

# ABOUT FOOD DISTRIBUTION AT THE FORT BRAGG FOOD BANK

## Food Distribution Hours

### GENERAL DISTRIBUTION (All Ages)

MON-WED-FRI: Noon – 3 pm

WED: 4:30 – 5:30 pm

### SENIOR DISTRIBUTION (60+)

MON-WED-FRI: 10:45 – 11:15 am

910 N Franklin St  
Fort Bragg CA 95437  
707-964-9404

Email: [fortbraggfoodbank@mcn.org](mailto:fortbraggfoodbank@mcn.org)

Website: [www.fortbraggfoodbank.org](http://www.fortbraggfoodbank.org)



## WEEKLY FOOD DISTRIBUTION

- Clients may pick up food once a week (If you are experiencing a food emergency please let us know.)
- You do not need to come on the same day every week.
- If you are a client of another food bank, you may not pick up food here too during the same time period.

## HOW TO APPLY

- To receive food you must meet income-eligibility requirements. Please inquire at the Food Bank or visit our website for the current eligibility requirements.
- Eligibility is determined on a household basis. People who live at the same address and share food are considered a single household.
- You may receive a monthly bag of USDA Commodities without being required to fill out an application, but if you wish to receive additional food from Fort Bragg Food Bank programs, you will be required to fill out an application.
- The application for weekly food distribution is a single sheet of paper that can be filled out in about 5 minutes. After signing up, clients usually receive food the same day.
- Clients must apply in person and renew their application in person once a year.

## FOOD DISTRIBUTION for CLIENTS WHO ARE VOLUNTEERS

- Volunteers who wish to receive food must meet the same client eligibility requirements as other clients and must sign up as a client. Otherwise they may not receive food.
- Volunteers who are clients may pick up food once a week in the food distribution line and must check in at the window just like any other client.
- So that volunteer-clients may get back to work serving other clients, they may go through the food distribution line before the Senior Distribution.
- The privilege of going through the distribution line early is only for people who volunteer their time at least two hours that day. Volunteers may not pick up food for other clients at this time. If they are a proxy picking up food for other people, they may do so during regular distribution hours.

*OUR VISION: People coming together to create hope for a dignified, abundant life for everyone.*

*OUR MISSION: To provide nutritious food that supports people in creating a healthy and better life.*



## THE SENIOR LINE

### PURPOSE

The purpose of the Senior Line is to provide an environment for Seniors that is quieter than the General Distribution Line.

### SENIOR LINE HOURS

Seniors, sixty years of age or older, may go through the Senior Distribution Line on Monday, Wednesday or Friday mornings between 10:45 and 11:15.

### SENIORS ARE WELCOME AT OTHER TIMES

Seniors are not limited to the Senior Line. They are also welcome to come to the Food Bank any time we are open for Distribution. This includes the General Distribution times as follows:

M-W-F: 12-3

Wed: 4:30-5:30

These lines are usually relatively quiet after the first hour to two hours of distribution, so that might be a good time to come.

### HELPERS for SENIORS

A Senior may bring a helper with them through the line to help carry their groceries. This helper may not pick up food for themselves in the Senior Line unless they are a Senior too.

### PROXIES for SENIORS

- A Senior may authorize a proxy to pick up their food for them. If the proxies are not Seniors themselves, they must go through the General Distribution Line, even if they are picking up for a Senior. The purpose of the Senior Line is to offer

a quieter environment for Seniors, not for Non-Seniors.

- A Senior who is going through the Senior Line may not pick up as a proxy for a Non-Senior while in the Senior Line. If they wish to pick up food for a Non-Senior, they must go through the General Distribution Line. Remember, a Senior can also pick up their own food in the General Distribution Line at the same time.

## SENIOR BOXES

- An extra monthly box of food is available to eligible seniors.
- Please inquire about this program.

## INFO ABOUT PROXIES

If you are unable to pick up your food, you may send another person to pick it up for you. This person is called a proxy.

### PROXY NOTES

- The proxy must bring a note, with your signature, giving them permission to pick up your food – the first time they pick up for you each month.
- The best and easiest way to do this is to use the "*Alternate Pickup Form*" which is available at the check-in window. We recommend that you take a handful of these home so you'll always have one available when you need it. You must fill

it out completely and sign it with your own signature.

- If you don't use the Alternate Pickup Form, then you can handwrite a note. The note must contain ALL of the following:
  1. Date
  2. Statement authorizing the pickup of your food by the proxy.
  3. The proxy's name.
  4. Statement that you meet the income-eligibility requirements.
  5. Number of people in your household.
  6. Your signature.
  7. Your address.

### HOW YOUR PROXY SIGNS TO RECEIVE YOUR FOOD

Please let your proxy know that when they sign the sign-in sheet when picking up your food they will need to sign it like this:

- The proxy must sign with their own signature.
- The client's name should be printed.

Like this:

*Joe Proxy for Mary Client*

### INFO FOR PROXIES:

- You may not pick up food for a person unless that person is already signed up as a Food Bank client.
- You may pick up for no more than 3 clients at one time.