

Distributions Proxy/Picking up for Others Policy

Updated November 2024

What if I am picking up food shares for other people?

Individuals may act as a proxy to pick up food shares for other households. **The maximum number of shares a proxy can pick up for is 10 families.** Individuals who wish to pick up food for other households will be asked to complete paperwork that verifies the relationship and identifies them as a proxy. This paperwork will be given to the proxy at the first distribution they attend. The proxy will be asked to have the head of household for each family to fill out registration paperwork. The proxy will then be asked to return the paperwork at a future distribution.

The proxy may still pick up food for each household at the first distribution they attend, even if the registration paperwork has not yet been submitted.

Registration paperwork involves signing a TEFAP self-declaration of need form. Every household receiving food must fill out this paperwork once per year (our documentation year begins in July and goes until June of the next calendar year). When the registration paperwork is completed and submitted to the Food Bank staff, a passcard or keytag will be issued for each household. This passcard will indicate that all the households are up to date on their registration. The proxy will be responsible for ensuring each household has a passcard and that all passcards are brought to each distribution.

Food Bank staff reserve the right to limit the number of shares an individual may pick up to ensure everyone physically present at a distribution receives food.