

COUNTY JUDGE

Fort Bend County, Texas

Robert E. Hebert

September 25, 2012

(281) 341-8608

County Judge

Fax (281) 341-8609

Houston Food Bank
535 Portwall
Houston, TX 77029
832-369-9390

Fort Bend County Social Services
4520 Reading Rd. Suite A
Rosenberg, Texas 77471
Attn: Anna Gonzales, Director of Social Services

This letter serves as a letter of understanding between the Houston Food Bank, Social Service Outreach Program and Fort Bend County Department of Social Services (October 1, 2012).

The Houston Food Bank, Social Service Outreach Program will provide education- outreach and/or application assistance for all State benefit programs at your locations (4520 Reading Road, Suite A, Rosenberg, TX 77471 and 307 Texas Parkway, Suite 235, Missouri City, TX 77459). Additionally, this may also include formal interviews with clients to assess their eligibility for the Supplemental Nutrition Assistance Program (SNAP) also known as food stamp assistance. Formal interviews for (SNAP) assistance may take 30 minutes to 1hour per client. Our field staff are mobile workers who do not require any equipment except a desk and chair in a semi private office space to ensure HIPAA-Privacy requirements for our clients. Our field workers may also issue out State EBT/LoneStar Cards (without benefits) should our worker determine that the client "may be eligible" for services. The Houston Food Bank does not determine eligibility.

The field worker assigned to your location will be at the Rosenberg Annex on Monday, Wednesday and Fridays and at the Missouri City site on Tuesday and Thursdays beginning October 1, 2012. A total of 6-8 clients should be seen on a daily basis. All State documentation is electronically submitted to State Regional Office by 5pm each business day. Clients of your organization can also utilize the Houston Food Bank Call Center at 832-369-9390 should they require any additional linkage and referral services.

Sincerely,

Aaron Herrera, MSW
Houston Food Bank
HHSC-Social Service Project Manager
535 Portwall
Houston, TX 77029
Hotline: 832-369-9390
Direct: 832-731-9310
aherrera@houstonfoodbank.org

Agency Authorized Signature:
Robert E. Hebert

Printed Name of Authorized Signature:
County Judge

Title of Authorized Signature:
September 25, 2012

Date Agreement Signed:



**HEALTH & HUMAN SERVICES
SOCIAL SERVICES DEPARTMENT
FORT BEND COUNTY, TEXAS**

ANNA M. GONZALES, MSW, CPS
DIRECTOR

August 21, 2012

Houston Food Bank
535 Portwall
Houston, Tx 77029
832-369-9390

Fort Bend County Social Services
4520 Reading Rd. Suite A
Rosenberg, Texas 77471
Attn: Anna Gonzales, Director of Social Services

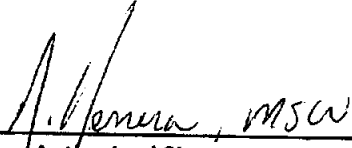
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Agency Authorized Signature:


Printed Name of Authorized Signature:
Associate Director of Social Services

Title of Authorized Signature:
8/16/12

Date Agreement Signed: