



Welcome to Project Concern of Cudahy-St. Francis

Project Concern is the non-profit emergency food pantry that serves low-income residents of Cudahy and St. Francis. Services are provided are short-term emergency assistance to those in need of food, clothing, personal care items, household items and referrals to other resources. Project Concern's food and funding come from community donations. Therefore, items are distributed based on the available resources on any given day.

Hours of Operation

Mon 9am to Noon & 3pm to 6pm Wed & Fri 9am to Noon 1st Sat of the Month 9am to 11am

Patrons must arrive 15 minutes before closing time to shop.

You will be asked to return another day to shop if you do not register at least 15 minutes before closing.

To Receive Project Concern Services:

1. Supply proof of residence in the communities of Cudahy (53110) of St. Francis (53235). The head of the household must bring a current piece of mail, postmarked in the last 30 days, each time you visit Project Concern. We may request additional information to prove residency.
2. Supply proof of the number of people in your household. The head of household must provide a picture ID, all other adults must provide an ID. For all minors (0-17 years) accepted forms of ID and birth certificates, Forward Cards, County Notice of Decision, or official school, mail.
3. You must repost all people living in your households: All adults and children related or not.
4. Make an accurate declaration of all the sources (employment, unemployment, W2, social security) and amount of the household's total gross monthly income. Giving inaccurate information could be considered fraud and could lead to prosecution under State and Federal law.

ASK us for help finding other services, such as Foodshare, medical help, energy assistance, W2, ect. We are happy to make referrals.

When shopping at project concern:

1. Your household is allowed 1 (one) visit per month to receive food and shop.
2. Shopping carts must remain in the pantry, do not take carts up the ramp or outside. Theft or removal of carts may result in being denied services.
3. You are responsible for carrying out your own food, clothing, and household items.
 - To get help carrying your items, you must prove you are disabled (doctors note). You can then ask for Project Concern staff to assist you.
 - You may bring helpers to carry items and/or designate a proxy to shop and receive food for you.
 - Only patrons are allowed to shop. Anyone that you bring along cannot take items for themselves.
4. A staff member will select a bag or box of food for you.
 - Please repack your food items and leave any items you do not want.
 - Pack your items in boxes or bags you have brought with you. When available, you may use boxes or bags that Project Concern may have.
5. Help keep Project Concern neat and clean.
 - Please return unwanted items where you found them.
 - Leave hangers on the racks.
 - Wait until items have been put out on the floor. Do not take items from the sorting tables.
 - Keep an eye on your children.
6. Be respectful of other patrons, volunteers, staff, and neighbors. Use of foul language, being under the influence of alcohol or drugs, and littering inside and outside the pantry in unacceptable. This behavior may lead to being refused services by the pantry.

Project Concern Reserves the Right to Limit the Amount of Items You Take and to Change These Terms and Conditions.

The items you take from Project Concern are for you and your household's use **only**; they are not to be sold or given away. If you cannot use an item, please return it to Project Concern.

I have read and understand and will abide by Project Concern Rules:

Name _____ Date _____

Project Concern is an Equal Opportunity Provider

Project Concern
Non-Discrimination Guidelines
& Complaint Procedure

Project Concern has a long-standing policy to offer fair and equal service to every regardless of age. Race, color, creed, religion, handicap, disability, physical condition, marital status, sex, sexual orientation, national origin, ancestry, citizenship, arrest record, conviction record, or membership in the nation guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, as required by law.

Any employee, volunteer, client or other person performing services for this emergency feeding organization who believes that he or she has been the subject of discrimination should report the matter immediately to the manager of such program. If the person would need to make an *informal* discrimination complaint should be made to:

Hunger Task Force, Inc. by contacting 414-777-0483, ext. 103.

If a person would need to make a *formal* discrimination complaint, then they may do so with the following state or federal agency:

Wisconsin Dept. of Health and Family Services
Division of Management and Technology
Office of Civil Rights Compliance
1 W. Wilson, Room 561
P.O. box 7850
Madison, WI 53707
(608) 266-9372 TTY 1 (800) 701-1251

Administrator, Food and Nutrition Services
3101 Park Center Drive
Alexandria, VA 22302

This policy reinforces this emergency feeding organization's tradition of developing and maintaining a professional environment comprised of people who respect organization's high ideals. It is the responsibility of all of us to uphold that tradition

**On the corner of Plankinton & Kirkwood Avenues
Lower level of Nativity of the Lord Parish 4611 South Kirkwood Avenue
414-744-0645**