



USDA Agency Site Visit Requirements

During the walk through of your agency we will look for the following:

- Hours of operation posted in a place visible to the public
- (if applicable) Dry storage area
- (if applicable) Cold storage including refrigerator and/or freezer; Thermometers present
- Refrigerator/Freezer Temperature Logs-The temperature on all freezers and refrigerators that store USDA product must be checked a minimum of twice a week and as soon as safely possible after any power outages. (If the fridge/freezer is empty then this is not necessary).
- Labeling and separation of USDA product
- Current Food Safety Certificate

The following posters must be visible to clients:

- Civil Rights Poster (Revised 2019 and is GREEN with a picture of the Department of Agriculture)
- Current TEFAP income eligibility guidelines (Effective 03/2021)
- Written Notice of Beneficiary Rights Poster (for faith-based organizations ONLY – revised 2019)
- Interpretive Services Flyer

The following materials must be organized and available during your review:

- Current and past TEFAP Application Forms (with a revision date of 07/2019)
- Current and past client sign-in logs (The Commodity Issuance Log)
- Current and past civil rights training logs
- Current and past invoices from the Lowcountry Food Bank
- Proof of annual public notification that includes the current USDA non-discrimination statement (nondiscrimination statement revised 2019)
- TEFAP Operations Manual (Rev. 2020)
- Pest control logs or copies of professional pest control invoices
- A copy of your most recent renewal which includes a current Lowcountry Food Bank Agreement and a TEFAP Agreement
- *Your agency must retain all of the above paperwork for three years, plus the current year*
- You must have ways to serve clients who are disabled or need language interpretation services

Additionally...All agencies that cook on-site also need:

- Manager Servsafe Certificate
- Current and past menu logs available

LCFB staff will research the following prior to the visit and discuss at the visit the following:

- Agency's produce distribution history. Is Agency's produce distribution 25% of its total distribution? This is our Strive for 25 goal!
- Agency's shopping history and if the agency has been utilizing the LCFB at least monthly
- Agency's history of completing Monthly Meal Reports every month by 5th of each month