

**TEFAP REVIEW FORM - FOOD PANTRY/SOUP KITCHENS/HOMELESS SHELTERS**

EFO Name		Type of LDA	Pantry		DV	
LDA Name			SK		SH	
LDA Address			AVG Monthly Meals - SK/SH			
LDA Representative			AVG Monthly Participant - PN			
Phone #			Number of sites			
Email Address						

					YES	NO	N/A	
1	Hours of Operation							
2	Follow-up review necessary?							
3	Date of Last Review		Any deficiencies?		Corrected?			
4	Is there a signed T1-10 agreement between the NJDA and the LDA on file? (SK/SH)							
5	Does the LDA have a current Satisfactory Health Certificate? (SK/SH)							
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 Inventory	Weekly _____	Monthly _____	Bi-Weekly _____				
9	Are commodities checked upon receipt by the LDA representative?							
10	Are their complete and accurate records maintained for the following reports?							
	Summary of Release		Warehouse Release		Signature Sheets (Pantry)			
11	Are hours of operation posted and visible to the general public?							
12	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 been properly reported to the EFO and/or NJDA?							
21	Are dry, cool & frozen type storage facilities adequate for the LDAs 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?							

