

Healthy Pantry Certification Pre-Site Assessment Form

Agency Name: _____ Date: _____ Completed By: _____

Site Capacity:

1. Where do you get food? (estimate percentages):
Food bank: _____ Donations: _____ Retail recovery: _____
2. Fridge(s): _____
3. Freezer(s): _____
4. Space for demonstrations: Yes / No
5. How is produce displayed?
6. How many volunteers do you have?
 - a. Regular (monthly, weekly, daily): _____
 - b. One time / groups / etc: _____
7. Who orders food?
8. Does your food pantry follow a purchasing plan focused on sourcing healthy food options?
9. Do you provide/serve a variety of Foods to Encourage (FTE):
 - a. Fruits/vegetables: Yes / No
 - b. Protein (meat, beans, lentils, peanut butter, etc.): Yes /No
 - c. Dairy (milk, yogurt, cheese, etc.): Yes / No
 - d. Whole grains(whole-wheat pasta, brown rice, etc.): _____
10. Do you provide/serve food for special populations and diets (diabetic, gluten free, or vegetarians options)?

Client Tracking:

1. How often do you distribute?
2. How many clients do you see at a typical distribution?
3. How many clients do you serve per month?
4. Average wait time in pantry:
5. Describe process of client intake and receiving food:
6. How do you track clients (computer, oasis, paper)?
7. Who does client intake?
8. Do you have a computer/printer?
9. Do you ask clients if they are enrolled in SNAP, WIC, or other federal benefit programs?

Nutrition Materials, Partnerships, Outreach:

1. Do you think about health, chronic disease, age, or culture of clients when you are selecting food for your pantry?
2. Do you ask clients if they have any food allergies or health issues and guide them towards foods that meet their needs?
3. Have you provided nutrition education? In what capacity?
 - Recipe cards _____
 - Cooking demonstrations _____
 - Sample of foods _____
4. What partners do you have or have you had in the past?

Healthy Food Promotion:

1. Do you place healthier food choices at more visible areas by placing them at eye-level, on featured shelves or tables, or in other areas where they stand out?
2. Are signs or labels used to highlight healthier foods and direct people to them?
3. Nutrition posters and/or recipes?
4. Is nutrition education provided (how to identify whole grains, selecting lower sugar foods, benefits of eating fruits and vegetables, etc)?
5. Does your pantry actively have cooking demos or have you done them in the past?
6. Are pantry volunteers trained to provide support to clients in selecting healthy items and give ideas for preparations of less common/popular items?