



**Office of Economic Opportunity
Monitoring Tool
TEFAP**

Food Bank Name: _____ Date _____
Address _____

Names and Titles of Food Bank Staff:

Executive Director

Name

Email

Phone

Inventory Management Staff

Name

Title

Email

Phone

Name

Title

Email

Phone

Agency Representative (s)

Name

Title

Email

Phone

Name

Title

Email

Phone

Fiscal Management

Name

Title

Email

Phone

I. Warehouse and Storage

Were there any findings in the past year during the following inspections?

Health Department Y N Details:

Feeding America Y N Details:

Has the food bank had their annual audit? Y N
Any findings?

Has the TEFAP Food Bank manual been reviewed by staff? Y N

Is the agency's security system current and proper procedures in place?

Y N

Since the last monitoring visit by MN DHS OEO, has there been any reports of:

Theft Y N Fraud Y N Vandalism Y N

Details:

Food banks and TEFAP providers shall ensure all TEFAP food products are held in a secure, adequate and proper storage facility prior to distribution, in accordance with 7 CFR 250.14(b).

Check if these regulations are understood and being followed by the Food Bank

Storage and handling practices include, but are not limited to:

The agency's Fire Response system is in place to safeguard from fire.

The agency's pest/rodent control program is performed on a regular basis.

All USDA TEFAP commodities are palletized and tagged.

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

Stacking is limited in height so cases of food on the bottom layers will not be crushed.

Cross-stacking cases on pallets ensures stacks are sturdy and solid and will not tip when moved. Shrink wrapping provides added stability.

Non-food items and toxic items (soap, bleach, cleaning supplies, etc.) are stored separate from food.

TEFAP physical inventory is rotated ("First-In, First-Out Policy).

If a secondary warehouse or storage facility is being used for TEFAP products it is a commercial warehouse.

Thermometers are present in all food areas, Freezer, Cooler, Dry storage.

Temperature logs are posted, updated and monitored.

Recorded Temperatures and date: Freezer (0-below) Cooler (34-40)

Dry Storage (preferably less than 70 degrees)

An internal inventory system is being used to track distribution of USDA commodities going to agencies.

Delivery records are signed by TEFAP agencies upon receipt.

Monthly physical inventory of TEFAP products is completed.

The physical count is reconciled to inventory recorded in File Maker.

Commodity Incident Reports are being used for delivery variances, damaged and out of condition products.

Provide details on allocation vs surplus process.

Equitable Allocation

Surplus

How often is the allocation reviewed?

Inventory Control-- Note: Physical inventory count of USDA TEFAP commodity products will be conducted at the time of monitoring visit:

Physical Inventory Verification: Month:

How many TEFAP items are approaching?

- 3 month mark
- 6 month limit
- What are the plans for movement?

Product & Count-HP	Product and Count on-hand	Variances?
Notes:		
Notes:		
Notes:		
Notes:		
Notes:		
Notes:		
Notes:		

II. TEFAP Agencies

How many TEFAP agencies does the food bank partner with?

Food Shelves Onsite meal programs

How are new agencies determined to be TEFAP eligible?

Site visit prior to approval TEFAP agency agreement
Site visit after approval TEFAP manual

How often are TEFAP agencies checked for compliance with policies and regulations (monitor and site agreements)? Annual Bi-annual

What is your food bank's practice for non-compliant agencies?

Please describe your agency's complaint/incident/comment procedures.

Does your agency have partner meetings/trainings?

Annual Quarterly
Monthly Online

III. Reporting and Record Keeping

Are monthly agency statistics reported to HSM by the 15th of the month? Y N

Does your agency verify the accuracy of statistics reports? Y N

Are monthly inventory reports submitted to HSM by the 10th of the month? Y N

Are all USDA TEFAP records maintained for a seven-year period? Y N

Are agency's being verified for completion of Civil Rights training? Y N

IV. Additional Forms Required

- Food Bank Assurances
- Internal Controls Checklist
- State and Federal Compliance
- Copy of updated Insurance

V. Financial Review

Grant #
Total Grant Amount
Month Reviewed

Expenditures (EGMS) in Month Reviewed

Source documentation reviewed by DHS Staff (Attach General Ledger for Month Reviewed and Ledger Detail to this Form)		
Line Item (incl. match)	EGMS Amount	Ledger & Source Documentation.
Personnel		
Space Rental		
Distribution- Shipment-storage		
Indirect or De Minimis		
Other		

For DHS-OEO Use

Positive Observations

Notes

Findings

Corrective Actions Issued/Outcomes

Signature of DHS OEO Staff

Date

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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.

TEFAP State staff has verified Regional food bank staff completion of annual Civil Rights training
Y/N DATE