



## HOW THE FOOD SHELF WORKS

We do our best to provide you with food for 3-4 days of balanced and nutritious meals as well as basic personal hygiene items. Please note the following guidelines:

- 1. You may use the Food Shelf once per calendar month by appointment.**
- 2. Limited walk-in appointments available every Wednesday. Walk-in slots count as your monthly appointment.**
- 3. The Food Shelf is open four days per week at the following times:**  
Monday 10am – 3:30pm  
Wednesday 10am – 6:30pm  
Friday 10am – 3:30pm  
Saturday 11am – 12:30pm
- 4. If you are unable to keep your appointment, you MUST call us by 10am the day of your appointment to reschedule.**
- 5. Missing an excessive number of food shelf appointments will not be tolerated.** After 2 consecutive no-call no-shows you will be contacted by a staff member to address barriers to accessing this service. Out of respect to other members, please consider walk-in Wednesdays as an option to pre-scheduling appointment times you are unable to keep.
- 6. For emergency food requests please ask your case manager to call** Dan Capelli, Tom Bichanga, Arissa Anderson or Jimmy Mattson for approval.

**You may receive emergency food only if you fall into one of these four categories:**

- ◆ You are being admitted or discharged from a hospital, nursing home, adult foster home, or other medical institution;
- ◆ You are being admitted or discharged from a residential treatment program;
- ◆ You are a newly-enrolled member of The Aliveness Project
- ◆ You have just moved

If you are requesting food without an appointment for **any** other reason, we invite you to stop by or call to reserve a day-of appointment every Wednesday between 10am-6:30pm.

You may also dial 211 for food assistance.

7. Closing hours posted above reflect the time of last intake (food shelf closes ½ hour after these times).
8. Please bring cloth bags if you have them, or recycle your tall paper bags (with handles) by bringing them back to the Food Shelf – we appreciate you helping us **GO GREEN!**

