

**EXHIBIT K – Part 1**

<b>SAMPLE SUB-DISTRIBUTOR <u>REVIEW</u> SITE VISIT</b>		
(Note: Site visits must be conducted, to the maximum extent feasible, simultaneously with actual distribution of commodities and/or meal service, and eligibility determinations, if applicable, pursuant to 7 CFR 251.10(e)(2)(ii).)		
<b>Name and Address of Site:</b>	<b>Date of Visit:</b>	
	<b>Name and Title of Contact Person:</b>	
<b>Telephone Number:</b>		
<b>Fax:</b>	<b>Site Type(s) – Please check all that apply:</b>	
<b>County Name:</b>	<b>Pantry</b> <input type="checkbox"/>	<b>Soup Kitchen</b> <input type="checkbox"/>
<b>Days and Hours of Operation :</b>	<b>Other (specify):</b>	
<b>Additional Services Offered During TEFAP food distribution:</b>		
	<b>YES</b>	<b>NO</b>
1. Is the site visit conducted during the distribution of TEFAP food?		
2. Is the Food Bank above the site’s only source of TEFAP foods?		
If No, list other sources:		
3. Does this site have a copy of the current agreement with the providing Food Bank?		
Date of signed contract:	Contracted period:	
4. Does this site give food to other agencies? (Obtain a list of these agencies)		
If Yes, do they have written agreements with those agencies?		
5. Does the site have signed receipts for the type and quantity of TEFAP food received?		
Date last received TEFAP food:		
6. Does site maintain eligibility documentation?		
7. Do the eligibility documents contain the following criteria:		
a. Recipient's Name		
b. Recipient's Address		
c. Recipient's County		
d. Statement of need, based on income, or participation in other means-tested programs		
e. Number of people in household		
f. Non-discrimination statement		
g. Appropriate certification statement		
h. Current income guidelines		
i. Applicant's signature		
j. Date of completion of documentation		

		YES	NO
8. If the site uses forms in other languages to accommodate for Limited English Proficiency (LEP), do the eligibility forms have the current income guidelines attached?			
9. Is the eligibility documentation completed? If No, what % incomplete: _____			
10. Does the site use the correct criteria when determining eligibility for TEFAP foods?			
11. If No, list incorrect/additional criteria used to determine eligibility:			
12. Does the site maintain records of when client households receive food?			
13. <b>For Pantries:</b> Using agency information available, or record of foods distributed by date, determine the number of households served for the last 12 months. Divide that number by 12 to arrive at an <b>average monthly figure</b> for households served. Record below:			
			<b>Monthly Average</b>
<b>Total</b>		<b>÷ 12</b>	
14. <b>For Soup Kitchens:</b> Using agency information available by date, determine the number of meals served for the last 12 months. Divide that number by 12 to arrive at an <b>average monthly figure</b> for number of meals served. Record below.			
			<b>Monthly Average</b>
<b>Total</b>		<b>÷ 12</b>	
15. Compare the monthly average figure to the figure reported by the sub-distributor. Are they the same?			
If No, difference:			
16. Has training for site volunteers or staff been conducted?			
If Yes, list date(s) and topics			
17. Does this site pick up from the Food Bank?			
18. Is delivery from the Food Bank available?			
If Yes, list the frequency and location:			
19. Is this the only storage facility for TEFAP food?			
If No, obtain addresses for other locations and conduct walkthrough(s).			
Address(es)			
20. Is the storage area in good condition?			
21. Is area secure from theft?			

				YES	NO
22. Is all food stored on pallets or shelves?					
23. Is food stored separately from contaminants?					
24. Are storage areas free of signs of infestation?					
25. Is pest control performed by a licensed professional on a regular basis?					
Last date:		Company:			
26. Are thermometers available in all storage areas?					
If no, list area.					
27. Are temperatures taken and recorded daily?					
If no, list area.					
28. Record temperatures in the following areas:					
Dry:		Special Dry:	Refrigerated:	Frozen:	
29. If this is a soup kitchen or other congregate feeding site has a health inspection been performed?					
If Yes, date:		Rating:			
Have deficiencies been corrected?					
30. Has the site experienced any TEFAP food losses in the last 12 months?					
If Yes, was loss documented and disposed of correctly?					
Date:		Details:			
31. Is the appropriate "And Justice for All" poster prominently displayed?					
32. Do all printed materials (eligibility certification/application, flyers, announcements, websites, bulletins, etc.) contain the non-discrimination statement and procedure for filing a civil rights complaint?					
33. Does the organization have a public notification system in place (i.e., newspaper articles, advertisements, flyers, brochures, bulletins, internet/website, radio or television announcements, etc.) to inform participants and potential participants of program availability, rights and responsibilities?					
34. Has the organization developed a procedure to handle civil rights complaints?					
35. Has the organization trained staff/volunteers to handle civil rights complaints?					
36. Does the institution appear to be in compliance with civil rights regulations and appear to operate without discrimination?					
Comments:					
<b>Signature of Food Bank Representative:</b>					
<b>Signature of Sub-distributor Representative:</b>					

**EXHIBIT K – Part 2**

<b>SAMPLE SUB-DISTRIBUTOR ANNUAL <u>MONITORING</u> SITE VISIT</b>		
(Note: Site visits must be conducted, to the maximum extent feasible, simultaneously with actual distribution of commodities and/or meal service, and eligibility determinations, if applicable, pursuant to 7 CFR 251.10(e)(2)(ii).)		
<b>Name and Address of Site:</b>	<b>Date of Visit:</b>	
	<b>Name and Title of Contact Person:</b>	
<b>Telephone Number:</b>		
<b>Fax:</b>	<b>Site Type(s) – Please check all that apply:</b>	
<b>County Name:</b>	<b>Pantry</b> <input type="checkbox"/>	<b>Soup Kitchen</b> <input type="checkbox"/>
<b>Days and Hours of Operation :</b>	<b>Other (specify)</b>	
<b>Average number of clients served per month:</b>		
	<b>YES</b>	<b>NO</b>
1. Is the site visit conducted during the distribution of TEFAP food?		
2. Is the Food Bank above the site's only source of TEFAP foods?		
If No, list other sources:		
3. Does this site have a copy of the current written agreement on file with the providing Food Bank?		
4. Does this site give food to other agencies? (Obtain a list of these agencies)		
If yes, do they have written agreements with those agencies?		
5. Does the site have signed receipts for the type and quantity of TEFAP food received?		
6. Does site maintain eligibility documentation?		
7. Do the eligibility documents contain the correct criteria as included in the Bureau sample (Exhibit F)?		
8. Does site use eligibility documentation with the current income guidelines?		
9. Does the site maintain records of when client households receive food?		
10. Is this the only storage facility for TEFAP food?		
If No, obtain addresses for other locations & conduct additional walkthrough(s).		
11. Is the storage area in good condition?		
12. Is area secure from theft?		
13. Is all food stored on pallets or shelves?		
14. Is food stored separately from contaminants?		
15. Is area free of signs of infestation?		

