

USDA Compliance Review

Regional Food Bank: _____ Date: _____

Distribution Site Information

Site Name: _____ Type: _____
 Open Days/Hours: _____ Program(s): _____
 Address (No., Street): _____ City/ZIP: _____
 Contact Name: _____ Title: _____
 Phone: _____ Email: _____

Signage and Forms

Is the following posted in view of the public?	Comments
Distribution Days and Hours _____	
“And Justice for All” poster, 11x17 _____	
ADA-504 Statement _____	
Income Eligibility Requirements per Program _____	
HRP-1014A Civil Rights Complaint Form _____	
HRP-1065A Written Notice of Beneficiary Rights _____	

Intake and Records

Are <i>all</i> clients asked for photo ID each visit?	Comments
Are TEFAP clients being asked if they meet income guidelines at each visit? _____	
Are program-related records being maintained for 5 years? _____	
Are CSFP clients being given HRP-1065A prior to their first distribution? _____	

Capacity

	Quantity:	Equipment Need (Identified or Wish-list)
Household Fridge	_____	
Commercial Fridge	_____	
Commercial Freezer	_____	
Built-in Fridge	_____	
Built-in Freezer	_____	
Other	_____	

Inventory Management

	Comments
Are commodities:	
<ul style="list-style-type: none"> ● Clearly identifiable and labeled? _____ ● Stored at least 6" off the floor and 4" away from walls? _____ ● Stored away from other products that could cause contamination? _____ ● Stored in secure area? _____ ● Stored at proper temperatures with daily logs being kept? _____ 	
Is First In-First Out (FIFO) being utilized? _____	
Is inventory fully utilized without waste? _____	
Is inventory reconciled each month? _____	
Are proper pest control measures being taken? _____	
Date of last pest control service: _____	
Have there been any reported commodity losses in the past 12 months? _____	
If yes, was the loss due to neglect, theft or improper handling? _____	
If yes, describe what was done to prevent it from happening again.	

Civil Rights

	Comments
Are client-facing workers being given Civil Rights Training each year? _____	
Are HRP-1015A forms completed by relevant staff/volunteers each year? _____	
Are HRP-1016A forms completed by relevant staff/volunteers? _____	
If activities unrelated to commodity distribution occur at this site, is it made clear that participation is not a condition for the receipt of USDA foods? _____	

Congregate Meal Sites **Complete if TEFAP is used in meals.*

	Comments
Are the State/County Health Dept. certificates available for review? _____	
Do the proper staff/volunteers receive food safety training? _____	
Do the proper staff/volunteers have valid food handlers cards? _____	

Summary of Findings and Recommendations

**May include corrections taken at time of monitor, or narrative of the final resolution*

Other Comments

Compliance Review Completed By (Name/Title): _____

This institution is an equal opportunity provider.

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex (including gender identity and sexual orientation), national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Disponible en español en línea o en la oficina local