



CARE AND SHARE FOOD BANK

SITE MONITOR FORM

501(c)(3)	<input type="checkbox"/>
Recent Order	<input type="checkbox"/>
Safe Food Handler expires _____	<input type="checkbox"/>

Agency Type: **Food Pantry Meal/Snack TEFAP CSFP SHP SPP MFP** Agency # : _____

Agency Name: _____ Phone: _____

Site Address: _____

Contact Person Interviewed: _____ Phone: _____

Email Address: _____ Data Date Range: _____

Poundage	Monthly Reports Current: Yes No	Households Served	Lbs. per HH Served
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Days & Hours of Operation: _____ How often can neighbors receive food? _____

Agency delivers food to neighbors: Yes No Agency offers "Neighbors Choice": Yes No

Pantry repackages products: Yes No Direct Retail Locations: _____

C = in compliance **NC** = not in compliance **N/A** = not applicable

All Sites: Administration and Food Safety

C	NC	N/A	Days and hours of operation are posted and visible at all times at all site entrances
C	NC	N/A	Site is accessible to people with disabilities
C	NC	N/A	Process to determine that recipient is eligible, ill, needy, or infant (e.g. self-declaration sign in sheets)
C	NC	N/A	Site has a process to record persons receiving food (e.g. sign in sheets)
C	NC	N/A	Site is using most current versions of applications, logs, and fliers
C	NC	N/A	Site maintains all records for 3 years plus the current year
C	NC	N/A	Storage area and records are secured (locked, with limited access)
C	NC	N/A	At least one person is certified in food safety. Name:
C	NC	N/A	All food storage areas accessed during monitor, including satellite sites
C	NC	N/A	Facility, refrigerator/freezer units, floor, and ceiling are clean and odor free with adequate air flow
C	NC	N/A	Food is stored 4" off the floor, 6" below ceiling, and 2" away from the walls
C	NC	N/A	Food is inspected for signs of damage, spoilage, and expiration dates
C	NC	N/A	Food is stored to ensure no cross-contamination of foods occurs
C	NC	N/A	Non-food or toxic items are stored away from food items (e.g. soap, cleaning supplies)
C	NC	N/A	Pest control process is in place and maintained
C	NC	N/A	Thermometer in storage area is less than 80°F and greater than 40°F (ideal is 50°F - 70°F)
C	NC	N/A	Cold foods are transported safely
C	NC	N/A	Thermometers are located in all units and all units have temperatures in appropriate ranges
C	NC	N/A	Temperature log process is in place and maintained
C	NC	N/A	Site notifies Care and Share when there is a client complaint that can't be resolved onsite
C	NC	N/A	Donations box, if used, is located away from food distribution areas
C	NC	N/A	No fees, donations, or memberships are required of neighbors to receive services

All Sites: Temperature Readings (Fridge 35°F to 40°F, Freezer below 0°F)

Unit	R/F	Unit	R/F	Unit	R/F	Unit	R/F
Unit	R/F	Unit	R/F	Unit	R/F	Unit	R/F
Unit	R/F	Unit	R/F	Unit	R/F	Unit	R/F

Meal or Snack Sites Only

C NC N/A	Health Dept. Inspection current & copy provided Date of inspection:	C NC N/A	Separate hand washing sink available separate from the dishwashing sinks
C NC N/A	Posted hand washing sign	C NC N/A	Probing thermometers available

TEFAP and/or CSFP Sites Only

C NC N/A	Signed Agency Agreement, TEFAP/CSFP contract, and Policy & Procedure Manual are on file at site
C NC N/A	Site is using the most current versions of TEFAP/CSFP Eligibility Application and Proxy Form
C NC N/A	Proxy Forms are used and filed to allow eligible homebound clients to access TEFAP/CSFP
C NC N/A	Satellite site(s) send all completed Eligibility Applications and Proxy Forms to the main site monthly
C NC N/A	Site has completed and documented Civil Rights training within the last year
C NC N/A	Site has a visible "And Justice for All" poster displayed in all certification and distribution areas
C NC N/A	Site provides a variety of public notices of distribution with the non-discrimination statement included
C NC N/A	Accommodations are made to allow non-English speaking clients to access TEFAP/CSFP
C NC N/A	Site has a process for handling complaints of discrimination
C NC N/A	TEFAP/CSFP food is clearly identifiable in the storage area
C NC N/A	Site has a process for distributing food prior to expiration. All food loss is reported to Care and Share.
C NC N/A	CSFP only – Eligibility Applications and Recertifications are completed correctly and timely
C NC N/A	CSFP only – Proper notices are sent to program participants (e.g. expired application, recertification)
C NC N/A	Religious organizations only – Written Notice of Beneficiary Rights is posted and visible. Site has a process for handling all requests to receive benefits at another location.

Send Hunger Packing and/or School Pantry Sites Only

C NC N/A	All staff and volunteers with direct repetitive contact with children receive a national background check
C NC N/A	Food is distributed in a discreet and confidential manner, free of charge at least once per week
C NC N/A	All food loss is reported to Care and Share. Any concerns with leftover/excess food inventory?

How may Care and Share Food Bank better support you? _____

Summary and Recommendations

_____ **APPROVED** - Comments: _____

_____ **RE-MONITOR** - Comments: _____

Care and Share will provide: _____

Site Representative Signature: _____ **Date:** _____

Care and Share Representative Signature: _____ **Date:** _____