



Long Valley Community Assistance Program (LVCAP) Client Rules and Regulations (effective April 1, 2023)

The LVCAP Food Pantry is located in the lower level of the Long Valley Presbyterian Church. LVCAP is a 501C3 organization staffed by 100% volunteer workforce who willingly give their time to serve. Listed below are our operating procedures:

- Food Pantry hours are Monday mornings from 9:30am – 12:00pm and the 1st and 3rd Monday evenings from 6:00pm – 7:30pm. **Please refer to the calendar for pantry closing dates and special holiday distribution dates.**
- Children under the age of 18 years old are not permitted in the Food Pantry or anywhere in the church.
- The Pantry is located in the rear of the Church at the far end of the parking lot. Vehicles should be parked behind the building. Signs are posted. Please join the line outside the food pantry door. We will not keep track of clients waiting in their cars regardless of the weather. Dress appropriately as only one client will be permitted in the building at a time.
- Due to the increasing number of clients, we ask that you do not shop for anyone but yourself.
- Please remember to bring the three (3) yellow, reusable shopping bags we provide. If you fail to bring your bags, we will provide bags for you. Six (6) bags are permitted per month, but only three (3) bags can be filled in one visit.
- Due to increased pantry enrollment and the higher cost of food, **beginning April 1, 2023 cold items (meat, butter, eggs, yogurt and cheese) will be limited to TWO times per month. Additionally, coffee, cooking oil, mayonnaise and laundry detergent will be given ONE time per month.**
- Please treat our volunteers and other clients with kindness and respect. No foul language, abusive or rude behavior will be tolerated. You're not always aware of what someone else is going through.
- No drugs, alcohol, smoking, weapons or evidence of being under the influence of drugs or alcohol are allowed on church property.
- Please respect the church property. The bathrooms are not available for the Food Pantry. Do not litter in the parking lot including cigarette butts.
- Fraud and stealing will not be tolerated. This includes:
 - Use of fraudulent ID.
 - Falsification of any information provided.

- Selling of products received from the Pantry.

LVCAP reserves the right to take appropriate action for a violation of the above rules and regulations or any other serious infraction, including discourteous and disrespectful behavior. Such action may include removal of the client from the property and/or the program.

If assistance is needed during non-business hours please contact us by email at longvalleycap@gmail.com or cell phone at 908-300-6773. Please do not call the church secretary as she does not work for the Food Pantry.

Thank you