

June 2024

Important Dates

Holiday Closure

Wed, June 19th, Juneteenth Holiday

No Pick-Ups

Thu, June 20th, 8am to 1pm

Wed, June 26th, 8am to 1pm

No Pick-Ups or Deliveries

Thu, June 27th, all day

Fri, June 28th, all day

- Summer Hours for pick-ups and deliveries will be 7am to 3pm ending on 8/30/2024

Recert. Recommendations

- Hand out flyers on the distribution before recertification so that the clients will have the required documents.
- Consider having a recertification day to complete applications prior to your actual distribution date.
- Prior to the distribution, host an in person training with the volunteers to instruct them how to complete an application and check verification items. (look at physical address and client name)
- Consider recruiting 3 to 4 volunteers to assist with applications.

Information Station

- The Menu is updated daily Monday through Friday, usually by 10AM. Please check the date on the Menu to ensure that you are viewing the most current Menu. If you are having trouble accessing the most current Menu, please clear your cache and the browser cookies.
- The Menu is not in real time, so the items on your order request are not guaranteed. Time permitting, if a frozen protein on your order is unavailable, we will try to call you to determine if any substitutions are available.
- All orders are due one full day and a half before the desired pick-up or delivery date.
- Orders can be emailed to orders@fbnela.org or faxed to 318-322-1620.
- Any add-ons to the original order must be submitted in writing on a new order form by email or fax.
- If you wish to order produce, please do not order it more than 2-3 days from the date of pick-up or delivery .
- Rose is the first point of contact for any issues regarding orders. If she is not available, you may speak with Jazmaigne or Fred.
- To maintain best practices for fresh and frozen items during summer temperatures, bring out the items in small increments. Once the items thaw, they must be distributed as they cannot be refrozen.