

Site Name: \_\_\_\_\_ Food Bank Affiliation: \_\_\_\_\_

City/County: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Times and Dates of Distribution: \_\_\_\_\_

GENERAL INFORMATION	YES	NO	Comments
How many individuals are served each month?	# _____		
Does this site operate under a rural exemption?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the food bank deliver food?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, how many times is food delivered monthly?	# _____		
How many cases of food are currently in inventory?			
What is the site's service area?			
Does the site serve individuals from outside of their service area?	<input type="checkbox"/>	<input type="checkbox"/>	

PUBLIC AWARENESS SIGNAGE/REQUIRED POSTERS	YES	NO	Comments
Is the Distribution Site Manual accessible to staff?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the site's name, days, and hours of operation visible to the public?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the <b>And Justice for All</b> poster prominently displayed?	<input type="checkbox"/>	<input type="checkbox"/>	

PROGRAM PROCEDURES	YES	NO	Comments
Does the site require documentation for individuals?	<input type="checkbox"/>	<input type="checkbox"/>	
What method(s) of documentation is used?	<input type="checkbox"/> Signature Sheets <input type="checkbox"/> E-Signature <input type="checkbox"/> Proxy Forms		
Are forms current and used correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the site require individuals to obtain a referral from an outside agency to receive TEFAP foods?	<input type="checkbox"/>	<input type="checkbox"/>	
Do individuals need an appointment?	<input type="checkbox"/>	<input type="checkbox"/>	
Are USDA foods distributed with donated food?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a pest control log maintained on-site?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Name of pest control company:</b> _____			

DRY STORAGE	YES	NO	Comments
Are the shelves, storage area, etc. clean and organized?	<input type="checkbox"/>	<input type="checkbox"/>	
Are pest proof containers in use?	<input type="checkbox"/>	<input type="checkbox"/>	
Is food elevated at least six inches above the floor?	<input type="checkbox"/>	<input type="checkbox"/>	
Is food kept at least four inches away from the walls?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the inventory seem appropriate for service area?	<input type="checkbox"/>	<input type="checkbox"/>	
Is food properly rotated using the FIFO method?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>COLD STORAGE</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Are refrigerators and freezers clean and organized?	<input type="checkbox"/>	<input type="checkbox"/>	
Do all cold storage(s) have working thermometers?	<input type="checkbox"/>	<input type="checkbox"/>	
Are temperature logs posted near cold storage devices?	<input type="checkbox"/>	<input type="checkbox"/>	
Is food appropriately labeled?	<input type="checkbox"/>	<input type="checkbox"/>	
Is equipment well-maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
Are refrigerator temps on or between 35°F to 40°F?	<input type="checkbox"/>	<input type="checkbox"/>	
Are freezer temperatures on or below ( $\leq$ ) 0°F	<input type="checkbox"/>	<input type="checkbox"/>	
Is frozen food properly rotated using the FIFO method?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>PROGRAM INTEGRITY</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Have there been any complaints filed in the past year?	<input type="checkbox"/>	<input type="checkbox"/>	
If so, have they been forwarded to the food bank?	<input type="checkbox"/>	<input type="checkbox"/>	
Have distribution site staff and volunteers been trained on Non-Discrimination, FNS instruction 113.3, and Civil Rights Compliance and Enforcement, to ensure that no person is discriminated against because of race, color, national origin, age, sex, or handicap?	<input type="checkbox"/>	<input type="checkbox"/>	
Do potentially eligible persons and households have an equal opportunity to participate in the program?	<input type="checkbox"/>	<input type="checkbox"/>	
Are case records coded by race or ethnic origin?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the USDA Non-Discrimination poster displayed in a high traffic area?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Non-Discrimination statement included on all printed materials such as applications, pamphlets, forms, or any other program materials including websites?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the materials created to ensure inclusivity of all individuals' race, color, national origin, age, sex, and/or disability?	<input type="checkbox"/>	<input type="checkbox"/>	
How is the food bank ensuring program information is being made available to potentially eligible persons, program participants, and program applicants?	<input type="checkbox"/>	<input type="checkbox"/>	
Is program information being made available to community organizations who may assist in reaching potentially eligible individuals/families/groups?	<input type="checkbox"/>	<input type="checkbox"/>	
Are Civil Rights complaints being handled in accordance with proper procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Are accommodations made to assist non-English speaking individuals? If yes, what methods are used?	<input type="checkbox"/>	<input type="checkbox"/>	

OTHER	YES	NO	Comments
Are windows and doors sealed properly with adequate locks?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the plumbing system adequate and fully functional?	<input type="checkbox"/>	<input type="checkbox"/>	
Is sewage system adequately maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
Is garbage/refuse removed as appropriate? Company?	<input type="checkbox"/>	<input type="checkbox"/>	
Is equipment well-maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there proper lighting for safety?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there proper ventilation to ensure food safety?	<input type="checkbox"/>	<input type="checkbox"/>	

SOUP KITCHENS AND HOMELESS SHELTERS	YES	NO	Comments
Is a Serve-Safe manager present?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a Sanitation license posted?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a "Must Wash Hands" sign posted?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a temperature chart posted for cold storage devices?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the preparation area clean and organized?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the serving area clean and organized?	<input type="checkbox"/>	<input type="checkbox"/>	
Is cookware, containers, and silverware clean?	<input type="checkbox"/>	<input type="checkbox"/>	
Is cookware stored appropriately to ensure safety?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the 3-step dish washing system clearly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	
Are kitchen staff and volunteers wearing clean clothes, hair restraints/nets, and gloves?	<input type="checkbox"/>	<input type="checkbox"/>	
Are clean wiping cloths available adjacent to hand-washing sink?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there adequate space to perform kitchen activities?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the Soup Kitchen also operate a food pantry?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is food properly separated/tracked for the two programs?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the Soup Kitchen use non-porous countertops?	<input type="checkbox"/>	<input type="checkbox"/>	
Are workers required to empty shirt pockets and remove jewelry to prevent objects falling into food?	<input type="checkbox"/>	<input type="checkbox"/>	
How are the TEFAP meals that are provided counted?			
<b>(Homeless Shelter only questions:)</b>			
How long can neighbors remain in the shelter?			
Is the facility restricted to serving only a specific service population?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, which one(s)? Elderly <input type="checkbox"/> Children <input type="checkbox"/> Domestic Abuse survivors <input type="checkbox"/> D & A <input type="checkbox"/>
Does the shelter receive funding from the DHS Emergency Food & Shelter program?	<input type="checkbox"/>	<input type="checkbox"/>	

**No Findings**

**Findings**

**Corrective Action**

1.	
2.	
3.	
4.	

**IDHS Monitor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Distribution Site Interviewee:** \_\_\_\_\_ **Date:** \_\_\_\_\_