	TEFAP REVIEW FORM - FOOD PANTRY/SOUP KITCHENS/HOMELESS SHELTERS											
	EFO Name					Tuno of LDA	Pantry		DV			
	LDA Name					Type of LDA	SK		SH			
	LDA Address					AVG Monthly	Meals - SK/SH					
	LDA Representative					AVG Monthly	Participant - PN	J				
	Phone #					Number of sit	es					
	Email Address				J			YES	l NO	N/A		
1	Hours of Operation							123	110	14/70		
2	Follow-up review ne	ecessary?										
3	Date of Last Review		Any deficie	encies?		Corrected?						
4 Is there a signed T1-10 agreement between the NJDA and the LDA on file? (SK/SH)												
5	5 Does the LDA have a current Satisfactory Health Certificate? (SK/SH)											
6	6 Is there a signed agreement between the EFO and LDA on site? (Pantry)											
7 Are copies of physical inventories kept on site by the LDA?												
8	Frequency of Invent	ory	Weekly		Monthly _		Bi-Weekly					
9	9 Are commodities checked upon receipt by the LDA representative?											
10	Are their complete a	and acurate	records ma	aintained fo	r the follow	ing reports?						
	Summary of Release		Warehouse	e Release		Signature Shee	ets (Pantry)					
11 Are hours of operation posted and visable to the general public?												
12	2 How often are TEFAP and SFPP foods picked up/delivered from the EFO?											
	Monthly		Quarterly			Other						
13 Are records held for 3 years from the fiscal year which they pertain, and available to see?												
14 Does the Signature Sheet list all the required information for the recipient to complete?												
15 Does the LDA submit reports to the EFO within the required time frame?												
16 Was LDA supplied with a current version of the LDA Operations Manual?												
17 Is a current INTAKE form being used?												
18 Does the person in charge know how and follow the procedures for disposing USDA Foods?												
19 Have there been any food losses within the past fiscal year? - view documentation												
20	Have food losses be	en properly	reported to	o the EFO ar	nd/or NJDA	?						
21	Are dry, cool & froze		age facilitie	s adequate	for the LDA	s program?						
If no - comment here												
22 Condition of commodities												
23	Condition of facility											
24 Is the commodity storage area clean, dry and orderly												
25 Are commodities stored off of the floor?												

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			YES	NO	N/A						
26 Are their safeguards against theft and damage of commodities?											
27 Are all commodities stored on site?											
If no, explain											
28 Does each cooler/freezer have a temperature log?											
29 Are measures taken to prevent insect and rodent infestation? - view repor	rts										
30 Are TEFAP and SFPP foods stored seperately and labeled?											
31 Does the LDA screen all participants for eligibility using TEFAP eligibility criteria?											
32 Is the USDA poster "And Justice for All" displayed in a prominent place?											
33 Are Civil Rights complaint forms available at the location of intake & distrib	oution	?									
34 Can LDA provide the date of the most recent Civil Rights training received through the EFO?											
35 For Religious Organizations, is the written notice and referral requirement											
36 Did the LDA have any request for religious exemption referrals?											
37 Does the LDA have current Income Guidelines posted at location of intake and dist	tributio	n?									
38 Are all forms using the correct nondiscrimination statement?											
Agents Comments											
LDA Signature Date			-								
Agents Signature Date											