**Second Harvest Heartland partnership requires that the 501c3 organization (“Agency”) must be fiscally, legally and programmatically responsibility for the food programs (“Program”) that serves meals/snacks or distributes groceries.**

***What does that mean?***

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| **Areas of responsibility** | **Questions for the Agency/Program to ask themselves?** | **Other important items:** |
| **Fiscally Responsible** | How will the Agency report this on their 990?Who will be funding this food program?Who will pay the bills to Second Harvest Heartland?Who is responsible for fundraising for this food program? Who is responsible if there is a budget shortfall?Who ensures the funding sustainability of this food program? | Community Partners of the Agency cannot pay for the food based on invoices; they can provide ongoing and restricted support for the program. |
| **Programmatically Responsible** | Who makes final choices for the food programming?How do you ensure proper oversight over the food program?Who will be providing training and supervision to staff and volunteers?Who will create the policies for this food program? Who will ensure that they are implemented and maintained? |  |
| **Legally Responsible** | Who carries insurance for this food program?If there was a complaint/claim, how is that processed?How are you actively managing risk for this food program? |  |