

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

*What does that mean?*

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