

INFO ABOUT PROXIES

FOR OUR WEEKLY FOOD DISTRIBUTION PROGRAM

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

Your 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 proxy note will be good for the Food Bank's Weekly Distribution Program for the rest of that calendar month. You must send another note with your proxy the first time they pick up for you the next month.

The best and easiest way to write a note is to use the "Alternate Pickup Form" which is available at the Food Bank check-in window. We recommend that you take a handful of these home so you'll always have one available when you need it.

If you don't use the Alternate Pickup Form, then you can handwrite a note. The note must contain ALL of the following:

- Date
- Statement authorizing the pickup of your food by the proxy.
- The proxy's name.
- Statement that you meet the USDA Commodities program income-eligibility requirements.
- The number of people in your household.
- Your signature.
- Your address.

Here's a sample handwritten note:

<p>4/1/15</p> <p>Please allow <i>Joe Jones</i> to pick up my food for me. I am income-eligible. There are 2 people in my household.</p> <p><i>Mary Smith</i> 123 Elm, Fort Bragg CA 95437</p>

You must already be signed up as a Food Bank client in order to have a proxy pick up your food for you.

If your proxy is not a Senior (60+) they may not use the Senior Distribution Line to pick up food for you, even if you are a Senior.

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

<p><i>Joe Jones</i> for Mary Smith</p>
