



**STATE OF OKLAHOMA
DEPARTMENT OF HUMAN SERVICES (DHS)
USDA Donated Foods: The Emergency Food Assistance Program (TEFAP)
Eligible Recipient Agency (ERA) Review Form**

FOOD PANTRY

ERA Name:	Street Address: City/State/Zip Code:	
Email Address:	Mailing Address if different:	
Name of Distributing Agency:	Person(s) Interviewed:	
State Agency Reviewer Name: Taryn B. Wade		Review Date:
ERAs Distribution Schedule:		

Food Receipt:

Yes No N/A

1. TEFAP USDA Foods are: Delivered by DA_____ Picked up by ERA_____ Other _____

2. What is the date of the most recent pick-up or delivery?

3. How many times per month is food picked up or delivered?
4. Have any USDA Foods been received that were spoiled or out of condition?
If "Yes", explain _____
5. Are losses reported to the REFO in a timely manner using the correct forms and procedures?
6. What TEFAP/USDA Foods are being distributed today? Items are listed below.

Eligibility Procedures:

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Are clients required to complete an application for USDA Foods to determine initial eligibility? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are current Income Guidelines either included or available at the time the application is completed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Are these forms kept on file for three years? If stored on a computer, is the computer password protected? If stored on a computer are participant signatures scanned and stored or kept on a log? |
| | | | 4. Where are the forms stored? On site <u> X </u> REFO_____ Other _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are the forms kept in a secure locked cabinet or locked room? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Does the ERA require clients to show ID if they are unknown to the ERA workers? |
| | | | 7. Check the documents that workers use to verify an applicant's address
___ Valid Driver's License ___ Tax Forms ___ State ID card
___ Passport ___ Photo ID ___ Other |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Does the client self-declare income to determine eligibility for receipt? |

10. Do workers/volunteers receive USDA foods if they do not meet the IEGs and other eligibility criteria?

11. If applicable, describe the process of distribution for eligible volunteers?

Food Storage:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Are USDA Foods kept 4" off of the floor and stored on pallets, platforms or shelves? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are non-food and toxic items kept separate from USDA Foods? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Are USDA Food storage areas clean and odor free? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Is there a regular cleaning schedule established and maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are doors, windows and roofs well sealed to prevent pest entry and/or water damage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Do the storage areas have adequate safeguards to prevent theft, spoilage or other loss? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Is a good pest control system maintained by a qualified person on staff or does the ERA contract with a licensed firm to manage pest control?

Contractor _____ Date of Last Inspection _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Is a temperature log maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are dry, refrigerated and frozen items stored at proper temperatures?

Actual readings: Dry Storage _____°F Refrigerated _____°F Frozen _____°F |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are controls in place for a first in, first out inventory flow? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are there any TEFAP USDA foods currently in storage that were received more than six months prior to the date of this review? |
| | | | 12. How many (full) cases of USDA foods are currently in inventory? |
-
-
-

General Information:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the ERA have a current signed agreement with their distributing agency? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Is a copy of the agreement on file at the ERA? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Is this ERA a 501(c) (3) organization? Please show documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Are records (invoices or bills of lading, distribution and household applications) kept on file for three years?

_____ |
| | | | 5. How long has the ERA been in operation?

_____ |
| | | | 6. How long has the ERA received USDA Foods?

_____ |
| | | | 7. What is the average number of volunteers involved in the food distribution each month?

_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Has the ERA received training on the standards for participation in TEFAP?

_____ |
| | | | 9. What was the date of the most recent training? |

- _____
10. What was the date of the most recent on-site review?
11. Is a copy of the review on file?
12. If corrective action was required, have ALL issues been resolved? If "NO" please explain below.
- _____
13. What is the average number of households served each month?
- _____
14. What are the ERA's hours of operation?
15. Are the days and hours of operation posted outside the ERA?

Operations Integrity/Civil Rights Compliance:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Do all certification and distribution activities appear to be appropriate with regard to Civil Rights? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Is the USDA "And Justice For All: (AD-475-C, 11" x 17") poster displayed and visible to clients? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Has there been any discrimination complaints filed against the ERA in the last year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. If so, were they forwarded appropriately? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are inherently religious activities separate from food distribution? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Is participation in religious activities required to receive TEFAP foods? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Are building facilities fully accessible? If not, what accommodations are made for the disabled? |

Comments:

Signature of ERA Representative

Date

Signature of State Agency Reviewer

Date