

# Self Audit Checklist



As members of the Freestore Foodbank network, partner agencies agree to adhere to the United States Department of Agriculture (USDA) and Federal Nutrition Services (FNS) regulations for service. Partners also must achieve requirements defined by Freestore Foodbank and Feeding America.

Below is a self-audit checklist to help you quickly review your programs operational processes, food safety practices, Civil Rights and customer service standards.

All items on checklist may not apply to your agency program. Check the appropriate section for more information regarding standards.

## Things to consider and review

### Food Safety Practices

- Current Food Safety certificate
- Pest control method in place
- Thermometers in every refrigerator, freezer and dry storage area
- Temperature Logs – recorded weekly and stored for 5 years
- Food is repackaged appropriately
- Storage areas are clean and odor free with adequate safeguards
- Food is stored 6 inches off the floor and 4 inches away from walls and ceilings.
- All cleaning products are isolated from food

### Beyond the Basics

- Offering SNAP to clients
- Promoting nutrition education
- Knowledge of surrounding agencies
- Outreach to underserved populations
- Senior boxes
- Culturally informed services

### TEFAP Agencies

- Hours of operation are posted to the public
- No rules for accessing food such as class, prayer, volunteer work or donations
- TEFAP manual on file and current
- Local Distributor Agreement current
- Civil Rights training done, volunteers and staff
- USDA income eligibility forms on file (5 years)
- Current USDA client eligibility forms being used
- “And Justice for All” poster visible to clients
- Eligibility forms on file in all available languages
- Eligibility guidelines are posted in a spot visible to clients
- ***All documents can be found on the Agency Zone under TEFAP***

### Standard Operational Processes

- Service area is documented and posted
- Intake forms, complete and kept on file (5 years)
- Client intake process defined and understood
- Statistics up to date and reported monthly through the online statistics report link
- Policies and procedures are in place to ensure clients are treated equally and served equitably
- Policies are clearly communicated to clients, staff, and volunteers
- Freestore Foodbank logo is posted and visible during food distribution



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If you have any questions, please email [Help@FreestoreFoodbank.org](mailto:Help@FreestoreFoodbank.org)