



Worldwide Veterans and Family Services Inc

2501 Grand Concourse 3rd Floor Suite 333 - Bronx NY 10468 - (646) 399 3900 - (646) 600 1848
worldwideveteransandfamily@gmail.com - www.worldwideveteransfs.com

August 1st, 2020

Attn: Mr. Stanley

Re: Worldwide Veterans and Family Services, Inc. – James J Peter VA Medical Center - Facility for Pantry

Questions Requested from Administration and Finance Department .

Would it be possible to get more information?

How much space is needed?

How many people do they anticipate coming on a daily basis?

What are the guidelines?

Space required:

For the purpose of providing food, having a workable place, storage space, and be able to accommodate staffs, we believe that 900 -1,500 SQFT will do.

Anticipation of people serve

We Have a projection to start serving an approximate of 100-150 people daily. However, we anticipate serving 150-200 people as the pantry grows.

Anticipation of area serve

- We plan to serve families in the area, veterans their families and James J Peters VA medical center staff.
- We have a high demand for families of low resources, veterans, and students.
- Our food pantry will serve minority communities

How will the food pantry support families, Veterans and Staffs

- Families, veterans, staffs and the community will able to go to the food pantry at least 12 times a month starting, and as the pantry grows, at least 20 times a month.
- The family will be given food based on the family size
- The food will be distributed based on the people that show up to the pantry with exception of veterans in health risk or with disabilities, the food will be delivered
- The anticipated hours of operations will be 10 am - 3 pm. starting 3 times a week and then moving on to 5 days a week.





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Pantry Internal Structure/functions

- The food pantry stays stocked in a clean place within the pantry.
- The pantry will be organized and the volunteers and staff will be instructed by the CEO and Executive Director of the pantry.
- Our volunteers will assist in stacking the food, dispersing the food, re-stocking the food, and keep it the pantry clean.
- The pantry food will be clean weekly to assure the health and safety.
- The staff and the volunteers will be in charge of the intake.

Cordially

A handwritten signature in blue ink, appearing to read "Marisa Estrella".

Chaplain Marisa Estrella

President/ Founder Worldwide Veterans Family Services Inc

