

## April 2010

### New Computer System

The Foodbank of Southeastern Virginia has been selected to receive new computers and software programs provided by a grant through Feeding America™. The new software package will replace our old Accounting, Inventory, and Agency Relations Program. It will allow us to be more efficient in tracking information and processing product. As with any change, we ask for your patience and understanding during this transition.

You might ask, how will this affect you and our agency partners? Starting in June, you will have a new agency number to remember. We will communicate these new numbers to you as soon as possible. This is also going to affect our schedule.

On **Friday April 23, 2010**, we will be closing at **12pm**. We will also be **closed for phone orders on Monday, April 26<sup>th</sup>**. The rest of that week, **April 27<sup>th</sup> – April 30<sup>th</sup>**, we will be closed for phone orders at **12pm**. **This time is needed for our training on the new system. We will also be closed for distribution and order deliveries the week of May 31<sup>st</sup> – June 5<sup>th</sup>. We will be preparing for and performing a physical inventory that week.** We understand that these closings may cause some inconveniences. We hope that when we are finished updating our system, we will be able to better serve you.

### Looking Ahead to May & June

- The Foodbank will be closed Monday, May 31<sup>st</sup> for Memorial Day.
- We will continue to be closed for distribution only from June 1<sup>st</sup> through the 5<sup>th</sup>. We will be taking orders by phone and e-mail.
- There will also be NO chicken repacking on Tuesday, June 8<sup>th</sup>.
- Saturday distributions in June are being moved to the 12<sup>th</sup> & 26<sup>th</sup>.

### USDA

All partner agencies that participate in the USDA program will be receiving Self-Declaration of Income (SDI) reviews from Terry Ellis. He is building a database for all USDA clients. If those served are found to be “double-dipping,” you as a partner agency will be notified. The Foodbank will then contact the clients directly and instruct them regarding their participation. The partner agency will once again be notified regarding the client’s status. This process will allow participating agencies to distribute this product to more households that qualify. Thank you for your cooperation.

### Looking ahead for USDA:

2 general meetings: Tuesday, June 1<sup>st</sup> at 6pm  
Tuesday, June 15<sup>th</sup> at 10am

Individuals must attend one of these meetings to get a new addendum and SDI’s. Please RSVP to Donna or Terry.

### Harvest Support

If your partner agency has been contacted by **Harvest Support** to arrange a relationship with a store or restaurant, please contact Leonna Benson who is the Food Rescue Program Coordinator for the Foodbank. A relationship set up through this national network is fine, but Leonna needs to know in order to complete partnership agreements, issue identification cards and provide report training. She can be reached at 757.314.4573 or lbenson@foodbankonline.org.

#### Contact Us:

**Phone:** 757-627-6599

**Fax:** 757-627-8588

#### Website:

[www.foodbankonline.org](http://www.foodbankonline.org)

#### Email:

[operations@foodbankonline.org](mailto:operations@foodbankonline.org)

#### Mailing Address:

P.O. Box 1940

Norfolk, VA 23501



The Foodbank building is accessible to physically challenged individuals. If you need any additional reasonable accommodation in order to attend a meeting, please contact Ms. Karen Joyner, CFO, at 757-314-4547 at least 72 hours prior to a meeting, so we can accommodate your need.

### Monthly Reporting Classes

Reporting classes will be scheduled on a monthly basis. This is not an option for partner agencies that have been contacted by Adam.

The Foodbank depends on correct reporting to obtain food and funds to purchase food for your programs. If agencies cannot report correctly and on time, privileges will be suspended.

This is not the desired course of action, so please attend this class to ensure proper reporting.

The next class is scheduled for Wednesday, May 19<sup>th</sup>, at 10am in the Happy Café.



**SATURDAY DISTRIBUTIONS FOR APRIL HAVE BEEN CHANGED TO THE  
10<sup>TH</sup> AND 24<sup>TH</sup>  
SINCE WE WILL BE CLOSED FOR THE EASTER WEEKEND.**

**Keep It or Toss It?**

**Daycare Provider Program Closing**

As we sadly approach the end of the **Daycare Provider Program**, there are some dates that everyone needs to keep in mind. April will be the last month that providers can send in money to their sponsoring agency (Places & Programs or the Planning Council) to shop and/or order. The week of June 14<sup>th</sup> will be the last week to place an order (by phone or e-mail) or make a shopping appointment. Please circle this date on your calendars, because you will not be allowed to submit orders or make appointments after that. The orders and shopping appointments placed during the week of June 14<sup>th</sup> can be scheduled as late as June 30<sup>th</sup>, which is the last day that providers will be able to access the Foodbank. Should you have any questions, please contact Leonna Benson at 757.314.4573 or lbenson@foodbankonline.org.

**Do you know how long you can keep eggs in the refrigerator?**

The dates that you see on egg cartons are not food safety dates. They are most commonly used as a guide for stores to know how long they can sell the eggs. Raw eggs will maintain their best quality for about 3 to 5 weeks after the date you bought them and took them home, assuming continuous refrigeration and they are not cracked or otherwise damaged. Do not store eggs in the molded egg rack of the refrigerator door, as the temperature is too warm. Eggs will keep much better when stored in the main body of the refrigerator in their carton.

**Do you know that you can freeze eggs?** If you want to store your eggs for longer than five weeks, your best bet is to freeze them. Do not freeze eggs in their shells. To freeze whole eggs: 1) Remove eggs from their shells; 2) Pierce yolks and gently mix in ½ teaspoon of salt for every one cup of raw eggs (if using eggs for main dishes) or 1 tablespoon of sugar (if using for baking or desserts); 3) Place in covered airtight containers or heavy-duty freezer bags and freeze. Freezer time of 1 year is best for quality, but will be safe indefinitely if kept constantly frozen at 0 degrees Fahrenheit.

**Agency Academy 2010**

Your Agency Advisory Council and the Agency Relations Staff are planning the **Annual Agency Academy for 2010**. It will be held early in the fall. The date and place will be announced as soon as a confirmation is received so you can put it on your calendar.

<b>Dates to Remember:</b>
Apr. 1: Monthly reports due
Apr. 6: USDA Class, 6pm
Apr. 7: Report deadline
Apr. 7, 14, 21, & 28: Bakery Distribution, 1-2pm
Apr. 13: Agency Advisory Council Meeting, 6pm
Apr. 20: USDA Class, 10am

# April 2010

**Distribution Key:**

- 7:30am-11:30am
- ◆◆◆ 8:00am-11:30am
- 5:30pm-8:00pm

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 All Monthly Reports Due ●	2 Good Friday ●	3
4 Easter	5 Easter Monday ■	6 USDA Class @ 6pm ●	7 Report Dead- line/Bakery Dis- tribution 1-2pm ●	8 ●	9 ●	10 ◆◆◆
11	12 ■	13 Agency Advisory Council Meeting @ 6pm ●	14 Bakery Distribu- tion 1-2pm ●	15 ●	16 ●	17
18	19 ■	20 USDA Class @ 10am ●	21 Bakery Distri- bution 1-2pm/ Admin. Prof. Day ●	22 Earth Day ●	23 ●	24 ◆◆◆
25	26 ■	27 ●	28 Bakery Distribu- tion 1-2pm ●	29 ●	30 ●	