

STATE OF DELAWARE  
Federal Food Commodities Program  
P. O. BOX 299  
DELAWARE CITY, DE 19706

## The Emergency Food Assistance Program (TEFAP) Review

Review Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Name of Agency \_\_\_\_\_

Pantry/Soup Kitchen Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Primary Contact \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

### PANTRY PROFILE

1. Days and Hours of TEFAP Distributions: \_\_\_\_\_
2. Average number of households served monthly \_\_\_\_\_ Avg. Household Size \_\_\_\_\_
3. Amount of food distributed (i.e. 3 meals for 5 days) \_\_\_\_\_
4. Date of Last review: \_\_\_\_\_ Were deficiencies corrected? \_\_\_\_\_
5. Is there a signed agreement? \_\_\_\_\_
6. Does this facility redistribute or deliver USDA commodities? YES or NO If YES, list recipients  
\_\_\_\_\_
7. Is there a signed agreement between EFO and Sub-distribution agency? \_\_\_\_\_
8. Does the EFO screen all participants for eligibility using approved State of Delaware Eligibility requirements? \_\_\_\_\_
9. List method for determining address verification \_\_\_\_\_
10. Are current income guidelines posted and in use? \_\_\_\_\_
11. Are applications signed by participants? \_\_\_\_\_
12. Are USDA commodities inspected at delivery by EFO? \_\_\_\_\_
13. Do people in charge know how to handle foods not fit for distribution? \_\_\_\_\_
14. Have there been any USDA commodity losses in the past year? \_\_\_\_\_
15. Have losses been reported to the State of Delaware Federal Food Commodities Program? \_\_\_\_\_
16. Are USDA commodities distributed in accordance with State of Delaware Agreement? \_\_\_\_\_
17. Do you receive USDA commodities from any source other than the State of Delaware? YES or NO If Yes, List Source \_\_\_\_\_
18. Estimated distribution of USDA vs non USDA foods to recipients ie. (50%/50%) \_\_\_\_\_
19. Are participants eligible to receive food more than once per month? YES or NO If YES, how often? \_\_\_\_\_
20. Does pantry accept referrals from State Service Centers? YES or NO
21. Is agency's location information correct on State's website? YES or NO or PRIVATE SHELTER \_\_\_\_\_

**TEFAP CIVIL RIGHTS (CR) COMPLIANCE REVIEW FORM**

Reviewer questions to ask at EFO/Site Review:

- 1) Do potentially eligible persons and households have an equal opportunity to participate in the program?  
YES or NO Comments: \_\_\_\_\_
  
- 2) Are project areas displaying the USDA nondiscrimination posters in prominent areas? YES or NO
  
- 3) Is the nondiscrimination statement included on all printed materials such as applications, pamphlets, forms or any other program materials distributed to the public? YES or NO If NO, specify \_\_\_\_\_  
\_\_\_\_\_
  
- 4) A. Is program information being made available to potential eligible persons, program applicants, and participants? YES or NO
  
- B. Is the program information being provided in a bilingual manner where services are being delivered in a language minority area? YES or NO
  
- C. Are program changes publicized, such as, revised eligibility standards, new locations, hours of operation, etc? YES or NO
  
- D. Is the local agency or sub-recipient providing program information on a regular basis to organizations, especially minority and grassroots organizations within the community that may assist the local agency in reaching potential eligible populations? YES or NO
  
- 5) Are CR complaints being handled in accordance with procedures outlined in FNS Instruction 113-3 or Or other regulations, policies and guidance? YES or NO
  
- 6) Is the CR Discrimination Complaint Form displayed and easily accessible to all participants/applicants? YES or NO
  
- 7) Has the local agency or site conducted or participated in CR Training for its Staff? If the answer is yes, when? \_\_\_\_\_
  
- 8) Describe provisions to serve disabled and homebound  
\_\_\_\_\_
  
- 9) Describe TDD or alternative telecommunication system used to communicate with hearing or speech impaired  
\_\_\_\_\_
  
- 10) Have there been any complaints of discrimination made in the past year? YES or NO  
If yes, describe the complaint and provide information regarding the corrective action taken to resolve the complaint.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Ordering, Storage and Inventory

1. Are orders placed electronically in a timely manner by agency? YES or NO
2. Is inventory on hand maintained at appropriate levels and all products unexpired? YES or NO
3. Is FIFO being used? YES or NO
4. Are physical inventories maintained and up to date? (Provide copy of most recent inventory) \_\_\_\_\_
5. Are USDA commodities separate from other pantry items and labeled? YES or NO
6. How long are physical inventories maintained? \_\_\_\_\_
7. Are Damaged and/or lost foods reported and recorded? \_\_\_\_\_
8. Are records maintained for Delivery? \_\_\_\_\_
9. Are records maintained for distribution? \_\_\_\_\_
10. What is condition of USDA Commodities at time of review? Excellent    Good    Fair    Poor
11. Are USDA Commodities stored properly? List storage type: \_\_\_\_\_

Freezer Temp(s) \_\_\_\_\_ Refrigerator Temp(s) \_\_\_\_\_

Stacked off floor to allow proper air circulation \_\_\_\_\_

Security \_\_\_\_\_

Segregated from chemicals \_\_\_\_\_

Protected from insects and rodents \_\_\_\_\_

12. Are sanitary conditions acceptable? \_\_\_\_\_
13. What is overall condition of warehouse or storeroom? \_\_\_\_\_
14. What, if any, specific repairs are needed? \_\_\_\_\_
15. What is condition of equipment? \_\_\_\_\_
16. What is name of exterminator? Is there a contract? \_\_\_\_\_
17. Are all USDA commodities stored at this location? YES or NO If other locations, list  
\_\_\_\_\_

Agents

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Inspecting Agent

\_\_\_\_\_  
Manager, Federal Food Commodities