



**Office of Community Services (OCS)
Department of Labor and Industrial Relations
State of Hawaii**

**THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)
EMERGENCY FOOD ORGANIZATION (EFO) MONITORING FORM**

Organization Name:			
Address:		City:	Zip:
Mailing Address <i>(if different)</i> :			
Contact Name:		Email Address:	
Yes	No	N/A	A. CIVIL RIGHTS REQUIREMENTS (FNS Instructions 113-1)
			1. Have all staff and volunteers who interact with program applicants and participants or handle applicant/client personal information received civil rights training at orientation or annually thereafter? If no, please explain below: <i>Review Civil Rights File</i>
			2. Has a staff or volunteer refused to take civil rights training? 2a. If yes, has the following information been retained: <ul style="list-style-type: none"> • name • job description of each individual • full explanation as to why the person cannot or refuses to participate in civil rights training? <i>Review file – Comments:</i>
			3. Have there been any discrimination complaints within the last year? 3a. If yes, have the complaints been forwarded to OCS? <i>Review records (notate description of complaint and how it has been resolved).</i> Comments:
			4. Does the EFO have a written nondiscrimination policy in its hiring practices? <i>Review policy.</i>
			5. Is the Federal “And Justice for All” poster prominently displayed and visible to all clients? <i>Notate where the posters are displayed and take photo.</i>
			6. Are the staff and volunteers aware of the proper procedures for forwarding discrimination complaints? <i>Review procedures, interview staff and volunteers.</i>
			7. Do public notifications (brochures/flyers, etc.) contain the appropriate nondiscrimination statement? <i>Review files of public notification notate the type of notifications.</i>
General Comments/Suggestions:			

Yes	No	N/A	B. ADMINISTRATION REQUIREMENTS
			1. Does the EFO use a uniform application to determine eligibility for local organizations to request participation in TEFAP? <i>Attach sample application.</i>
			2. Does the EFO have current MOAs/contracts for all ERAs they oversee on file? (7 CFR 250.19(a)) <i>Review documents, list ERAs reviewed, sample review.</i>
			3. Does the EFO know the OCS' preferred process to handle food complaints? (7 CFR 250.22(a)(8)) <i>Please describe.</i>
			4. Does the EFO have an active list of all ERAs, their emergency contact individual and an emergency contact phone number in case of emergency or disaster? <i>Review list.</i>
			5. Does the EFO provide the following information to OCS on a semiannual basis on or before October 31 st for April 1 st to September 30 th and on or before April 30 th for October 1 st to March 31 st ? (State Plan) <i>OCS able to check files ahead of review and respond appropriately.</i> a. Fiscal records b. Number of household participants served c. Physical inventory reconciliation
			6. Are all USDA commodity records complete, accurate, and maintained on file for three (3) fiscal years from the end of the fiscal year? (7CFR 250.19 (a,b)) <i>Review agency's files.</i>
			7. Does the EFO adhere to the prohibition against assessing fees for the distribution of USDA products? (7CFR 250.1 (b))
			8. Has the EFO experienced any losses during the past 12 months (including those that occurred at the ERAs)? If yes, explain the losses and describe the process used by the EFO to deal with the losses. <i>If no losses, ask agency how they would process a loss.</i>
			9. Did the EFO complete the "TEFAP/CSFP Commodity Loss" report (F-40062) form during the last 12 month period, and if so was it submitted on a timely basis? <i>Review form.</i>
General Comments/Suggestions:			
Yes	No	N/A	C. FOOD ORDERING

			1. Has the State provided opportunity for the EFO to submit input on an annual basis regarding ordering of food? (7 CFR Part 250.10a) <i>Any suggestions for this process?</i>
			2. Were any requests made to OCS for information on donated food? (7 CFR Part 250.10b) a. If so, was information provided on a timely basis?

General Comments/Suggestions:

Yes	No	N/A	D. RECEIPT OF SHIPMENT
-----	----	-----	-------------------------------

			1. Are USDA commodities inspected at delivery? <i>What is the procedure?</i>
			2. Does the EFO mark the date on the boxes of the commodities received? If so, how? <i>Take photo.</i>

General Comments/Suggestions:

Yes	No	N/A	E. STORAGE AND WAREHOUSING REQUIREMENTS
-----	----	-----	--

			1. Are commodities stacked on pallets or shelves at least 6 inches away from the floor and the wall to allow proper ventilation? (State of Hawaii Food Safety Checklist, 7 CFR 250.12a) <i>(Take Pictures) Inspect storage areas to ensure the clearances are met:</i> a. <i>Dry storage area</i> b. <i>Refrigerated storage area</i> c. <i>Freezer storage area</i>
			2. Are storage areas clean and orderly? (7 CFR 250.12a) <i>(Take Photos) Inspect storage areas for cleanliness.</i> a. <i>Dry storage area</i> b. <i>Refrigerated storage area</i> c. <i>Freezer storage area</i>
			3. Are there safeguards against thefts in the storage areas? (7 CFR 250.12a) <i>Please list safeguards</i> a. <i>Dry storage area</i> b. <i>Refrigerated storage area</i> c. <i>Freezer storage area</i>
			4. What are the measurements taken to control pests? (State of Hawaii Food Safety checklist)
			5. Are temperatures taken regularly in the dry storage area? (7 CFR 250.12a) a. Provide the current dry storage temperature _____ <i>Review log</i>
			6. Are temperatures taken regularly in the refrigerated storage area? a. Provide the current refrigerated storage temperature _____ <i>Review log</i>

			7. Are temperatures taken regularly in the freezer storage area? a. Provide the current freezer storage temperature _____ <i>Review log</i>
			8. Are toxic/cleaning items labeled and stored far away from food items? <i>(State of Hawaii Food Safety checklist)</i>
General Comments/Suggestions: <i>(Note: Take photos of storage areas, General condition of commodities, any repairs needed, etc.):</i>			
Yes	No	N/A	F. INVENTORY CONTROL MANAGEMENT REQUIREMENTS
			1. Are TEFAP commodities separated from non-TEFAP commodities? <i>(7 CFR 250.12b) Ask how they are separated or distinguished from other USDA programs.</i>
			2. Is a separate inventory kept for TEFAP commodities and non-TEFAP commodities? <i>(7 CFR 250.12b) Review inventory.</i>
			3. How often is physical inventory taken? <i>(7 CFR 250.12b) Review inventory log.</i>
			4. Is the physical inventory reconciled to the book inventory? <i>(7 CFR 250.12b) Review reconciliation.</i>
			5. Is there more than six-months of food in inventory for any category? <i>(7 CFR 250.12(c)(1))</i>
			6. Is the first in, first out (FIFO) distribution method being utilized? If not, what method is being utilized? <i>(FD-107 Storage and Inventory of USDA Donated Foods) Describe how they ensure the FIFO method is being used. Check dates of products.</i>
			7. Does the EFO know the procedure for condemning commodities and how to report those losses? <i>(7 CFR 250.15(a)) Please describe the process.</i>
Yes	No	N/A	G. DISTRIBUTION REQUIREMENTS
			1. Are appropriate distribution records maintained by the EFO? <i>Review sampling of distribution records.</i>
			2. Does the EFO receive monthly household service data from the food pantries and meal service data from the soup kitchens and homeless shelters? <i>Review sampling of reports from ERAs.</i>
			3. Is the allocation to sites based on objective data such as: a. Adequacy of the storage and distribution facility? b. Number of clients served as documented by service statistics? c. Ability of site to maintain required records?

			3a. If no, describe the allocation method used to determine the amount of commodities allocated to ERAs.
Yes	No	N/A	H. DISTRIBUTION SITES
			1. When recruiting local organizations to participate in TEFAP, does the EFO take into account the following factors? <i>How are ERAs recruited?</i> a. The adequacy of storage and distribution facility b. The ability to maintain required records c. A written policy of nondiscrimination d. Documented tax exempt status e. Ability to comply with Federal and State operating standards f. Length of time the distribution site has been in operation 1a. Any other factors considered?
			2. Does the EFO physically inspect all pantries, soup kitchens, and shelters prior to participation by the site in TEFAP? <i>Ask for any documentation.</i>
			3. Does the EFO monitor its ERAs on a regular basis to ensure that food storage space and procedures meet Federal and State requirements? <i>Describe how the monitoring is done.</i>
			4. How many ERAs are under contract with the EFO? a. Pantries _____ b. Soup Kitchens _____ c. Shelters _____ d. Other _____
			5. Does the EFO have current contracts with each distribution site? <i>Review records.</i>
			6. Does the EFO update the agreements with its ERAs on an annual basis? If no, how often are they updated? <i>Review sampling of agreements.</i>
			7. Has the EFO submitted a master list of the ERAs, including name, address, contact person, telephone number and days and hours of operation for each site to OCS? <i>When was the list last submitted?</i>
			8. Has the EFO informed the ERAs in writing and in training of the restriction against reprocessing/repacking TEFAP commodities? <i>Ask for sample of written notification and/or training documents.</i>
			9. Does the EFO determine how often clients can receive food from ERA pantries? If so, what is the frequency?
			10. Does the EFO provide training to distribution staff? If so, describe the types and dates of training conducted for the distribution site staff within the last year.

--	--	--	--

General Comments/Suggestions:

Yes	No	N/A	J. FISCAL REVIEW – To be done offsite by OCS Fiscal Office (Please provide documents requested)
			1. Review accounting system and internal controls. <ul style="list-style-type: none"> a. Policies and Procedures Manual b. General Ledger c. Authorized personnel for accounting transactions
			2. Receipts <ul style="list-style-type: none"> a. Review cash receipts journal and deposit slips
			3. Disbursements <ul style="list-style-type: none"> a. Review invoices, receipts, and other documentation from recipient agencies to support expenditures of Federal administrative funds b. Bank Reconciliation
			4. Payroll <ul style="list-style-type: none"> a. Review timesheets b. Allocation schedule
			5. Financial Reporting <ul style="list-style-type: none"> a. Review audited financial statement and A-133 b. Any audit finding? Are there resolutions and/or corrective actions to findings?

General Comments/Suggestions:

Feedback on Food Selection Provided by TEFAP

Any suggestions for OCS to improve the TEFAP program?

Reviewer's Name:

Reviewer's Signature

Date of Review:

Any deficiencies found? Yes No

Follow Up Review Needed: Yes No

Date of Follow Up Review:

Area(s) of excellence:

Area(s) of particular concern:

Additional comments:

Deficiencies Resolved: Yes No

Final Comments: