

## Partner Agency Monitoring Checklist

*This checklist is to help you conduct a self-assessment and to prepare for a monitoring visit by the Regional Food Bank of Oklahoma. Monitoring visits are a requirement the Regional Food Bank must fulfill every two years to abide by Feeding America, State of Oklahoma, and US Government regulations. The items listed below are key areas that will be reviewed during your agency's visit. A complete Regional Food Bank monitoring form can be found on Agency Express on the Partner Agency Resources tab. If you have any questions about these items, please contact your Community Connections Manager (CCM).*

☐ **501(c)3 Paperwork**

If your agency is operating under a 501(c)3 nonprofit designation, your CCM will need to verify that this paperwork is on-hand and up-to-date.

☐ **Days and Hours of Operation Posted**

All partner agencies are required to have their days and hours of operation posted and be visible to clients.

☐ **'And Justice for All' Poster Displayed**

The current poster (green in color) must be displayed in a location that can be seen and read by all clients, employees, and volunteers.

☐ **Logs and Forms**

The following logs will need to be reviewed during the visit:

- ☐ Sign-in logs and intake forms for clients
- ☐ Pest control logs
- ☐ Civil rights training logs
- ☐ Food safety training logs
- ☐ Confidentiality Agreement for SNAP Outreach (current SNAP Application Assistance Partners)

All of these logs can be found on Agency Express under the Partner Agency Resources tab. These logs must be kept on file at your site for four years.

☐ **Intake Form**

A copy of your current intake form will be requested during the monitoring visit.

☐ **Dry Storage Area**

- ☐ Food is kept 6" off the floor and 2" away from the wall
- ☐ Area is temperature controlled
- ☐ Look for cracks in the walls, ceiling, or floor
- ☐ Non-food items are stored away from food
- ☐ There are no pest problems

☐ **Refrigerators or Freezers**

- ☐ Thermometers in place in all units
- ☐ Current temps are appropriate (refrigerators under 41 degrees, freezers under 0 degrees)
- ☐ Temperature logs are completed and reflect appropriate temps