

Distribution Site Review

Site Name: _____
 Site Manager: _____
 Date of Review: _____

DS
 Sub Site
 CFA

AREAS OF COMPLIANCE	Y	N	N/A	COMMENTS
GENERAL SITE INFORMATION: Are they serving at the stated location, time, and date?				
What area do you serve? (Zip, neighborhood, etc.)				
What is your process for serving people from outside of the area?				
Do you check for proof of residency?				
Do you distribute food at any other locations?				
Is the site open to the public?				
How do recipients learn about the distribution?				
Do you have distribution dates & times posted for recipients?				
How are recipients notified of changes?				
How many times can a person pick up food?				
How much food is given to each family?				
Is it based on family size?				
Do you have delivery for homebounds?				
If so, are you collecting signatures for deliveries?				
When were you last reviewed by the food bank?				
When did you last receive training from the food bank?				

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SIGN-IN PROCESS: Are the correct income guidelines posted near the EFA-7 sign-in?				
Is the correct version of the EFA-7 being used?				
Is the EFA-7 being completed correctly?				
Do you have an intake process? If so, what does it entail?				
Is documented "proof" of income being requested?				
Are original signatures being collected?				
Are recipients marking an "X" if unable to sign?				
Are recipients allowed to pick up for others? If so, is documentation provided?				

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REPORTING REQUIREMENTS: How do you report your numbers to the food bank? (Be sure they are unduplicated.)				
Do you send the EFA-7s to the food bank to maintain?				
Do amount of signatures on EFA-7s seem reasonable for the amount of food sent to the site?				
Are the amount of signatures on the EFA-7s consistent with numbers reported on CDMS by the FB?				

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RECEIPT OF FOOD: What is your process for obtaining food from the food bank?				
Is the food picked up or delivered?				
Is the load inspected and counted?				
What documentation is maintained on receipt of the food?				
What is your process for handling damages, shortages, or overages?				
What is your process for disposing of spoiled commodities?				
Do you get enough food for distribution?				
What do you do with food left after a distribution?				

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DDD PRODUCTS: Do you receive DDD?				
Do you participate in Farmers Market style distributions?				
Do you have a need for fresh produce?				

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STORAGE OF FOOD: Do you store food here?				
How many months worth of food is stored?				
Is the food stored off the floor, away from the wall, at the proper temperature?				
How do you determine what food to give out first?				
Do you have a refrigerator/freezer for frozen commodities?				
Is a thermometer used and a temperature log kept?				
Do you have a regular cleaning service or schedule?				
Do you have any pest control measures?				
Do you have any security measures?				

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CIVIL RIGHTS: For Use by TEFAP Reviewers					
Is the "And Justice for All" poster posted?					
Are requirements placed on recipients as conditions to receive EFAP food? (Observance)					
Is discrimination occurring in any form? (Observance)					
Are reasonable accommodations provided for persons with disabilities?					
How do staff/ volunteers communicate with non-English speaking applicants/ recipients?					
CIVIL RIGHTS: For Use by Civil Rights Reviewer					
Do all staff and volunteers know what to do if a recipient feels they have been discriminated against in one of the nondiscrimination categories? (Categories defined on "And Justice for All" poster)					
Is the non-discrimination statement included on all materials publicizing the Emergency Food Assistance Program?					
Are Civil Rights handbooks available to staff and volunteers on-site?					
Has the agency's EFAP program had any discrimination or distribution complaints in the past two years?					
Are complaints documented and tracked?					
If so, were they investigated?					
Are procedures in place defining which complaints are forwarded to the Food Bank?					
Were corrective actions put in place, and are they being followed?					
Is EFAP program information available in appropriate languages?					
Is Civil Rights training up to date and conducted annually? If not, how often?					
Is a Civil Rights training log kept, and is it up to date and signed by staff/volunteers?					