

# 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 31<sup>st</sup> 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.

<b><u>YES</u></b>	<b><u>NO</u></b>	
<input type="checkbox"/>	<input type="checkbox"/>	Dry storage area: Maintained temperatures of 50° to 70° F
<input type="checkbox"/>	<input type="checkbox"/>	Refrigerator storage: Maintained temperatures of 34° to 40°
<input type="checkbox"/>	<input type="checkbox"/>	Freezer storage: Maintained temperatures of 0° F or lower?
<input type="checkbox"/>	<input type="checkbox"/>	Food is stored off the ground (at least 6 inches)
<input type="checkbox"/>	<input type="checkbox"/>	Food is stored away from the wall (at least 4 inches)
<input type="checkbox"/>	<input type="checkbox"/>	Food is stored with at least a 2 foot ceiling clearance
<input type="checkbox"/>	<input type="checkbox"/>	Non-food items and toxic items (bleach, cleaning supplies, etc.) are stored separately from food
<input type="checkbox"/>	<input type="checkbox"/>	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