

# **Summit Lake Paiute Tribe**

## **Food Pantry Policy**

**These policies and procedures were adopted by the Summit Lake Paiute Tribal Council by Resolution SL-35-2023 on October 21, 2023.**

### **A. Introduction**

Food insecurity and hunger are very real problems in the United States. Hunger hurts, it damages mental and physical health, it lowers performance in school and at work, and the strain it causes can tear families apart. Hunger contributes to many social ills, from domestic violence to drug use to theft- you may have once heard someone self-righteously claim that they would never steal anything, only to have someone else counter with “but what if your family was hungry?”, causing the original speaker to sheepishly admit that in that instance they might indeed resort to doing something desperate. Reducing the prevalence of hunger can cause a ripple of positive changes throughout our community.

### **B. Finding Food**

Charity food distribution programs are remarkably adaptable. Donations, Purchasing, Food Banks, and Grants will be the primary sources of food for the Summit Lake Food Pantry.

1. Donations will continue to come primary from Catholic Charities of Northern Nevada (CCONN) and continue weekly or bi-weekly pick ups depending upon CCONN pick up schedule. Addition donations will be accepted from other agencies dependent upon the items and will be case by case.
2. Purchasing will continue using the American Rescue Plan Act (ARPA) for items that we do not receive through donations, food banks or grants.
  - a. Buying in bulk is the preferred method for items purchased.
  - b. Purchasing items will allow more control over what food is received and when.
3. Food Banks are nonprofit organizations that deal primarily with food manufacturers and distributors, cleaning product in quantities that would overwhelm most individual charities. Using a Food Bank will allow SLPT to acquire and distribute at least five times more than any other means.
4. Grants would allow us to receive or purchase specific food items as detailed in the grant regulations.

### **C. Food Handling**

Summit Lake is responsible for storing food in a manner that will keep it safe for our clients to eat. Key Standards for food storage space should be adhered to as below:

- Intact room with a lock to assure that the food only goes to screened individuals
- No broken windows, cracks in walls, ceilings, and floors to prevent pest contaminations)
- No evidence of pest contamination
- Clean
- No chemicals or cleaning supplies stored with food
- No food on the floor (whether it is packaged or not)
- Thermometer in each refrigerator or freezer, with a log documenting safe temperatures

- No flaking paint or other physical hazards
- Pantry or storage area should smell clean, no mold, mildew, or chemical smells

Spoilage is another area of concern, some products received from donations or food banks will be either outdated or close to it. While you should examine all goods carefully before they are offered to clients, a product being past its code date does not necessarily mean that it is unsafe to eat.

#### **D. Hours and Intake**

1. Pantry hours will be Monday – Friday 8:30 am to 4:30 pm with occasional openings on Saturdays that will be posted to the SLPT Website and SLPT Social Media pages.
2. Intake will be in person with a designated pantry representative and adult household member. Families will only be allowed to pick up for their household, **no exceptions**.
  - a. Some intake applications/questions may be more extensive than others depending upon grant requirements and are subject to change without notification.
  - b. Intake applications may also require proof of various bits of information.

#### **E. Distribution Methods**

Dependent upon inventory the SLPT Pantry may operate one of two ways as detailed below **without** notification to the membership.

1. Standardized Food Box/Bag Pantry will be prepacked boxes/bags of food given to the clients. This would ensure ‘fairness’ to every client as they would receive no more or less than other clients.
2. Client Choice Pantry allows the client to choose their own food. This may be done in either method below:
  - a. A pantry list of food which will detail items available. The client will select the food and the designated pantry representative will package the items.
  - b. A small grocery store style that will allow the client to select their own items displayed on the shelves and in coolers/freezers. Certain items may be marked with allowable quantity per family.
    - i. The designated pantry representative will walk with the client through the pantry to ensure that the family is taking what is allowable as marked and excess items are not being taken. The pantry’s goal is to service as many members as possible with the food resources on hand.

#### **F. Pantry Delivery**

Pantry Delivery may be accommodated for various different reasons such as medical inability to physically attend the pantry or COVID-19 positive or exposure. Any other reasons can be discussed and determined by the designated pantry representative.

#### **G. Zero Tolerance**

The Summit Lake Paiute Tribe has a zero tolerance for clients abusing the pantry, not adhering to the pickup item signs, SLPT Food Pantry Policy, or hostility/harassment towards the designated pantry representative. Clients who exhibit this behavior may be suspended from the pantry, terminated from the pantry, or will only be allowed to pick up a standardized food box/bag.