HOW TO PREPARE FOR A SITE REVIEW

1. Locate and have the following items available:
* Cleaning control logs
* Pest control logs
* Temperature control logs
1. Check your storage areas to ensure that:
* All areas are clean, well-organized and protected from theft, infestation and weather.
* All food is stored off the floor (minimum of six inches)) and away from the walls (minimum of 2 inches)
* Oldest items must be stored in front of, on top of, or beside newer product to ensure FIRST IN FIRST OUT (FIFO) food storage management.
* All storage areas (dry, refrigerated and frozen) must have readily available, readable working thermometers.
* No cleaning equipment, toxic chemicals, paint, gasoline, mops, brooms, etc. near or next to food storage areas at any time.
* “No Charge” and “And Justice for All” posters must be on display in areas where clients are served.
1. Client Demographics

 Client ethnic background (must equal 100%)

\_\_\_\_\_ % African American \_\_\_\_\_ % Asian

\_\_\_\_\_ % Caucasian \_\_\_\_\_ % Hispanic

\_\_\_\_\_ % Native American \_\_\_\_\_ % Other

Client Need (Average numbers served monthly)

\_\_\_\_\_ Number of children 0 – 18 years old

\_\_\_\_\_ Number of seniors 60 or older

**Food pantries:**

\_\_\_\_\_ Households served monthly

\_\_\_\_\_ Individuals served monthly

What days & hours are you open to distribute food? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On-site Feeding Programs:**

How many individuals do you serve at:

Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Snack \_\_\_\_\_

Dinner \_\_\_\_\_ or Capacity \_\_\_\_\_ Total per day \_\_\_\_\_

What days and hours are you open for on-site meals? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEFAP only:

1. Eligibility Determination Forms – client records must be on hand.
* Random client sheets will be audited for completion
1. Copies of monthly inventory and invoices must be on hand for review.
2. All commodities must be easily identified and stored in their original shipping containers.
3. “No Charge and “And Justice For All” posters must be on display in all areas where TEFAP commodities are being distributed.
4. Do you use non-discrimination statements in all advertisements and all publications available to the public? Sample needed.