept in your program?**  
*We accept cattle, hogs (no boars), goats, sheep, lambs & poultry.*
- ? **If a local farmer donates an animal to our program, will Hoosiers Feeding the Hungry pay for the processing fees?**  
*Yes, call our office at 260-233-1444 ext. 104 in advance to schedule the animal for processing. We will provide you with contact information for a participating meat processor in your area and with further information.*
- ? **How is the meat processed?**  
*For continuity, we pay to have the meat processed into 1-to-2-pound packages of frozen ground meat.*
- ? **Will Hoosiers Feeding the Hungry reimburse the processing cost of already processed meat that's donated to our agency?**  
*No. Hoosiers Feeding the Hungry pays for processing fees on donated animals that have received Hoosiers Feeding the Hungry's approval prior to being processed at a partner meat processor.*
- ? **Are there guidelines that need to be followed for transporting donated meat when it is picked up from a partnered meat processor?**  
*It is your responsibility to follow the food safety guidelines for the transportation of frozen meat to protect the meat from farm to table by maintaining its frozen state and keeping it safe from contamination and spoilage.*
- ? **Is the donated meat allowed to be sold and/or used for a meal at a fundraiser event?**  
*No, under Federal guidelines our product cannot be sold, nor can it be used for a fundraiser meal.*
- ? **How is Hoosiers Feeding the Hungry funded?**  
*We rely on financial donations throughout the state and by county to support the cost of processing livestock for distribution/use by our recipient partner agencies. This is where your notes of impact and recognition are vital as we use these for grant submittals, presentations, and testimonials to share.*
- ? **What is the "Hunt for Hunger" program?**  
*Our agency works directly with the Indiana DNR for this program which allows hunters to donate their whole field dressed in hide deer at no cost to them to a participating "Hunt for Hunger" meat processor. The venison is then processed into 1-to-2-pound ground freezer packs and distributed to our recipient partner agencies.*
- ? **Why do we need to sign an agreement?**  
*It provides Hoosiers Feeding the Hungry with vital contact information and gives understanding for the expectations of our mission and is in alignment with the State agencies for food safety.*
- ? **Why do I need to be ServSafe certified? (requirement is only for agencies that cook food)**  
*The Indiana State Board of Health requires that a staff member of any agency who receives meat from our program and cooks it on site for public consumption must obtain a ServSafe Certification.*
- ? **Have questions we haven't addressed?**  
*Give Rita a call at 260-233-1444 ext. 104 and if unavailable, please leave a message.*