

## Food Bank of Central New York's Site Visit Checklist

Food Bank of Central New York is required to conduct site visits for all partner agencies to fulfill regulations set forth by New York State and Feeding America. Most partner agencies are visited by Food Bank staff at minimum once every two years. Meal sites are visited every year. Please review this checklist to ensure that your program is in compliance with Food Bank of Central New York's Partner Agency Agreement.

### Posted Signage

- Agency Bill of Rights
- Guest Bill of Rights
- Meal Package Guidelines and Points (for pantries)
- Days and Hours (for pantries and soup kitchens)
- Service Area (for pantries)
- Justice for All Poster (TEFAP-eligible programs)
- TEFAP Written Notice of Beneficiary Rights (TEFAP-eligible programs)
- TEFAP Income Guidelines (TEFAP-eligible programs)
- USDA Civil Rights Training (TEFAP-eligible programs)

### Food Safety

All partner agencies should abide by food safety guidelines and use safe food handling practices. At least one staff member or volunteer who has completed food safety training needs to be on site during food preparation and distribution.

- Food Safety Training
- Department of Health Permit (for meal sites)
- Thermometers for all refrigerators and freezers
- Temperature Logs for all refrigerators and freezers
- Pest-free site
- Upkeep of Food Storage Area and FIFO (First In-First Out) inventory process
- Food stored 6" above the floor

### Record-Keeping

- Client Intake Forms (from the past 3 years)
- Food Bank Invoices (from the past 7 years)
- Temperature Logs (from the past 3 years)
- Monthly Service Numbers (are up-to-date)
- USDA Civil Rights Training and Training Log (TEFAP-eligible programs)

### Service to Clients

- Provide service without discrimination
- Refer clients to nutritional, health, and social services (example: referring a client to WIC or SNAP)
- Religious services and practices such as prayer does not occur while clients are receiving product assistance.