

**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?   |
| <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?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Was corrective action required?   |
| <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 complete the TEFAP self-declaration form?         |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Are these forms kept on file for three years?                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Does the site require the client to show an ID?                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Do workers/volunteers receive commodities?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Do workers/volunteers complete the TEFAP form?                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Are fees/donations/religious affiliation required?                        |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Can households be served at least once every 30 days?                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Is the pantry client choice?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. If not, does the client choose any products?                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Is the pantry open to the general public?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Does the pantry give all clients both TEFAP and donated products?         |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Have any commodities been received that were spoiled or out of condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Have losses been reported to the food bank?                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Have there been any discrimination complaints filed against the site?     |

**YES**

**NO**

- 29. Was the complaint forwarded to the food bank?
- 30. Does the site have materials for non-English speaking clients?
- 31. Is there evidence of pest or rodent infestation?
- 32. Are commodities kept 6” off the floor and stored on shelves?
- 33. Are commodities stored at least 4” away from the walls?
- 34. Are toxic items (soap, bleach, etc.) stored away from commodities?
- 35. Are floors, pallets and shelving clean?
- 36. Are commodity storage areas clean and odor free?
- 37. Are commodities inspected regularly for signs of spoilage or damage?
- 38. Is stock rotated on a regular basis?
- 39. Does the site repackage TEFAP commodities?
- 40. Are dry, refrigerated and frozen items stored at proper temps?
- 41. Is a temperature log maintained?
- 42. Is the facility and equipment well maintained?
- 43. “And Justice For All” poster displayed?
- 44. Website updated with non-discrimination statement?
- 45. Documentation of civil rights training for staff and volunteers?
- 46. Have invoices from the food bank been signed and checked by staff?
- 47. Procedures in place for safeguarding commodities from theft?
- 48.. How many times per month is food picked up from the food bank?
- 49. When did the food pantry last shop at the food bank?
- 50. Does your agency have tax exempt status? (Please provide proof)
- 51. Do client’s attest to TEFAP eligibility each time they receive USDA

\_\_\_\_\_

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food?

**Commodities in Inventory**

**Cases**

**Condition**

**Temperature**

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**Describe referral activities to connect clients to other programs.**

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

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**Other comments**

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