

## **TEFAP FOOD BANK REVIEW FORM**

Date of Review:

Food Bank:

Address:

Contact Person & Title:

Phone #:

Geographic Area of Recipient Agencies Served:

### **Eligibility Determination Section**

1. Does the Food Bank distribute USDA Foods to ERAs in accordance with the priorities established at Part 251.4(h)? If not, please describe action needed to ensure compliance.
  
2. Does the Food Bank give first priority to emergency feeding organizations that provide nutrition assistance to relieve situations of distress?
  
3. Per Part 251.5(a), does the Food Bank to which the State agency has delegated responsibility, ensure that applicant organizations:
  - a. meet the definition of an ERA per Part 251.3(d)? Yes \_\_\_\_\_ No \_\_\_\_\_
  
  - b. when providing USDA Foods to households for preparation at home, only do so to households, which meet the eligibility criteria established by the state agency?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
  - c. when serving meals through congregate feeding to predominantly to needy persons, do so without employing a means test? Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain all "no" responses and describe actions needed to ensure compliance.

4. Does the Food Bank periodically, but no less frequently than annually, review the “IRS Automatic Revocation of Exemption List” to ensure that ERAs with which they have a TEFAP agreement do not appear on the list? **[Part 251.5(a)(3); FD-118: Automatic Revocation of Tax-Exempt Status]** Yes \_\_\_\_\_ No \_\_\_\_\_
  
5. Do the Food Banks ensure that all ERAs are utilizing the state TEFAP self-attestation form? Yes \_\_\_\_\_ No \_\_\_\_\_
  
6. Does the Food Bank solicit feedback from recipient agencies on commodity preferences and needs? Yes \_\_\_\_\_ No \_\_\_\_\_

### **FOOD ORDERING PROCEDURES/DISTRIBUTION SITES**

1. What process does the Food Bank use to determine the entitlement foods to order? **[Part 251.4(d)(1) and (2)]**
  
2. How does the Food Bank select ERAs? Are there any gaps in coverage in the geographic area served?
  
3. Do you have a copy of the ERA agreement on site for review? Please provide a copy of the agreement.
  
4. Please describe your monitoring procedures for ERAs? How often are ERAs monitored? If you have monitoring tool, please provide.

### **STORAGE AND WAREHOUSE PRACTICE**

1. Was a physical inventory taken and reconciled to inventory records during this review? **[Part 250.14(e); FD-058: Annual Physical Inventory-Reconciliation of Book Inventory to Physical Inventory]** Yes \_\_\_\_\_ No \_\_\_\_\_
  
2. If shortages were noted during the reconciliation, was claims action pursued by the state agency? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is the Food Bank in compliance with **Part 250.14(b)** as listed below?
- a. Yes \_\_\_\_\_ No \_\_\_\_\_ the facility is sanitary and free from rodent, bird, insect and other animal infestation?
  - b. Yes \_\_\_\_\_ No \_\_\_\_\_ the facility is safeguarded against theft, spoilage and loss?
  - c. Yes \_\_\_\_\_ No \_\_\_\_\_ foods are maintained at proper storage temperatures?
  - d. Are there thermometers in the coolers, freezer, and dry storage areas? Yes/No
  - e. Are temperatures within proper ranges? Yes/No
  - f. Dry 45-70 degrees F. - Dry storage was @ \_\_\_\_\_ degrees
  - g. Freezer- 0 degrees F. and lower – Freezer was @ \_\_\_\_\_ degrees
  - h. Cooler- 35-40 degrees F. – Cooler was @ \_\_\_\_\_ degrees
  - i. Did the warehouse keep a log of freezer, cooler and dry temperatures? Yes/No
  - j. Were there any temperatures outside the proper ranges noted in the logs? Please note:
  - k. Yes \_\_\_\_\_ No \_\_\_\_\_ foods are stocked/maintained in a manner so that USDA Foods are readily identified?
  - l. Yes \_\_\_\_\_ No \_\_\_\_\_ USDA Foods are stored off the floor in a manner that allows for adequate ventilation?
  - m. Yes \_\_\_\_\_ No \_\_\_\_\_ chemicals and cleaning solutions are stored away from food?
  - n. Yes \_\_\_\_\_ No \_\_\_\_\_ the warehouse uses the FIFO stock rotation and takes into account pack dates? **[FD-107: Storage and Inventory Management of USDA Donated Foods]**

- o. Yes \_\_\_\_\_ No \_\_\_\_\_ the warehouse has a current health inspection approval?
- p. Is there an alarm system in case of freezer failure? Name of company, if applicable.
- 4. What procedures are followed?
- 5. Is there an alternate source of electricity? Yes \_\_\_\_\_ No \_\_\_\_\_
- 6. If there is a generator, what size is it and what areas of the \_\_\_\_\_ warehouse does it supply energy? Yes \_\_\_\_\_ No \_\_\_\_\_
- 7. Are there regular extermination treatments? Yes \_\_\_\_\_ No \_\_\_\_\_
- 8. What is the schedule?
- 9. Company name?
- 10. Note any problems listed on the last extermination treatment report.
- 11. The most recent exterminators report dated \_\_\_\_\_ showed rodent or bug activity for that timeframe.
- 12. What safeguards are taken to protect donated foods from theft? Give example: The warehouse has a security system that is monitored by Clapis Security and they lock the doors.
- 13. Does the warehouse have smoke alarms? Yes \_\_\_\_\_ No \_\_\_\_\_
- 14. Does the warehouse have any other protection systems to ensure the safety of USDA commodities? e.g.: All visitors are screened before entering the warehouse both at the front entrance and the back shopping area. Yes \_\_\_\_\_ No \_\_\_\_\_
- 15. Wire fence around warehouse? Yes \_\_\_\_\_ No \_\_\_\_\_

16. Security guard at entrance? Yes \_\_\_\_\_ No \_\_\_\_\_

17. Limited access throughout the warehouse? Yes \_\_\_\_\_ No \_\_\_\_\_

18. Identification tags for employees? Yes \_\_\_\_\_ No \_\_\_\_\_

19. Any others?

20. Are bathrooms near the docks for the truckers? (This is a security precaution – to keep truckers from wandering around the warehouse.) Yes \_\_\_\_\_ No \_\_\_\_\_

### **INVENTORY CONTROLS**

1. Compare records of receipt/distribution to the state agency's inventory records. Verify transactions and balances for a selected sample of three (3) USDA Foods. **[Part 250.17(a)]**

2. Are warehouse records done manually or are they computerized?

3. Are you able to obtain an inventory listing of all USDA commodities stored in the warehouse? Yes \_\_\_\_\_ No \_\_\_\_\_ How often are complete inventories conducted?

4. Does the SDA ensure that TEFAP foods are stored separately from other foods and clearly marked in all warehouses?

5. Have any losses occurred as a result of theft, embezzlement, willful misapplication, or fraud on the part of a recipient agency? Yes \_\_\_\_\_ No \_\_\_\_\_

6. What process does the warehouse have in place for USDA holds and recalls? Describe the warehouses system for tracking movement of USDA foods within the state? Does the system permit the warehouse to quickly locate holds and recalls?

7. Has the warehouse provided training/guidance to the ERAs regarding food safety and food defense? Yes \_\_\_\_\_ No \_\_\_\_\_

8. How are distribution sites selected? Does the distribution site fall under one of the following categories: (circle all that apply)

- Emergency Feeding organizations (food banks, food pantries, soup kitchens)
- Charitable institutions including hospitals and retirement homes
- Summer camps for children
- Nutrition projects operating under the Old American Act 1965
- Disaster Relief Program

9. Has DSS been notified of additional sites?

10. Does the food bank maintain signed agreements with eligible recipient agencies?

11. Has the food bank conducted a review of the IRS revocation status of all recipient agencies?

### **Reporting/Record Keeping**

1. Does the warehouse maintain records to document the receipt, disposal, and inventory of commodities received?

2. Does the Food Bank maintain a receipt for program commodities to eligible recipient agencies?

3. Does the Food Bank maintain records for a period of 3 years from the close of the fiscal year?

4. Has the Food Bank purchased equipment in whole or in part with TEFAP funds?
5. Does the food bank maintain adequate financial records?
6. Does the Food Bank maintain records identifying the number of households and individuals receiving USDA foods, as well as records of number of meals served by each participating soup kitchen?
7. Did the food bank submit an annual listing of all sites reviewed to DSS?

### **Civil Rights**

1. Does the food bank ensure that potentially eligible persons and households have an equal opportunity to participate in the program?
2. Does the food bank display "And Justice for All" nondiscrimination poster in a prominent area?
3. Is the nondiscrimination statement included in the food banks website?
4. Has the food bank had a civil rights complaint?
5. Please describe the food banks civil rights complaint process?
6. Have all staff and volunteers who come in contact with program participants received civil rights training in the past 12 months?