

# BRICE UNITED METHODIST CHURCH FOOD PANTRY

## CLIENT GUIDELINES

We realize that it is a difficult decision to come to a Food Pantry and we will make every effort to be as sensitive and supportive as possible. All workers at the Pantry are volunteers and are giving generously of their time. Please treat them courteously.

All clients (individuals or families using the Pantry) **must** reside within the following Zip Codes: 43109, 43110, 43232, 43068, 43147, 43207, 43125.

Those who are regular attendees of Brice United Methodist Church, or have a child enrolled in the Brice Christian Academy, or Brice Church Preschool are also qualified to receive service.

Please fill out "Information Forms" completely. All information on this form is confidential. If you have a change of address or phone number, please note that information on the form. From time-to-time, we may need to call you, so please keep us updated.

Adults 18 and older must bring valid government issued photo identification and proof of residence in the form of a utility bill in their name by the second visit. If both proof of identification and residency have not been received by the second visit, you may not be served again until such proofs are provided. Children 17 and under must have identification in the form of a Social security card, Birth certificate, medical card, or shot record. This will also have to be provided by the second visit. All identification is required to be shown quarterly or every third visit.

Only one food order will be given per address. Families sharing a house and multiple generations' sharing a house are considered one family for our purposes and are to be given food according to the total number of persons residing at the home, rather than as individual families. Clients must be present to receive an order. In cases of disabilities if the client has been present to fill out the required forms arrangements can be made to have the food order picked up. They will be required to come in quarterly or every third visit with all required identification. Clients, who are found to abuse these guidelines, **will not be allowed to return.**

Any first time clients from outside of our Pantry service area will be given a small food order and the list of pantries located closer to their home. No client residing outside our service area will be served more than once. Clients who came to Brice Food Pantry and move outside of the area are no longer eligible to use this pantry. They will be given information to contact a pantry closer to their home. Clients who are found to be **untruthful will not be permitted to return.**

### **Hours of operation: Saturday 9am-12pm**

Entry will be through the glass doors at the south end of the building.

These are the only hours that the Pantry is open to the clients. If you arrive later than 12pm you may be asked to return the next time the Pantry is open. Each client may come to the Pantry once each month for their regular food order but may come weekly for breakfast and free items as available.

These are the only hours that the Pantry is open to clients. If you arrive later than this, you may be asked to return the next time the Pantry is open. Each client may come to the Pantry once each month.

If you or any member of your family has **food allergies** please check the labels on all items that you have received. The Food Pantry of Brice United Methodist Church is **not responsible** for checking any item that are distributed against your Family's allergies.

Please be respectful of the building in which the Food Pantry resides as well as its contents. Children are to remain at your side at all times. Clients are not allowed to enter the food storage room unless asked to do so by the volunteer. Please do not request extra quantities or brand name food items. We also will not trade items.

Each year the Pantry will close on posted Holiday weekends, these dates will be posted in advance.

Please watch the web site or call 614-866-3025 for more information. Our web site may be found at: [www.bricechurch.org](http://www.bricechurch.org)