



HOW TO PREPARE FOR A TEFAP & WFBR REVIEW

This is your check-off sheet and work copy. Please do not send it back to us.

Keep in mind that if you are a TEFAP site you will need to have additional info ready for the review.

ALL AGENCIES WFBR & TEFAP

A. Locate and have available for the review your copies of the following:

1. Copies of cleaning schedule for one month – (If, a TEFAP program you must have copy for us to collect)
2. Copies of pest control log for one month – (If, a TEFAP program you must have copy for us to collect)
3. Copies of temperature logs for one month (Refrigerator, Freezers, and Dry Storage) – (If, a TEFAP program you must have copy for us to collect)

B. Check your storage areas to ensure that:

1. All areas are clean, well-organized and protected from theft, infestation and the weather.
2. All FBR & TEFAP food must be stored off the floor (minimum of six inches) and away from all walls (minimum of 2 inches for AR, 4 inches for TEFAP).
3. The oldest items must be either stored in front of, on top of, or beside newer, like items, to ensure **FIRST IN FIRST OUT (FIFO)** USDA food storage management.
4. All storage areas (dry, cooled or frozen) must have readily readable working thermometers at all times.
5. There must never be any cleaning equipment, toxic chemicals, paint, gasoline, mops, brooms, etc., near or next to food storage area at any time. Must be stored separately.
6. "No Charge Poster" must be on display in areas for clients to see.

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 Program:

How many individuals do you serve at: Breakfast _____ Lunch _____ Snack _____ staff _____ or Capacity _____
Total _____?

What days & hours are you open for on-site meals? _____

TEFAP ONLY

1. Eligibility Determination Forms (FDP-CO-100) – Client Records must be on hand.
 - FBR will audit random client sheets for completion.
2. Copies of monthly inventories and invoices – must have on hand for review – Inventory will be conducted
 - Perpetual Inventory Log must be in place & must match inventory on hand at time of review.

3. Food type, pack date, and date received must be readily readable at all times on all TEFAP commodities.
4. All commodities must be easily identified and stored in their original shipping containers.
5. "And Justice for All" posters must be on display in all areas where TEFAP Commodities are being distributed.
6. Do you use non-discrimination statements in all advertisements and all publications available to the public?
Sample needed.
7. Distribution rates – collect sample; ensure distribution rates are being implemented.