

Food Bank Review

Food Bank/ERA: _____
 Reviewer Name: _____
 Date of Review: _____

AREAS OF COMPLIANCE	Y	N	N/A	COMMENTS
CDMS REPORTING REQUIREMENTS:				
Are reports accurate and up to date?				
a. Inventory Activity Report (IAR)				
b. Household Participation (HHP) Report				
c. Congregate Feeding Program (CFP) Report				
Are they reporting unduplicated numbers?				

AREAS OF COMPLIANCE	Y	N	N/A	COMMENTS
PROCESS FOR RECEIVING FOOD:				
Do you document the condition of the truck seal and the food?				
Do you count the product upon delivery?				
Do you check the temperature of the truck upon delivery?				
What is your process for handling damages, shortages, or overages?				
What is your process for relaying problems or issues with the food?				

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AREAS OF COMPLIANCE	Y	N	N/A	COMMENTS
DDD PRODUCTS:				
Do you receive DDD?				
Do you participate in Farmers Market style distributions?				
Do you have a need for fresh produce?				

AREAS OF COMPLIANCE	Y	N	N/A	COMMENTS
PROCESS FOR DISTRIBUTING FOOD:				
How do you determine what and how much food is sent to each site?				
How do you determine the amount that each family receives?				
What is your process for tracking the food from the warehouse to the site and back?				
What type of documentation is used to track the food?				
What happens to food left over after a distribution?				
Do you or any of your sites have an intake process? If so, what does it entail?				
Do your sites ever run out of food during a distribution?				
How often do you perform a physical count of the food?				
What is your process for reconciling book and physical inventory counts?				

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AREAS OF COMPLIANCE	Y	N	N/A	COMMENTS
<i>STORAGE CONDITIONS:</i>				
How many months worth of food is stored?				
Do you keep the USDA food separate?				
Do you have any off-site storage?				
How do you determine what food to give out first?				
Do you check the food regularly for spoilage/damage?				
Are you familiar with the USDA shelf life of products?				
Is the food stored off the floor, away from the wall, at the proper temperature?				
Do you have refrigerated/frozen storage?				
Is a thermometer used and 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?				
Do you have a process for disposing of food?				

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AREAS OF COMPLIANCE	Y	N	N/A	COMMENTS
DISTRIBUTION SITE INFORMATION: How many sites do you have distributing USDA commodities?				
What type of training do you provide? (Are materials available?)				
Do you monitor your sites? (How often?)				
What is your process if a site is found to be out of compliance?				
Do all of your sites have 501(C)(3), tax exempt status?				
Are all sites open to the public?				
Do you have any sites that serve a special population (AIDS patients, battered women, seniors, etc.)?				
Have you received approval to operate any "Closed" sites?				
Are you actively trying to open new sites?				
How do you qualify new sites?				
How have you decided where your sites are located?				
How do you ensure the whole county is being served?				
Are you aware of where your high poverty areas are? (Share info on zip codes/poverty pockets/DS locations.)				
Are you aware of the percentage of your target population that you are actually serving?				

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DOCUMENT REVIEW: Site Agreements: Do all sites have signed agreements on file?				
Is the EFAP suggested agreement form being used?				
Are the proper clauses (30 day termination, adherence to CFR, Parts 250 & 251, etc.) present?				
EFA-7s: Are sites using the correct version of the EFA-7?				
Are original signatures being collected?				
Do the number of signatures justify the amount of food sent to each site? (Prepare averages)				
Are the EFA-7s maintained for 3 years?				
Distribution Documents: Is all food received and distributed documented?				
Do the documents accurately reflect all that is received and distributed?				
How do your sites report participation numbers to you?				
How long do you maintain the reports on file?				
Training Materials: Are training materials available and accurate?				
Site Monitoring Documents: Are sites being monitored and documented?				
Is corrective action requested?				
Is follow-up action completed and documented?				
Claim Back-up Documentation: Are quarterly claims accurately reflected by valid receipts?				

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<i>INVENTORY CHECK</i> Do book and physical inventory counts match for Item # 1:				
Do book and physical inventory counts match for Item # 2:				
Do book and physical inventory counts match for Item # 3:				
Do book and physical inventory counts match for Item # 4 (if necessary):				
Do book and physical inventory counts match for Item # 5 (if necessary):				
Do book and physical inventory counts match for Item # 6 (if necessary):				

NOTES/CALCULATIONS:

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AREAS OF COMPLIANCE	Y	N	N/A	COMMENTS
<i>CIVIL RIGHTS - For Use by Civil Rights Reviewer</i>				
Do all persons in the Food Bank service area have equal opportunity to receive EFAP food regardless of race, color, national origin, sex, age, or disability?				
Are reasonable accommodations provided for persons with disabilities?				
Is the non-discrimination statement included on all printed materials distributed to the public such as brochures and pamphlets, and also on your website?				
Has new and current Food Bank staff received the required annual civil rights training?				
Has the Food Bank provided training for agency staff including the complaint process?				
How is EFAP program information provided to the general public and targeted populations?				
How do staff/ volunteers communicate with non-English speaking applicants/ recipients?				
Is EFAP program information available in appropriate languages?				
Does the Food Bank have materials available to agencies for posting regarding nondiscrimination and where to file a complaint?				
Are complaints documented and tracked?				
Are procedures in place defining which complaints are forwarded to the Emergency Food Assistance Program?				
Has the agency's EFAP program had any discrimination complaints in the past two years?				
If so, were they investigated?				
Were corrective actions put in place, and are they being followed?				
Who is the agency's assigned Civil Rights coordinator?				