

Welcome to Central Illinois Foodbank's website. This document will assist in guiding you through the website.

If any of you can assist with training on the website, please email Kristy at [kgilmore@centralilfoodbank.org](mailto:kgilmore@centralilfoodbank.org).

If you experience any struggles through the website, please call Kristy, Gloria or Andrew at the Foodbank. Thank you for your extreme patience and we are pleased to introduce you to the new website.

**[www.centralilfoodbank.org](http://www.centralilfoodbank.org)**



**CENTRAL ILLINOIS FOODBANK**

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**CENTRAL ILLINOIS FOODBANK CURRENT NEWS**

**Foodbank is New 'American Idol'**

What does 'American Idol' have in common with the Central Illinois Foodbank? They both are working to feed the hungry.

The success of the hit reality TV series 'American Idol' has benefitted the Foodbank by providing a portion of their funds from the national "Idol Gives Back" campaign. The campaign raised money for various charitable causes. In turn, the Foodbank will donate \$15,000 worth of food to the Quincy Catholic Charities food pantry and the Two Rivers Regional Council of Public Officials food pantry in Pittsfield. The generous donation comes at an important time for the food pantries...[Read more](#)

**Community Hunger Awareness Fair a Great Success!**

**United Way**  
A United Way Certified Agency

**Illinois Food Bank Association IFBA**



**In order to access the foodlist, agency notes, required reports and documents, and to change agency information double click on:  
Agencies Only**

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**ILLINOIS FOODBANK CURRENT NEWS**

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## CENTRAL ILLINOIS FOODBANK

2000 East Moffat

Hours of Operation: 7:30am - 4:30pm

foodlist@centralilfoodbank.org

### DIRECTIONS

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## Become an Agency

Central Illinois Foodbank distributes food and grocery items to 160 non profit feeding programs in twenty-one central Illinois counties, who in turn provide food to those seeking food assistance in our communities.

If you are a 501(c)3 non profit feeding program interested in partnering with Central Illinois Foodbank please review, [How to Start an Agency](#), [Agency Membership Manual](#) and complete the [Agency Membership Application](#). Once you have completed the application, please attach all requested documents and return to Kristy Gilmore P.O. Box 8228, Springfield, IL 62791.

If you are interested in finding an existing partner of Central Illinois Foodbank, please search our [agency directory](#).

If you have any questions, please contact Kristy Gilmore at 217-522-4022 X 207 or [kgilmore@centralilfoodbank.org](mailto:kgilmore@centralilfoodbank.org).



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## AGENCIES ONLY

Please Login or [Register](#)

[Forgot Login?](#)

Agency  
Login:

Password:

**First login:**

**Call or email Kristy or Beth to  
receive your temporary login  
and password.**

**[kgilmore@centralilfoodbank.org](mailto:kgilmore@centralilfoodbank.org)  
[foodlist@centralilfoodbank.org](mailto:foodlist@centralilfoodbank.org)**

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CENTRAL ILLINOIS FOODBANK

2000 East Moffat

**First you will need to change your password.  
Double click on change password.**

**AGENCIES ONLY**

User Agencies

Logged in as: [email address]@centralilfoodbank.org

[Change Password](#) [Log Out](#)

[Agency Home](#)

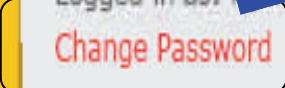
[Update Profile](#)

Welcome to the Agency Section of the Central Illinois Foodbank

[View Food List](#) In order to place an order print food list and call, fax or **email** by noon the day before you would like to pick up order.

[Agency Notes](#)

[Monthly Distribution Report](#) (Due the 10th of each month for every agency)



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[Admin Home](#)  
[Agency Home](#)

Change Password

Old Password:

New Password:

Confirm New Password:

Change

Please select a password you can remember—write it down and keep in a safe place. Central Illinois Foodbank will not have access to your password after you have made the changes.

a member of  
America's  
Second Harvest  
The Nation's  
Food Bank Network



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## AGENCIES ONLY

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**Next you will need to double click on update profile to change your email address.**

# AGENCIES ONLY

Agency Home  
Update Profile

Email Address

Change Email

First Name \*

Last Name \*

**Please enter your correct email address. Click change email button.**



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CENTRAL ILLINOIS FOODBANK

2000 East Moffat

Springfield, Illinois 62702

T 217 522.4022 | F 217 522.6418

Hours of Operation: 7:30am - 4:30pm

[foodlist@centralilfoodbank.org](mailto:foodlist@centralilfoodbank.org)

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Phone \*

Save Info

*\* Denotes a required field*

**If the contact person or phone number has changed, please update here. Click save info.**

T 217 522.4022 | F 217 522.6418

Hours of Operation: 7:30am - 4:30pm

foodlist@centralillfoodbank.org

## DIRECTIONS

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lucky winners of a freezer. Click [here](#) to see some of the fun.

Please note, in order to access any documents you will need the program adobe. Please click [here](#) to download a free copy of the software.

[View Food List](#)

In order to place an order print food list and call, fax or [email](#) by noon the day before you would like to pick up order.

### Agency Notes

**Monthly Distribution Report** (Due the 10th of each month for every agency)

This report is mandatory for all agencies and is extremely important to the Foodbank. We use the data to secure funding for food and other resources.

Please complete an [Agency Update](#) and [Agency Contract](#) and return by mail by May 31st of each year.

### USDA Agency Information

Click on a link to edit information for you agency

You can now access the food list online! Orders may not be processed online. Double click on View Food List. If you do not have adobe you will need to download the program. Please go to the link above and click the button “download now”. This is a free program.

Once you have accessed the food list, please print the foodlist. You may call, fax or email Beth (link provided) with your order. Remember, all orders must be placed by noon the day before you would like to pick up/delivered.





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## AGENCIES ONLY

### User Agencies

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[Change Password](#) [Log Out](#)

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[Update Profile](#)

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[Agency Notes](#)

[Monthly Distribution Report](#) (Due the 10th of each month for every agency)

CENTRAL ILLINOIS FOODBANK

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Agency Notes is our way to relay important information to each of our agencies. If you have information you would like to share with your other partners, please send to Beth at [foodlist@centralilfoodbank.org](mailto:foodlist@centralilfoodbank.org) before the first Wednesday of each month.



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### Agency Notes

[Monthly Distribution Report](#) (Due the 10th of each month for every agency)

The Monthly Distribution Report is required by ALL agencies. Please be sure to submit to Beth at [foodlist@centralilfoodbank.org](mailto:foodlist@centralilfoodbank.org) before the 10th of each month. These numbers enable the Foodbank to apply for grant funds to help secure food and other resources.

# CENTRAL ILLINOIS FOODBANK

2000 E. MOFFAT, SPRINGFIELD, IL 62702  
217-522-4022 (phone) -- 217-522-6418 (fax)

## MONTHLY DISTRIBUTION REPORT

**Please complete & return by the 10<sup>th</sup> of the month**

USDA Commodity Site:  YES or  NO

AGENCY NAME: Quincy Catholic Charities ID #: PR 0000

YOUR NAME: Curt Stuckman

MONTH OF REPORT: May 2008

### FOOD PANTRY SITES PROVIDE:

# Individuals served: 487  
# Households served: 228

### ON-SITE FEEDING PROGRAMS PROVIDE:

# Meals served: N/A  
# Snacks served:                       
# People served:                     

### USDA COMMODITY SITES:

# Households receiving food stamps: 97  
# Food Stamp Applications distributed: 131

### HOURS OF DISTRIBUTION:

M-F 9-11:45 & 1-3:45

➤ Report if agency is closed during a normal day of distribution: July 4th

➤ Have hours of distribution changed since last report?  Y or  N

Updated on Website

**Again, all agencies are required to complete a Monthly Distribution Report. This is a copy of the correct way to complete the form. You can print the form and mail to Central Illinois Foodbank 2000 E. Moffat, Springfield, IL 62702.**

**This is extremely important to the Foodbank to collect the numbers. Please help us by submitting numbers before the 10th of each month.**

T 217 522.4022 | F 217 522.6418

Hours of Operation: 7:30am - 4:30pm

foodlist@centralillfoodbank.org

KEY DIRECTIONS

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### USDA Agency Information

Click on a link to edit information for you agency

**Agency Name**

**County**

Quincy Catholic  
Charities

Adams

**Agency who receive USDA Commodities will have a link to USDA Agency Information. Double Click on the link and you will have access to all documents and posters.**

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**Double click on the links to access all needed forms, posters, contract and manual.**

Required Documents:

[Signature Sheets](#)

[Proxy Form](#)

[TANF Signature Sheets](#)

[Rural Exemption](#)

[USDA Contract](#)

[USDA Site Manual](#)

Required Posters:

[Income Guidelines](#)



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## AGENCIES ONLY

### User Agencies

Logged in as: QuincyCatholicCharities@email.com

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### Agency Notes

Please complete an [Agency Update](#) and [Agency Contract](#) and return by mail by May 31st of each year.

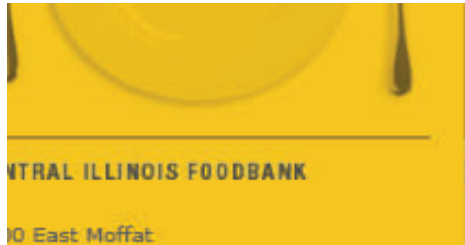
### USDA Agency Information

Click on a link to edit information for you agency

| Agency Name               | County |
|---------------------------|--------|
| Quincy Catholic Charities | Adams  |

**A few more housekeeping tasks:**

**Please check the contact information and hours of operation and update when needed.**



10 East Moffat  
 2  
 522.6418  
 9am - 4:30pm  
 nk.org

Agency Type: PR  
 Agency Number: [REDACTED]  
 Company Name: Quincy Catholic Charities  
 Contact First Name: Donna



Contact Last Name: Schelich  
 Address: 620 Maine  
 Site Address: 620 Maine  
 City: Quincy  
 State: IL  
 Zip: 62301  
 County: Adams  
 Phone: 2172220958  
 Fax: 217-222-8737  
 Email: kuccqcy@yahoo.com

Agency Accomodations:  
 Commodities  
 Food Pantry  
 Soup Kitchen  
 Adult Day Care  
 Child Day Care  
 Residential  
 After School Program

Hours: Mon, Wed, & Thurs 9:00am-1

Percentage from CIF: [REDACTED]

Comments: [REDACTED]

Save Info

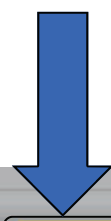
When your agency has change of address, hours of operation or wants to post special programs or activities, this is the place to go.

We would also like you to record the percentage of food received from the Foodbank, this includes all product: USDA commodities and donated product.

Central Illinois Foodbank will be notified via email that changes have occurred. If you move you still need to report this verbally to the Foodbank so we may schedule a monitoring visit.

Don't forget to save.

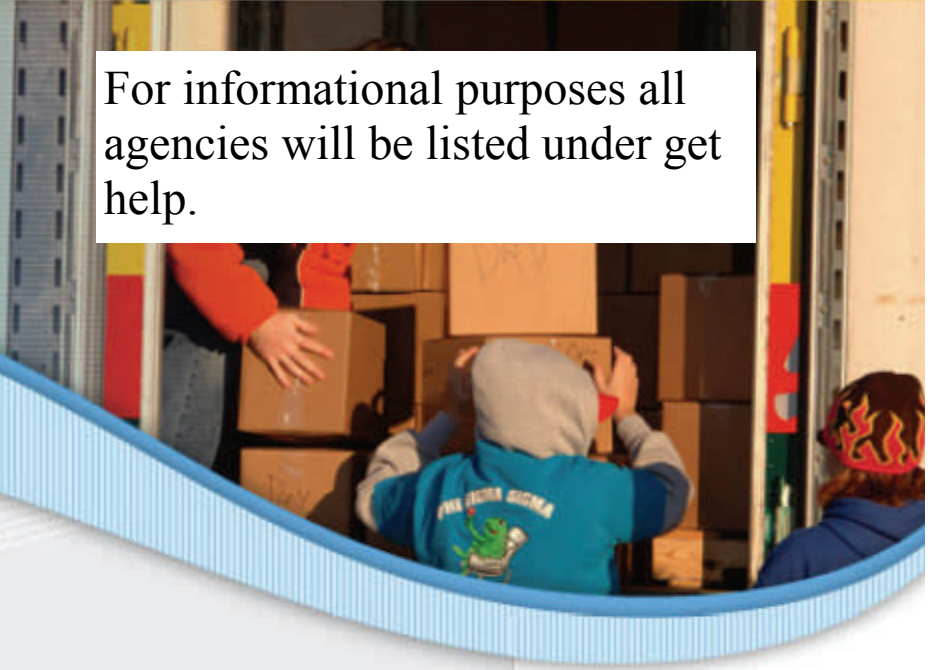
# Other important notes..



CREATE A HUNGER FREE TOMORROW | DONATE → ADVOCATE → PARTICIPATE | **GET HELP** | GET INFORMED | GET INVOLVED



For informational purposes all agencies will be listed under get help.



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**GET HELP**

| Agency Name                            | County |
|--|--------|
| Community for Christ Assistance Center | Adams  |
| Madonna House                          | Adams  |
| Quanada                                | Adams  |
| Quincy Catholic Charities              | Adams  |
| Salvation Army - Quincy                | Adams  |
| Bond County Senior Center              | Bond   |
| Brown County Food Basket               | Brown  |
| Brown County TRRC Field Office         | Brown  |
| Cass County Food Pantry                | Cass   |
| Washington Place                       | Cass   |

CENTRAL ILLINOIS FOODBANK  
 100 East Moffat

It is important that you keep your information updated so the general public will have the correct information. Please let the individuals accessing your services know about our website so they may have access to other services.

Please let us know if you find any problems with the website.