FOOD PANTRY

Agency Name: 
Street Address: 
City/State: 
Zip Code: 

Email Address: 
Mailing Address if different: 

Name of REFO: 
Person(s) Interviewed: 

Reviewer’s Name: Taryn B. Wade 
Review Date: 
Distribution Schedule: 

Food Receipt:

Yes ☐ No ☐ N/A ☐ 1. TEFAP USDA Foods are: Delivered by REFO_____ Picked up by agency_____ Other_____

2. What is the date of the most recent pick-up or delivery? 

3. How many times per month is food picked up or delivered? 

☐ ☐ ☐ 4. Have any USDA Foods been received that were spoiled or out of condition? 
If “Yes”, explain __________________________

☐ ☐ ☐ 5. Are losses reported to the REFO in a timely manner using the correct forms and procedures? 

6. What TEFAP/USDA Foods are being distributed today? Items are listed below.

____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
_______________________________________________________________________________

Eligibility Procedures:

Yes ☐ No ☐ N/A ☐ 1. Are clients required to complete an application for USDA Foods to determine initial eligibility? 

2. Are current Income Eligibility Guidelines either included or available at the time the application is completed? 

☐ ☐ ☐ 3. Are these forms kept on file for three years? 

4. Where are the forms stored? On site_______ REFO_______ Other ________

☐ ☐ ☐ 5. Are the forms kept in a secure locked cabinet or locked room? 

☐ ☐ ☐ 6. Does the agency require clients to show ID if they are unknown to the agency workers?
7. Check the documents that workers use to verify an applicant’s address
   - ☐ Valid Driver’s License
   - ☐ Tax Forms
   - ☐ State ID card
   - ☐ Passport
   - ☐ Photo ID
   - ☐ Other

☐  ☐  ☐  8. Does the client self-declare income to determine eligibility for receipt?
☐  ☐  ☐  10. Do workers/volunteers receive USDA Foods if they do not meet the income eligibility guidelines?
☐  ☐  ☐  11. If applicable, describe the process of distribution for eligible volunteers?

Food Storage:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

1. Are USDA Foods kept 4” off of the floor and stored on pallets, platforms or shelves?
☐  ☐  ☐
2. Are non-food and toxic items kept separate from USDA Foods?
☐  ☐  ☐
3. Are USDA Food storage areas clean and odor free?
☐  ☐  ☐
4. Is there a regular cleaning schedule established and maintained?
☐  ☐  ☐
5. Are doors, windows and roofs well sealed to prevent pest entry and/or water damage?
☐  ☐  ☐
6. Do the storage areas have adequate safeguards to prevent theft, spoilage or other loss?
☐  ☐  ☐
7. Is a good pest control system maintained by a qualified person on staff or does the LEFO contract with a licensed firm to manage pest control?
Contractor________________________ Date of Last Inspection______________________________
☐  ☐  ☐
8. Is a temperature log maintained?
☐  ☐  ☐
9. Are dry, refrigerated and frozen items stored at proper temperatures?
   - Actual readings: Dry Storage________ Refrigerated ___________ Frozen__________
☐  ☐  ☐
10. Are controls in place for a first in, first out inventory flow?
☐  ☐  ☐
11. Are there any TEFAP USDA Foods currently in storage that were received more than six months prior to the date of this review?
☐  ☐  ☐
12. How many (full) cases of USDA Foods are currently in inventory?

General Information:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

1. Does the agency have a current signed agreement with their regional food bank?
☐  ☐  ☐
2. Is a copy of the agreement on file at the agency?
☐  ☐  ☐
3. Are records (invoices or bills of lading, distribution and household applications) kept on file for three years?
☐  ☐  ☐
4. How long has the agency been in operation?
☐  ☐  ☐
5. How long has the agency received USDA Foods?
6. What is the average number of volunteers involved in the food distribution each month?

☐ ☐ ☐

7. Has the agency received training on the standards for participation in TEFAP?

☐ ☐ ☐

8. What was the date of the most recent training?

☐ ☐ ☐

9. What was the date of the most recent on-site review?

☐ ☐ ☐

10. Is a copy of the review on file?

☐ ☐ ☐

11. If corrective action was required, have ALL issues been resolved? If “NO” please explain below.

☐ ☐ ☐

12. What is the average number of households served each month?

☐ ☐ ☐

13. What are the agency’s hours of operation?

☐ ☐ ☐

13. Are the days and hours of operation posted outside the facility?

☐ ☐ ☐

**Operations Integrity/Civil Rights Compliance:**

1. Do all certification and distribution activities appear to be appropriate with regard to Civil Rights?

☐ ☐ ☐

2. Is the USDA “And Justice For All: (AD-475-C, 11” x 17”) poster displayed and visible to clients?

☐ ☐ ☐

3. Has there been any discrimination complaints filed against the agency in the last year?

☐ ☐ ☐

4. If so, were they forwarded appropriately?

☐ ☐ ☐

**Comments:**

____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Signature of Agency Representative ____________________________ Date ____________________________

Signature of OKDHS Reviewer ____________________________ Date ____________________________

Revised 12/4/12