

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

- PANTRY REVIEW**

 MEAL SITE REVIEW

 SHELTER REVIEW

A. Contact Information

Site Name	Address – Street, City
Telephone Number	Manager Name
Persons Interviewed	Interview Date

B. General Information

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the site have a current signed agreement with the food bank? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is a copy on file at the site? (Please provide copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. How long has the site been in operation? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. How long has the site received TEFAP commodities? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. How long have you been the coordinator? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Are there paid staff? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. How many volunteers are involved in your food program? __ |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. What was the date of your most recent on-site review? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Is a copy of the review on file? (Please provide copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Was corrective action required? (Please provide copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Do you serve clients outside your area? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. What is the average number of households served per month? |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. What are the hours of operation? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Are the days and hours posted outside the agency? |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Are clients required to self-attest to TEFAP eligibility? |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Is clients information captured on participant information log? |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Is participant information log maintained for three years? |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Does the site require the client to show an ID? |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Do workers/volunteers receive commodities? |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Do workers/volunteers complete the TEFAP form? |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Are fees/donations/religious affiliation required? |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Can households be served at least once every 30 days? |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Is the pantry client choice? |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. If not, does the client choose any products? |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Is the pantry open to the general public? |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Does the pantry give all clients both TEFAP and donated products? |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Have any commodities been received that were spoiled or out of condition? |

YES

NO

- 28. Have losses been reported to the food bank?
- 29. Have there been any discrimination complaints filed against the site?
(Please provide copy if yes)
- 30. Was the complaint forwarded to the food bank?
- 31. Does the site have materials for non-English speaking clients?
- 32. Is there evidence of pest or rodent infestation?
- 33. Are commodities kept 6” off the floor and stored on shelves?
- 34. Are commodities stored at least 4” away from the walls?
- 35. Are toxic items (soap, bleach, etc.) stored away from commodities?
- 36. Are floors, pallets and shelving clean?
- 37. Are commodity storage areas clean and odor free?
- 38. Are commodities inspected regularly for signs of spoilage or damage?
- 39. Is stock rotated on a regular basis?
- 40. Does the site repackage TEFAP commodities?
- 41. Are dry, refrigerated and frozen items stored at proper temps?
- 42. Is a temperature log maintained?
- 43. Is the facility and equipment well maintained?
- 44. “And Justice For All” poster displayed?
- 45. Website updated with non-discrimination statement?
- 46. Documentation of civil rights training for staff and volunteers?
- 47. Have invoices from the food bank been signed and checked by staff?
- 48. Procedures in place for safeguarding commodities from theft?
- 49.. How many times per month is food picked up from the food bank?
- 50. When did the food pantry last shop at the food bank?
- 51. Does your agency have tax exempt status? (Please provide proof)
- 52. If provider is a religious organization, is the written notice of
beneficiary protections posted where it is visible to all recipients.
- 53. Has the food bank contacted this agency to get feedback on
commodity needs and preferences?

Commodities in Inventory

Cases

Condition

Temperature

Describe referral activities to connect clients to other programs.

What other services does the site provide to clients (clothing, vouchers, gift baskets, etc.)?

Other comments