

FARE FOR ALL *EXPRESS!*



A Program of the Emergency Foodshelf Network

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FARE FOR ALL **EXPRESS!**

Dear Community Partner,

We are excited to share information with you about Fare For All *Express*. We thank you for your interest in the program and look forward to working with you to bring Fare For All *Express* to your community and those you serve.

You might be familiar with the traditional Fare For All program (formerly known as Fare Share), which provides packages of fresh fruits and vegetables, quality meat items, and pantry staples at a savings of up to 50% compared to conventional retail stores. To participate in traditional Fare For All, participants order and pay in advance and then pick up their packages once a month at a local distribution site. The Fare For All **Express** program aims to increase access to the same great packages by eliminating the need to pre-pay and pre-order. Not only do participants not have to pay for the packages in advance, they can access the program in a location that is familiar and close to them – grocery shopping in their own building or community center! Fare For All *Express* is a great way for participants to increase their food purchasing power while still having access to nutritious foods.

Fare For All *Express* is seeking partners in the Twin Cities metro area to help make this program available to their clients and residents. Once a month, Fare For All *Express* travels to each site, and with the help of a volunteer and staff person from your organization, sets up a distribution center to sell food packages to participants that day.

The following pages contain information about what is required to make Fare For All *Express* successful at your site. Please read through the information and contact us at any time with questions or concerns. We would be happy to meet with you and others in your group to answer any questions and discuss how this program could work at your location.

Sincerely,

The Fare For All *Express* Team

FARE FOR ALL EXPRESS

Distribution Site Requirements

FARE FOR ALL EXPRESS WILL PROVIDE:

- Marketing materials including brochures, posters, and flyers specific to your distribution site (available in English, Spanish, and Hmong)
- Two staff members at your site to lead the distribution, collect and process payments, and collect information from participants.
- Set-up and clean-up at the site
- Delivery of assembled food packages
- Culturally specific food packages as needed

DISTRIBUTION LOCATION WILL PROVIDE:

- Two staff members and/or qualified volunteers (minimum of one staff person) for 3-4 hours once a month to assist with distribution, set-up, greeting and assisting participants, and clean-up. ***If a staff member will not be present during the distribution time, your site must contact the Fare For All Express office at least 24 hours before the scheduled distribution time.***
- Multi-lingual volunteer/translator as appropriate
- A clean, centrally located distribution room that is available once a month during a 3-4 hour time period
- If distribution room is in a locked building, a volunteer is needed to watch the door and let in community members
- Several tables and chairs
- Assistance in marketing Fare For All *Express* in your community
- *Note: No refrigerator/freezer space is needed*

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Payment Options and Handling Procedures

Fare For All *Express* participants may pay with cash, money order, personal check, debit or credit card, or Food Support cards. All payments will be verified immediately on location. Fare For All *Express* staff will handle all payments and will be responsible for operating the cash register at the site.

If we receive notice of a payment with insufficient funds, Fare For All *Express* staff will contact the participant by phone or by mail to arrange for another method of payment. We will also notify the leader at the site and we will not be able to accept checks as a form of payment from that individual.

Fare For All *Express* is committed to maintaining a safe environment for clients to purchase food. We handle all information in a confidential manner and work to maintain the privacy of all individuals served. For safety reasons, a Fare For All *Express* staff member will collect money from the cash register after the first \$200.00 in sales at the site. The money will be stored in a moneybag in a locked vehicle.

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Food Safety Procedures

No refrigeration is needed at your distribution site. Fare For All *Express* stores all packages (refrigerated and frozen) in our refrigerated truck. Food packages are kept in the vehicle as long as possible during distribution to maintain appropriate temperatures. A Fare For All *Express* staff member will retrieve packages from the truck as needed during the distribution time.

A Fare For All *Express* staff member will also check temperatures of packages throughout the distribution time to ensure that the frozen packages remain at a safe temperature. Temperatures will be recorded in a log. Standard food safety procedures allow for frozen items to be kept at room temperature for a period of 4 hours maximum, or until the surface temperature reaches 38°F.

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Distribution Schedule

The following is an example of a typical distribution day schedule. Fare For All *Express* will work with you to find the best day and time to hold the distribution at your location. Each site will have a distribution day once a month.

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|-----------------|--|
| 9:00-9:30am | Fare For All <i>Express</i> staff arrive at the distribution site and begin unloading packages. |
| 9:30-10:00am | Fare For All <i>Express</i> staff and staff/volunteers at the site set-up for distribution. |
| 10:00am-12:00pm | Location is open for sales during a one or two hour time period. During this time, Fare For All <i>Express</i> staff process payments, collect information, and distribute packages. Staff/volunteers at the site greet and assist participants. |
| 12:00-12:30pm | Fare For All <i>Express</i> staff and staff/volunteers at the site clean up the location and load any unsold packages onto the truck. |

FARE FOR ALL EXPRESS

Marketing and Outreach Materials

Fare For All *Express* staff will provide copies of all marketing and outreach materials to your location as needed. Please call or email to request additional materials. Brochures are available in English, Spanish and Hmong.

Fare For All *Express* staff will also work with your staff/volunteers to develop a plan to provide ongoing outreach and marketing of the program to the community. Your staff/volunteers will be responsible for distributing materials to clients or residents at your location and in the surrounding community.

The following pages are examples of available marketing materials.