

COMPLIANCE SELF AUDIT CHECKLIST



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 as defined by the Ohio Department of Job and Family Services (ODJFS). 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 to compliance with the institutional regulations set forth in the ODJFS Food Programs Manual.

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

Are you in Compliance with Freestore Foodbank Standards?

Food Safety Practices

- Current Food Safety certificate
- Pest control method in place & Date of last inspection: _____
- Thermometers in every refrigerator, freezer and dry storage area
- Temperature Logs - completed and filed monthly (5 years)
- Food is repackaged appropriately
- Storage areas are clean and odor free with adequate safeguards
- Food is stored up off the floor and away from walls and ceilings.
- All cleaning products isolated from food

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
- TEFAP commodities agreement current
- Civil Rights Training done, volunteers and staff
- USDA income eligibility forms on file (5 years)
- Current USDA client eligibility forms being used
- "Justice for All" poster visible to clients
- Eligibility forms on file in all available languages

Beyond the Basics

- Offering SNAP to clients
- Promoting nutrition education
- Knowledge of surrounding agencies
- Hispanic Outreach

Standard Operational Processes

- Invoices on file, paper, or electronic (5 years)
- 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
- Serving all clients equally
- Policies are clearly communicated to clients, staff, and volunteers
- Freestore Foodbank logo is posted and visible during food distribution
- Monthly Statistics are on file (3 years)
- Freestore Foodbank invoices on file (3 years)

For Additional Resources:

www.freestorefoodbank.org/agencyzone

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