

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 (if different) _____

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. Obtain copy of EFO records of distributions. Attach copies to review YES or NO
4. Amount of food distributed (i.e. 3 meals for 5 days) _____
5. Date of Last review: _____ Were deficiencies corrected? _____
6. Is there a signed agreement? _____
7. Does this facility redistribute or deliver USDA commodities? YES or NO If YES, list recipients

8. Is there a signed agreement between EFO and Sub-distribution agency? _____
9. Does the EFO screen all participants for eligibility using approved State of Delaware Eligibility requirements? _____
10. List method for determining address verification _____
11. Are current income guidelines posted and in use? _____
12. Are applications signed by participants? _____
13. Are USDA commodities inspected at delivery by EFO? _____
14. Do people in charge know how to handle foods not fit for distribution? _____
15. Have there been any USDA commodity losses in the past year? _____
16. Have losses been reported to the State of Delaware Federal Food Commodities Program? _____
17. Are records of expenses maintained for reimbursement for current year and 3 prior years? _____
18. Are USDA commodities distributed in accordance with State of Delaware Agreement? _____
19. Do you receive USDA commodities from any source other than the State of Delaware? YES or NO If Yes, List Source _____
20. Estimated distribution of USDA vs non USDA foods to recipients ie. (50%/50%) _____
21. Are participants eligible to receive food more than once per month? YES or NO If YES, how often? _____
22. Does pantry accept referrals from State Service Centers? YES or NO
23. Is agency's location information correct on State's website? YES or NO or PRIVATE SHELTER _____
24. If agency is a religious organization, is the written notice of beneficiary rights posted and prompt referrals to alternate providers available, if requested? YES or NO
25. Is agency limiting unrelated activities, i.e. no donations, petitions, or unrelated materials included in boxes, bags or other containers of food? YES or NO

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