Agency Monitoring-Short Form

*This form will be utilized for Community Meals and Pantry Sites that received a passing grade of an A or B the previous year.*

# Monitoring information

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Agency ID: |  | | | Agency Name: | | | | | | | Date: |
| Site Address: | |  | | | | | | | Phone: |  | |
| Agency Type: | | |  | |  | Pantry |  | Community Meal | | | |
| TEFAP Agency: | | |  | |  | Yes |  | No | | | |
| Date of Last Visit: | | | Grade of Last Visit and Notes: | | | | | | | | |

# record keeping

|  |  |  |  |
| --- | --- | --- | --- |
|  | Is a 501c3 available? | Yes | No |
|  | Does the agency have access to current agreement? | Yes | No |
|  | Is the current Safe Food Handling Certificate posted? | Yes | No |
|  | Does the agency keep record of all visits? | Yes | No |

# Logs and Forms

|  |  |  |  |
| --- | --- | --- | --- |
|  | Does the agency use current temperature logs? | Yes | No |
|  | Does the agency use current cleaning logs? | Yes | No |
|  | Does the agency have pest control logs or copy of receipt? | Yes | No |

# Dry Storage

|  |  |  |  |
| --- | --- | --- | --- |
|  | Is food stored off the floor? | Yes | No |
|  | Is agency practicing FIFO/FIFE? | Yes | No |
|  | Are chemicals stored separately from food items? | Yes | No |

# cold storage

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Are all refrigerators kept between 35 to 40 degrees? | Yes | No | N/A |
|  | Are all freezers kept at -10 to 0 degrees? | Yes | No | N/A |
|  | Are thermometers available in all units? | Yes | No | N/A |
|  | Are temperature logs being used regularly? | Yes | No | N/A |

# on site

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Are all areas cleaned and maintained? | Yes | No | N/A |
|  | Is a probe thermometer used to check temperatures of food? | Yes | No | N/A |
|  | Are sanitation practices used (hand washing, wearing gloves, etc.)? | Yes | No | N/A |

# usda/tefap agencies only

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Is the Justice for All” poster posted? | Yes | No | N/A |
|  | Are TEFAP forms on file for 3 years plus the current year? | Yes | No | N/A |
|  | Is the USDA disclaimer posted under hours of distribution? | Yes | No | N/A |
|  | Are TEFAP items separated from all other inventory? | Yes | No | N/A |
|  | Has current staff/volunteers received civil rights training? | Yes | No | N/A |
|  | If located in a church, are both the Written Notice of Beneficiary Rights poster and Referral Request available? | Yes | No | N/A |

# Findings and Recommendations

|  |  |
| --- | --- |
|  | If problems were noted during last inspection have they been corrected?  Yes  No N/A |
|  | List problems identified: |
|  | List recommendations/ corrective actions as needed: |
|  | Other comments/ observations: |

# Signatures

By signing this form, I agree that the information recorded herein during this monitoring visit is accurate.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Site Staff Interviewed (Print)* | *(Signature)* | *Date* |
|  |  |  |
| *NEIFB Representative (Print)* | *(Signature)* | *Date* |
| *NEIFB Management (Print)* | *(Signature)* | *Date* |