



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

PANTRY REVIEW

SOUP KITCHEN

MOBILE PANTRY

**Use of form:** This will be used to determine compliance with established program and food storage guidelines and the adequacy of physical storage to protect the quality and safety of the USDA Foods.

**Instructions:** Check the appropriate box to the left of each question: “Yes”, “No”, “NA” (not applicable).

**Agency Contact Information:**

<b>Agency Name:</b>	<b>Street Address:</b>		
	<b>City/State/Zip Code:</b>		
<b>Email Address:</b>	<b>Mailing Address if different:</b>		
<b>Name of REFO:</b>	<b>Telephone Number:</b>	<b>Reviewer’s Name:</b> Taryn B. Wade	<b>Review Date:</b>
<b>Person(s) Interviewed:</b>			

**General Information:**

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the agency have a current signed agreement with Regional Food Bank?                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Is a copy of the agreement on file at the agency?   |
|                          |                          |                          | 3. How long has the agency been in operation?<br>_____   |
|                          |                          |                          | 4. How long have you been a coordinator?<br>_____  |
|                          |                          |                          | 5. How long has the agency received USDA Foods?<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are there paid staff members?   |
|                          |                          |                          | 7. How many volunteers are involved in your food program each month?<br>_____                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Has the agency received training on the standards for participation in TEFAP?                             |
|                          |                          |                          | 9. What was the date of the most recent training?<br>_____   |
|                          |                          |                          | 10. What was the date of the most recent on-site review?<br>_____  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Is a copy of the review on file?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. If corrective action was required, have ALL issues been resolved? If “NO” please explain below.<br>_____ |

Yes No N/A

13. Does the agency submit reports to the REFO in a timely fashion?

14. What is the agency's service area? (Specify zip codes, municipality or county as appropriate)

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15. Do you serve clients outside your service area? If "Yes" how many each month? \_\_\_\_\_

\_\_\_\_\_ 16. What is the average number of meals or household served each month?

\_\_\_\_\_ 17. What are the agency's hours of operation?

18. Are the days and hours of operation posted outside the facility?

19. Describe outreach and networking efforts used to ensure the public is aware of the services. How households with Limited English Comprehension (LEP) made aware of the services?

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**Outreach:**

**Eligibility Procedures (Pantries and Mass Distribution only)**

Yes No N/A

1. Are clients required to complete an application for USDA Foods to determine initial eligibility?

2. Are current Income Eligibility Guidelines either included or available at the time the application is completed?

3. Is this agency a 501(c) (3) organization? Please provide documentation.

4. 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?

5. Where are the forms stored? \_\_\_\_\_ On site \_\_\_\_\_ REFO \_\_\_\_\_ Other

6. Are the forms kept in a secure locked cabinet or locked room?

7. Does the agency require clients to obtain a referral from an outside agency to receive USDA foods?

8. Does the agency require clients to show ID if they are unknown to the agency workers?

9. 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

Yes No N/A

10. Does the client self-declare income to determine eligibility for receipt?

11. Does the agency have a system in place to serve the homebound, elderly and/or working poor?

12. Describe the process (if any) used to serve homebound clients: \_\_\_\_\_
13. Does the homebound client complete or sign an application for USDA Foods?
14. If "No" does the proxy complete and sign the supplication for the homebound client?
15. Do workers/volunteers receive USDA Foods?
16. Do workers/volunteers complete an application for USDA Foods?
17. Do workers/volunteers receive USDA Foods if they do not meet the income eligibility guidelines?
18. Do any workers/volunteers receive an amount that exceeds that issued to other participants?

**Operations Integrity/Civil Rights Compliance:**

**Yes No N/A**

1. Are fees/donations/memberships required for the clients?
2. Do all certification and distribution activities appear to be appropriate with regard to Civil Rights?
3. Is the intake process conducted in a polite, culturally sensitive and confidential manner that assures the client dignity?
4. Is there sufficient space between interview and waiting areas to allow for confidentiality?
- \_\_\_\_\_ 5. What ethnic or non-English speaking population does the agency serve (best estimate)?
6. Does the agency have essential materials in languages for non-English speaking clients? Please provide samples.
7. Has the agency made provisions for an interpreter if needed or requested? Explain \_\_\_\_\_
8. Is the USDA "And Justice For All: (AD-475-C, 11" x 17") poster displayed and visible to clients?
9. Have there been any discrimination complaints filed against the agency in the last year?
10. If so, were they forwarded appropriately?
11. Are inherently religious activities separate from food distribution?
12. Is participation in religious activities required to receive TEFAP foods?
13. Are building facilities fully accessible? If not, what accommodations are made for the disabled?
14. Does your organization employ a means test before determining that recipients are needy?

**Food Receipt:**

**Yes No N/A**

1. TEFAP USDA Foods are: \_\_\_\_\_Delivered by REFO \_\_\_\_\_ Picked up by agency \_\_\_\_\_ 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. Have losses been reported to the REFO in a timely manner using the correct forms and procedures?

**Food Distribution (Pantries only):**

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Can household be served at least once every 30 days?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. How often can clients receive food?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Are food packages adjusted for family size?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Does the pantry give ALL eligible clients both TEFAP and donated foods?<br>If "No" explain how they distribute _____ |

- \_\_\_\_\_
- \_\_\_\_\_
5. What is the approximate percentage of TEFAP to privately donated food issued?

**Food Storage:**

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Are USDA Foods stored on pallets, platforms or shelves kept 6" off the floor?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are USDA Foods stored at least 4" away from walls to allow proper ventilation and permit good air circulation and sufficient working aisles?             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Are storage areas free of un-insulated steam and hot water pipes, water heaters, refrigeration condensing units or other heat producing devices?         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Are non-food items (such as paper) kept separate from USDA Foods?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are toxic items (soap, bleach, cleaning supplies) stored away from USDA Foods?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are floors, pallets and shelving units clean?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Are USDA Food storage areas clean and odor free?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Is there a regular cleaning schedule established and maintained?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are USDA Foods checked regularly for signs of spoilage or damage and are the dates of inspections logged? How is this done? Checked several times weekly |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are doors, windows and roofs well sealed to prevent pest entry and/or water damage?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Do the storage areas have adequate safeguards to prevent theft, spoilage or other loss? Such as locks on doors, windows, limited access?                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Is a good pest control system maintained by a qualified person on staff or does the agency contract with a licensed firm to manage pest control?        |

Contractor \_\_\_\_\_ Date of Last Inspection \_\_\_\_\_



