



**MIKE BEEBE**  
GOVERNOR

STATE OF ARKANSAS  
DEPARTMENT OF EMERGENCY MANAGEMENT



**DAVID MAXWELL**  
DIRECTOR

## **Eligibility Application Requirements**

### **Food Pantries**

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review by the Division of Federal Surplus Property (DFSP). DFSP may require additional information other than what is listed on a case by case scenario. Failure to submit all required documentation will result in delay of approval. If the applying organization has any questions concerning the required documentation or the application process please feel free to call our offices at 501.835.3111.

1. Standard Eligibility Application packet with all requested information properly completed and signed by the President/Director/Equivalent. (7 pages total)
2. Narrative on official letterhead, that includes the following information:
  - Services provided
  - # of employees: full-time, part-time, & volunteers
  - How is financial eligibility for services determined
  - # of individuals and families served last year (or so far this year if recently opened)
  - Physical address for each location maintained and operated.
3. Copy of Articles of Incorporation
4. Copy of either 501 (c) - IRS Determination or Proof of Public Agency Status (ordinance or act establishing organization and funding)
5. Copy of Licenses/Accreditation/Approval (if providing cooked meals, AR Dept. of Health)
6. Written recognition by mayor, county judge, or local health department administrator that the organization is providing a specific service to the homeless
7. Copy of latest financial statement
8. Copy of fire code (if applicable)

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records.

Applications may be submitted to DFSP via e-mail, fax, or mail.

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