

CSFP LDA Site Visit Requirements

Storage

- Dry storage area for extra boxes
- Cold storage for cheese; Thermometers present
- Temperature control logs on refrigerators storing CSFP cheese
- Pest control logs or copies of professional pest control invoices
- Storage area is pest and rodent free

Program Administration

- Current CSFP income eligibility guidelines posted
- “And Justice For All” poster posted
- Client notification of distribution dates and hours
- Interpretive Services Poster posted

Agency Files

- A copy of your most recent Lowcountry Food Bank CSFP Agreement
- Current and past civil rights training logs
- SCDA CSFP Manual
- Copies of Monthly LDA Reports
- Copies of Monthly Invoices
- Current copies of CSFP Client/Application Forms
 - Application page
 - Eligibility Notification/Participant Agreement
 - Authorized Representative (Proxy) (if applicable)
 - Closure Notifications
 - Verification of Certification (transfer forms)
- Proof of annual public notification that includes the current USDA non-discrimination statement

Client Files

- Current and past client forms/applications stored in an organized manner
- Each client file includes all needed forms and documentation
 - Application page
 - Eligibility Notification/Participant Agreement
 - Authorized Representative (Proxy)—if applicable
 - Copy of ID (proof of age and address)
- Link2Feed Data accessible