

USDA COMPLIANCE REVIEW

Regional Food Bank: _____

Date: _____

Distribution Site Information

Site Name: _____	Type: _____
Op. Days/Hrs: _____	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-1050A Written Notice of Beneficiary Rights _____ (TEFAP Sites Only)	

Intake and Records

	Comments
Are ALL clients asked for photo ID each visit? _____	
Are TEFAP clients being asked if they meet income guidelines at each visit? _____	
Are new CSFP clients being given HRP-1034A before/during first distribution? _____	
Are program-related records being maintained for 5 years? _____	

Capacity

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

Inventory Management

Are commodities:

- 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.

Comments

Civil Rights

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? _____

Comments

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

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? _____

Comments

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

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