

State Community Services Office (SCSO) Qualified Emergency Food Agencies Program (QEFAF)

A qualified emergency food agency is an organization that is either: a) exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code; or b) an association of governments which, as part of its activities operates a program that has as the program's primary purpose to i) warehouse and distribute food to other agencies and organizations providing food and food ingredients to low-income persons; or ii) provide food and food ingredients directly to low-income persons within the State of Utah.

Instructions for Submitting Application for Designation or Renewal of Designation as a Qualified Emergency Food Agency

To be eligible to receive distributions under Utah Code Section 9-4-1409, an organization must file an application with the State Community Services Office (SCSO) and be approved as a Qualified Emergency Food Agency. The application package consists of the following documents:

FOR NEW APPLICANTS ONLY:

- Application for Certification as Qualified Emergency Food Agency

FOR ALL AGENCIES, BOTH NEW APPLICANTS AND RENEWALS:

- Copy of Agency's current By-Laws
- Copy of current 501(c)(3) tax exempt status
 - Associations of Government are not required to submit evidence of tax exempt status
- Copy of current Charitable Solicitation Permit from the Utah Division of Consumer Protection OR evidence of exempt status

A non-profit organization must be registered with the Utah Department of Commerce, Division of Consumer Protection, AND have a current Charitable Solicitation permit on file per UC Section 13-22-6 or be exempt under UC Section 13-22-8. Information about registering a charitable organization is available at the following Website:

<http://consumerprotection.utah.gov/registrations/charities.html>

The complete application package should be submitted to:

State Community Services Office
Attn: Stephanie Bourdeaux
324 South State Street – Suite 500
Salt Lake City, UT 84111

If further information is needed, please contact Stephanie Bourdeaux – (801)538-8870 or Douglas Lee – (801)538-8662.