TEFAP Annual Compliance Checklist

GENERAL INFORMATION

TEFAP Provider Site (program name)___________________________ Date __________
Food Bank Program #: P________________

Address
Contact
E-mail Address
Phone Number of Site

REQUIRED POSTINGS

YES NO
Is the “And Justice For All” poster displayed/posted?

Is voter registration material posted/available for participants?

Is SNAP material posted/available for participants?

INTAKE

YES NO
Is a Proxy Policy in place?

Are all non-TEFAP required forms/questions clearly labeled as optional?

Is a Grievance Policy/Complaint Process posted/available for participants?

Is the Data Privacy Notice posted/available for participants?

Are the hours of operation and address are clearly posted, and updated on phone messages, websites, and other methods of publicity?

Are you using the most current TEFAP Federal Poverty Guidelines 300%?

Are you providing materials and language services for persons with limited English?

(initial) I verify that our site does not require participants to provide any form of ID and/or proof of income to access food.

(initial) I verify that I am collecting head of household name and address and the number of children, adults, seniors, and pounds of food distributed for every household that receives food.

(initial) I verify that I am collecting people served and meals distributed for every household that receives meals

(For on-site meal programs only)
CIVIL RIGHTS

YES ☐ NO ☐ Has the provider site received any complaints, including Civil Rights, in the past 12 months? If yes, please provide details (including date filed, agency response, how it was resolved, etc.)

☐ ☐ At least one person (someone in leadership role who is available to train and coach staff/volunteers) has completed the training for this year. Due March 31st of current year. Date of required annual Civil Rights Training for staff and volunteers. Click here for Civil Rights Training video.

☐ ☐ We understand that training for all client-facing staff and volunteers is an annual requirement. Click here for volunteer training requirements.

STORAGE FACILITIES

(initial) ☐ I verify that our site uses calibrated thermometers.

(initial) ☐ I verify that our site keeps updated temperature logs.

YES ☐ NO ☐ Dry storage area: Maintained temperatures of 50°F to 70°F
Refrigerator storage: Maintained temperatures of 34°F to 40°F
Freezer storage: Maintained temperatures of 0°F or lower?
Food is stored off the ground (at least 6 inches)
Food is stored away from the wall (at least 4 inches)
Food is stored with at least a 2 foot ceiling clearance
Non-food items and toxic items (bleach, cleaning supplies, etc.) are stored separately from food
Floors, pallets, shelving, and storage areas are clean and there is a cleaning schedule in place

REPORTING

YES ☐ NO ☐ All TEFAP records regarding receipt and distribution are retained for 7 years
Purchased and donated food is distributed in conjunction with TEFAP foods
TEFAP commodities are not sold and contributions are not requested.
Political activity in any form is prohibited during commodity distribution.
Religious proselytizing in any form is prohibited at the time TEFAP foods are being distributed.

(initial) ☐ I verify that will submit monthly Statistics Reports (including number of children, adults, seniors, and pounds of food

Signature Date

TEFAP 2021