



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

**THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)
EMERGENCY FOOD ORGANIZATION (EFO) PRE-MONITORING CHECK LIST**

Organization Name:			
Address:		City:	Zip:
Mailing Address (if different):			
Contact Name:		Email Address:	
Yes	No	N/A	A. GENERAL COMPLIANCE REQUIREMENTS
			1. Was it verified that the SDA is not currently on the IRS Automatic Revocation of Exemption List (FD-118: Automatic Revocation of Tax-Exempt Status)? Date Verified: _____
			2. Has the EFO provided the State with a listing of ALL active ERAs it has a contract with on an annual basis (FD-123: Maintenance of List of Eligible Recipient Agencies (ERA) Participating in TEFAP)? Date of Last Provided List: _____
			3. Has the State received the following records on an annual basis? (FD-058 Annual Physical Inventory – Reconciliation of Book Inventory to Physical Inventory/FD-052 Annual Physical Inventory – Reconciliation and Offsetting) a. Physical Inventory b. Physical Inventory and Book Inventory Reconciliation c. Has any off-setting occurred? i. If yes, were records sent to FNSRO?
			4. Check if Bill of Ladings are received within 48 hours of commodity being received and has the following information: (7 CFR 250.11(b), FNS Instruction 709-5) a. Seal number b. Temperature of refrigerated truck upon arrival c. Results of inspection by State or local health authorities for USDA certification agent to determine of USDA Foods. d. Disposition of USDA Foods received out-of-condition.
			5. Is there a certificate of insurance on file indicating that the SDA has insurance covering the value of the average month-end inventory? (FD-139 Clarification on Inventory Protection Requirements & 7 CFR 250.12 (d) (1))
			6. Is an audit required for the current fiscal year (FD-104 Value of USDA Donated Foods for Audits)? a. If so, has the audit been received? b. If it hasn't been received, when is the proposed date? _____
			7. Does the organization's website have the civil rights nondiscrimination clause displayed?