

**Memorandum of Understanding
Between God's Pantry Food Bank, Inc. and
Lexington Fayette Urban County Government**

PURPOSE

This Memorandum of Understanding (MOU) is entered between God's Pantry Food Bank and Lexington Fayette Urban County Government collectively referred to as "Parties". This MOU sets forth a structure in which both parties will work in a mutually beneficial manner to improve food security amongst the community members served by this program.

GOD'S PANTRY FOOD BANK ACCEPTS THE FOLLOWING RESPONSIBILITIES:

1. To provide a selection of food products to serve a pre-determined number of patients.
2. To deliver the packaged boxes or cases of food product to the designated partner location or arrange for a pick-up at a God's Pantry Food Bank warehouse or drop location.

THE PARTICIPATING AGENCY ACCEPTS THE RESPONSIBILITY TO:

1. Screen clients to ascertain need for emergency food assistance using a relevant screening tool.
2. Record number of visits and boxes distributed and provide this information at the end of every month to God's Pantry Food Bank.
3. Provide at least a 5-business day notice when boxes or food product will be needed.
4. Use food procured from God's Pantry Food Bank for the approved program only without fee or requirement to work, volunteer, or otherwise participate to receive food through this service.
5. Store all food at least 6 inches off the floor, 4 inches from the wall, and 18 inches from the ceiling in a secure storage area with access by authorized personnel only.
6. Recognize that God's Pantry Food Bank provides temporary help. The patient should be informed of the availability and benefits of other programs operating in the community and assisted in applying to programs to which they are entitled.

We mutually agree to keep the needs of people facing food insecurity foremost in our attention as we cooperate for this program. Both parties agree to work together to determine the best type of food products (non-perishable or perishable) for the space and equipment housed at this health care location.

This agreement will annually renew on the last day of December each year provided neither party has indicated in writing a desire to terminate the relationship.



11/14/2025

Michael Halligan
CEO
God's Pantry Food Bank, Inc.

Date

Mayor's signature

Mayor's printed name

Participating Agency Name

Address

Phone

Email

Date