

Why “sharing” or sub-distribution should be a last resort

Food that your program receives from Second Harvest Heartland and through the Food Rescue Program retail donors is intended to be distributed to people visiting your program. We strongly encourage you to deploy the suggestions on this document and/or to reach out to your Agency Relations team for support before considering or doing sub-distribution.

Sharing is really sub-distribution and with it comes the responsibilities of proper paperwork and tracking due to food safety and IRS tax code requirements.

Sub-distribution is discouraged because it increases the risk of food being mishandled. It becomes difficult to ensure food has been maintained at the proper temperature within the proper times or in accordance with all food safety standards. It also makes it more challenging to trace in the case of recalls. Both the redistributor and receiver have an increased risk of liability and passing on foodborne illness.

If you do find that sub-distribution is necessary, you must only share food with another Second Harvest Heartland Agency Partner. Prior to the sub-distribution you must have an agreement in place with them and SHH. Both agencies should be aware of the sub-distribution requirements that include but are not limited to following all appropriate food safety requirements and tracking of the food.

Under no circumstances whatsoever can food be shared with any organization that is not a contracted Agency Partner of Second Harvest Heartland. TEFAP food cannot be shared at all. This is a violation of your partnership agreement with Second Harvest Heartland and may result in termination of partnership.

Please contact Agency Relations at orders@2harvest.org or call 651-209-7990/833-856-0149 for support or questions.

Got too much food?

Reducing waste and sub-distribution of perishable food within the Network

Issue: Our program has too much perishable food to distribute before it goes bad

One-time or very infrequently

Best options:

- Increase limits or amounts to give out that day
- Encourage people to take all they can use or share with others who may need it
- Reach out to clients and encourage them to come in while it's available (post on Facebook or send email/text)
- Cull out what will last longer and what will not (assess actual waste amount)
- Share with other programs in YOUR agency for example, if you have another food shelf, can they take it?

Other option:

- Sub-distribution to another SHH partner. *Sharing food is considered sub-distribution and requires proper paperwork and tracking for food safety, recalls and IRS laws.*

Follow all food safety and statistics requirements.

Resources and support are available for culling and sorting produce and food rescue. Training and having policies on food dating and what's edible can help eliminate waste.

Food or products obtained from Second Harvest Heartland and Food Rescue Program retail donors cannot be shared with organizations who are not partnered with Second Harvest Heartland.

Sub-distribution can only be done with other Agency Partners of SHH and an agreement between partners and SHH is required.

Happens frequently (*we get too much food rescue or produce*)

Best options:

- Increase limits or amounts to give out per visit
- Increase number of visits allowed
- Increase open hours and days
- Consider food rescue or produce only distributions
- Encourage generosity always
- Cull out what will last longer and what will not (assess actual waste amount)
- Consult with Agency Relations about right sizing food rescue or produce
- Consult with Agency Relations about a tailored solution

SUPPORT AVAILABLE
Contact Agency Relations at
651-209-7990/833-856-0149
orders@2harvest.org