

Agency Pre-Monitoring Checklist

This checklist will help you prepare for your monitoring visit.

Please conduct a walk-through of your agency to ensure that you are ready for inspection.

Storage & Visual Inspection

- All areas are free of rodents and pests.
- Food is stored in an area secure from theft and is clearly designated for your agency.
- Storage area is clean and dry, and consistently within a safe temperature.
- Food is stored 6" off the floor, 10th from the ceiling and 2" from the wall.
- Food storage is well-organized and product is dated to ensure FIFO is being followed.
- Temperatures are being tracked at least weekly/ on distribution days for all storage areas.
- Thermometers must be present in dry storage areas and in each cold unit.
- All cold storage must be locked to prevent theft and misuse.
- Non-food items must be stored separately from food items.
- Canned and packaged food must be in acceptable condition (no signs of contamination).
- Food is stored properly to avoid potential cross-contamination.
- Shelving must not be porous. If there is wood, there must be a sealant applied or a liner.

TEFAP Agencies Only

- TEFAP food is stored separately from non-TEFAP food on shelving labeled with USDA.
- "In Justice For All" poster is displayed where visible to neighbors / at intake area.
- Beneficiary poster is displayed where visible to neighbors / at intake area.
- Distribution days and hours are clearly posted and advertised to the community.

Record Keeping (Printed & Onsite)

- 501c3 Certification
- Current Certificate of Exemption (Tax-Exempt Certificate)
- Current Safe Food Handling Certification(s)

Please have the following items for the current year and past three years:

- Memorandums of Agreement (MOAs)
- Distribution logs with the number of people receiving food at each distribution
- Copies of certified quarterly pest control service invoices or pest control logs
- Temperature control logs for all storage areas

TEFAP Agencies Only

- TEFAP Eligibility forms for all current neighbors
- USDA Complaint and Civil Rights Form
- "And Justice for All" Poster
- Beneficiary Poster

Please have the following items for the current year and past three years:

- TEFAP Contracts with SHFB
- Volunteer Sign-In Sheet for annual Civil Rights Training