



Audit Checklist

If you are missing any forms or signs, please go to the United Food Bank website under the Agency Resources
 If you are unable to find what you need on this website, please email cbodnar@unitedfoodbank.org

Required Signage: Signs must be displayed in client/public view
Food distribution hours of operation
"And Justice For All" poster (Size 11x17)
ADA Statement with agency's information
Income Eligibility Guidelines (English & Spanish)
Civil Rights Grievance Form
Written Notice of Beneficiary Rights poster (Faith Based only)
Code of Conduct (created by your Agency)
Allergen Warning Signs (English & Spanish)
Required Files to Have Available
Files are easily accessible during audit visits and are kept for 5 years
Signed invoices
Pest control logs
Temperature logs for both cold and frozen storage
Volunteer Confidentiality forms
Annual Civil Rights Training forms
Annual United Food Bank Partner Agency Agreement and TEFAP Contract
An up to date Civil Rights Grievance log
Monthly reports
Food Handlers Cards for primary & secondary contacts
Manager ServSafe Certifications (For congregate feeding sites only)
Required Commodity Storage (TEFAP Foods)
All TEFAP foods are clearly labeled as TEFAP
All TEFAP Foods are clearly separated from Non-TEFAP foods
Required Food Safety (All Foods)
Food is kept at the proper storage temperature Cold Storage 40° < & Frozen Storage 0° <
Internal thermometers are kept in all cold/frozen storage units
Temperature logs are recorded at minimum 2x a day while in the pantry
Food is stored 6 inches off the floor
Food is stored 4 inches from the wall
Dry foods are stored on a non-porous shelving
All foods are labeled with the date received
The FIFO model is clearly & visually being followed
No signs of pests & monthly pest control is being conducted
Floors are clean and clear of debris/trash
No food placed on the floor
Other
Equitable Distribution Model is being followed

Household Size 1-4 = 1EFB
 Household Size 5-8 = 2EFBs
 Household Size 9+ = 3EFBs

CSFP Agencies Only	
	Income Eligibility Guidelines are posted in Client View-For CSFP
	Annual United Food Bank Partner Agency Agreement and CSFP Contract is up to date
	Required Commodity Storage (CSFP Foods):
	All CSFP foods are clearly labeled
	All CSFP foods are clearly separated from other foods