

## 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](mailto:orders@2harvest.org) or call 651-209-7990/833-856-0149 for support or questions.