

**Office of Economic Opportunity
Monitoring Tool -TEFAP**

GENERAL INFORMATION

Food Shelf

Date

Address

Phone Number of food Shelf

Person completing this form

Position

E-mail Address

Board Chair

Email Address

PROGRAMMING

Is there a website with updated information about the food shelf?

Is there a phone number for the food shelf with a message for participants giving them hours of operation?

Is there signage with updated hours of operation?

Days and hours of service: Are these posted for participants to see?

Monday

Thursday

Tuesday

Friday

Wednesday

Saturday

Sunday

Distribution Model:

Curbside

Client Choice

Inside

Mix Prepack /prepack-choice

Mobile

Prepack

Appointment

Rescue

Produce only

Intake forms must be submitted with this monitoring form.

Geographical area served:

How often can a participant or household receive food?

Monthly Bi-Monthly Weekly Other

How many paid staff does your agency have?

How many Volunteers

FOOD DISTRIBUTION/ACCESS

What is the average food weight per individual per visit?

How often does the food shelf receive deliveries from the food bank?

Weekly Bi-Monthly Monthly

YES

NO

Do you have enough access to food through your regional foodbank to keep up with community need?

Do you have access to fresh food through your food bank?

Do you have access to culturally specific foods through your food bank?

Is the food ordering process with the food bank convenient and functional?

Does your food bank communicate on a regular basis regarding the availability of new or abundant products?

POLICY

YES

NO

Does the food shelf receive MFSP? If not why?

I have read the MN TEFAP Policy and Operations Manual

I am aware that all of the MN TEFAP required and supporting documents are available on <https://www.hungersolutions.org/programs/food-shelf-capacity/tefap/>

POLICY CONTINUED

Has food shelf staff/volunteers received annual Civil Rights training? Y/N DATE

DHS staff verified agency's completion of Civil Rights training regional food bank Y/N DATE

How does the food shelf assist recipients who do not speak English?

Signage in different languages Google translator Language?

Bilingual staff Food pictures

Other

YES

NO

Is eligibility determined per Minnesota State guidelines?

Is a Proxy policy in place?

Are any additional forms/questions at intake marked optional?

Is the Data Privacy Notice reviewed/posted?

Does the food shelf have a written Grievance policy in place?

Are volunteers trained on the grievance process?

Is the “And Justice For All” poster displayed/posted

Is an Americans with Disabilities Act (ADA) plan in place and posted?

Is Voter Registration information posted and assistance available?

Are SNAP resources available?

Is USDA nondiscrimination statement included on all published materials that mention USDA food programs

STORAGE AND HANDLING

Storage facilities must be clean, climate controlled, secure from theft. Required storage and handling practices include, but are not limited to:

Check if these regulations are understood and being followed by the food shelf

Is USDA commodity food distributed on a timely basis? First In and First Out System (FIFO)

Food must be stored off the ground (at least 6 inches), away from the wall (at least 4 inches), with at least a 2 foot ceiling clearance.

Non-food items and toxic items (soap, bleach, cleaning supplies, etc.) must be stored separately from food.

Maintain and document proper temperatures by using inner and outer thermometers, and temperature logs.

Dry TEFAP foods must be stored at 50-70° F

Refrigeration must be maintained at 34-40° F

Freezers must be maintained at 0° F or below

All units must be clean and inspected on a regular basis.

Keep floors, pallets, shelving, and storage areas clean. Make sure that there is a cleaning schedule established.

Maintain an effective pest control system. Have a qualified person on staff or contract with a licensed firm to handle pest control management. Poisons must not be used except by a licensed professional.

The exterior should be inspected regularly for signs of fire hazards, pest infestation, security problems, and repair.

TEFAP products are distributed in conjunction with donated products.

Additional questions:

How has your food shelf changed its food distribution model during the pandemic?

During the pandemic what has been most challenging for your food shelf?

What questions do you have for us?

For DHS-OEO Use

Positive Observations

Concerns/Notes

Findings

Corrective Actions Issued/Outcomes

Signature of DHS OEO Staff

Date

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.