



Our Daily Bread Food Pantry Guidelines for Participation

1. Open every Sunday and Wednesday from 3:00 to 4:00 PM.
2. Each household may pick up food every two weeks or no more than twice a month.
3. All residents of East Boston are invited to participate. *(If you do not live in East Boston, please call the Food Source Hotline 1-800-645-8333 to be referred to a pantry in your area.)*
4. To register for the food pantry, please arrive to the pantry between 3:**30**-4:00PM when staff will have the most time to assist you. You will be asked to fill out a registration form and to show a photo ID and proof of East Boston address (a piece of mail, lease, letter from a doctor, etc.).
5. Food will be distributed according to the following guidelines:
 - a. Households of 1-2 persons will be given ONE bag of food.
 - b. Households of 3-4 persons will be given TWO bags of food.
 - c. Households of 5-6* persons will be given THREE bags of food.
 - d. Household of 7* or more persons will be given FOUR bags of food.
6. *If your household contains more than 4 persons, you will be asked to provide documentation of your family composition. For example:
 - a. A letter from a doctor confirming household composition
 - b. Copies of birth certificates for all household members
 - c. Copy of a lease or housing voucher if all household members are listed on it
 - d. Letter from a social worker or a school confirming household composition
7. Each household may only be registered once. You may not register your household multiple times under the names of different members.
8. If you are unable to pick up the food yourself, you may send someone to pick up for you, but they will need to present a copy of your ID when they arrive. If you find that someone is picking up for you without your permission, please notify us so that we can resolve the problem.
9. If you or someone in your household has an allergy or a health-related dietary need, we are happy to do our best to accommodate you! We encourage you to attend the pantry during the last half hour (3:30-4:00) when we will have more time to prepare a special bag.

*If you have questions about these policies, please contact Food Services Coordinator,
Maria Ramirez, at (617) 567-5926 ext.15.*

Thank you!