



Partner Agency Pre-Visit Checklist

This checklist is to help you conduct a self-assessment and to prepare for a visit by your Partner Liaison. Site visits are a requirement of partnership with Regional Food Bank of Oklahoma. Items listed below are key areas that will be reviewed and discussed during the visit.

- **EIN and Partnership Agreement**
 - RFBO needs to confirm that the agency has an EIN on file
 - Please also have the agency's most recent signed Partnership Agreement available. It needs to be dated 2019 or later, if not the Partner Liaison will have a blank copy for signing
- **Posted Hours of Distribution (Food Pantries Only)**
 - Partners are required to have their days/hours of service posted and visible to neighbors outside the building
- **'And Justice For All' Poster**
 - Poster must be displayed for to be seen and read by neighbors
- **Record Keeping and Logs**
 - Intake forms
 - Food Safety Logs
 - Pest Control Logs
 - Temp Logs for Coolers and Freezers
- **TEFAP Requirements (For USDA Agencies Only)**
 - TEFAP Intake Forms must be stored and maintained for 4 years
 - Civil Rights Training Logs
 - Invoices
 - "Written Notice of Beneficiary Rights"
 - This document must be displayed for neighbors to see and include agency information
 - 'Non-Discrimination Statement'
 - The non-discrimination statement must be listed on all intake forms and outreach materials that mentions USDA, CSFP, and/or TEFAP
- **Food Storage and Prep Area**
 - Dry Food Storage
 - Storage should be dry, clean, well organized. Food should be 6" from the floor and 2" from the wall. The space should be temperature controlled, and no cracks in walls, ceilings or floors
 - Cool Storage
 - Thermometers need to be in place, food should be stored 6" from the wall and 2" from the floor. Raw food stored below ready to eat food.
 - Food Prep
 - If food is being prepared in a kitchen, the space needs to be clean and well organized. Non-food items are stored away from food items.

- Conversations with Partner Liaisons
 - What are the agency's needs
 - What are challenges the agency is experiencing
 - What are the things that are going well
 - How is funding and volunteer experience
 - How can the RFBO support the agency