

The School District of Palm Beach County, Florida

Hunger Relief

Frequently Asked Questions

- **What is the Hunger Relief Collaboration Team (HRCT)?**
 - The [HRCT](#) is a group of individuals from various departments within the District who collaborate with community agencies to address food insecurity among students and families.
- **What is the goal of the Hunger Relief Collaboration Team (HRCT)?**
 - The goal of the HRCT is to establish a supportive system to assist schools with addressing food insecurity by collaborating with agencies.
- **How can schools get more information or assistance regarding hunger relief programs?**
 - For more information and assistance, you can contact the Hunger Relief Collaboration Team by emailing: hungerreliefteam@palmbeachschools.org.
- **How can schools participate in hunger relief programs?**
 - Communicate your intent with the Hunger Relief Collaboration Team by emailing hungerreliefteam@palmbeachschools.org - **Note: programs availability are dependent on capacity of agencies and may not currently be available for all schools.**
 - Complete the [Hunger Relief School Program Participation Agreement \(PBSD 2641\)](#) and submit all required documentation **prior to the start of any hunger relief programs.**
 - Once the agreement is signed by both parties, the school must retain a signed copy on file and upload an electronic version to the [School Program Participation Agreements](#) folder.
- **What is the Hunger Relief School Program Participation Agreement (PBSD 2641)?**
 - This agreement formalizes the collaboration between schools and external agencies to provide hunger relief programs such as backpack/food bags, food pantries, and/or any other food distribution for students and families, ensuring compliance with the District guidelines.
- **Who needs to fill out the Hunger Relief Program Participation Agreement?**
 - Any school within the District that wishes to participate in hunger relief efforts in collaboration with agencies must complete this form.
- **Who needs to sign the Hunger Relief Program Participation Agreement?**
 - Both the school principal and a representative from the partnering agency must sign the agreement to formalize the partnership.
- **What information is required to complete the PBSD 2641 form?**
 - Information typically includes school details, program type (e.g., backpack/food bag, food pantry, and/or any other food distribution program), contact information, and agreement to comply with program guidelines.
- **What is the duration of the agreement?**
 - The agreement is effective upon execution and lasts until the end of the school year/summer. A new agreement must be signed for each school year to continue the program.

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- **What are the responsibilities of the school/principal under this agreement?**
 - Schools must designate a lead contact person to work with the agency, assist with student participation, and adhere to program guidelines. They must also report feedback and concerns to the agency.
- **What are the responsibilities of the agency under this agreement?**
 - The agency must designate a lead contact, coordinate food delivery, ensure food safety (including allergen warnings and expiration dates), and comply with all applicable laws and District guidelines.
- **What are the insurance requirements for participating agencies?**
 - Agencies must provide proof of Commercial General Liability, Workers' Compensation (if applicable), and Business Automobile Liability insurance. They must also list the School Board as additional insured.
- **What is the protocol if either party wishes to terminate the agreement?**
 - Either party can terminate the agreement by providing a ten-day advance written notification.
- **How should food be stored and handled for these programs?**
 - Food must be stored at least six inches off the ground, be kept in dry, clean, well-ventilated, and secure areas, monitored to ensure packaging integrity and proper labeling, and handled according to safety guidelines, including maintaining proper temperatures and discarding expired items. Perishable foods must be kept out of the temperature danger zone (41°F to 135°F), while non-perishable foods should be stored securely and regularly checked for expiration.
- **What are the guidelines for food allergies?**
 - Agencies must ensure all food items include allergen warnings and inform schools about ingredients to avoid distributing to students with allergies.
- **How is student privacy maintained in these programs?**
 - Schools handle identification and tracking of student participation internally, ensuring no personal information is shared with the agency. Only aggregate data may be shared for reporting and funding purposes.
- **Can district employees use district time for program-related activities?**
 - No, district employees are not permitted to use district time to pick up food from participating agencies.
- **How is the United Way of Palm Beach County involved with Hunger Relief efforts?**
 - The United Way and Palm Beach County government, along with School District and 180 other partners established the [Hunger Relief Plan Palm Beach County](#) to address food insecurity throughout Palm Beach County. United Way of Palm Beach County collaborates closely with the School District, convenes the countywide Hunger Relief Advisory Council and funds numerous programs within schools and communities.