**Network Onboarding 30-60-90 Checklist**

Partner Organization:

Program Coordinator:

Date or Orientation:

|  | **To Do** | **Resources/Notes** |
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| **By 30 Days** | Review, sign, & submit Agency Agreement letter |  |
| Submit a voided check to your organization's bank account (mail or drop off at ACCFB) |  |
| Schedule a meeting with your Program Coordinator |  |
| Send a letter from Highest Authority designating Authorized Shoppers |  |
| Complete Online Onboarding courses assigned to you | [accfb.talentLMS.com](http://accfb.talentlms.com/) |
| Determine how you plan to access food (delivery, pick up, shopping, Produce Express). If you plan to place delivery or pick up orders, know your **agency group code** | Discuss with your Program Coordinator |
| Complete Partner Portal Treasure Hunt | Submit your completed Hunt in your first 30 days to win a prize! |
| Locate and know your Agency Number (starts with an "A," for example: A1234) | [partnerportal.accfb.org](http://partnerportal.accfb.org/) (Home page) |

| **By 60 Days** | Update agency contacts: Authorized shopper, billing, delivery point-of-contact, etc. | Discuss with your Program Coordinator |
| --- | --- | --- |
| Begin submitting monthly reports (due the 5th) | Ensure you know what type of organization to select when reporting. Contact your Program Coordinator for assistance the first time you submit monthly reports |
| Obtain Safe Food Handling Certificate | On the Partner Portal Resources page:  <https://partnerportal.accfb.org/resources/food-safety/>  <https://partnerportal.accfb.org/wp-content/uploads/2021/08/Pantry-Program-Food-Safety-ServSafe.pdf> |

| **By 90 Days** | Learn about large produce deliveries | Discuss with your Program Coordinator |
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| Learn about USDA and Food Recovery Program (FRP) | Discuss with your Program Coordinator |
| Learn about annual valuation statements and how to request them | Discuss with your Program Coordinator |
| Learn about Client Voice | Discuss with your Program Coordinator or contact Amanda Benson (abenson@accfb.org) |
| Begin participating in the Emergency Food Helpline |  |