



Agency Site Visit Requirements (non-USDA)

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
- Current Food Safety Certificate (prominently displayed)

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

- Current and past client applications
- Daily Distribution Log
- Current and past invoices from the Lowcountry Food Bank
- Pest control logs or copies of professional pest control invoices
- A copy of your most recent application which includes a current Lowcountry Food Bank Agreement and other necessary agreements

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 whether or not 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