



## 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 products 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, 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 02/2022)
- Written Notice of Beneficiary Rights Poster (for faith-based organizations ONLY – revised 2019)
- Interpretive Services Flyer
- You must have ways to serve clients who are disabled or need language interpretation services.

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 LCFB and TEFAP Agreement
- Your agency must retain all of the above paperwork for three years, plus the current year.

**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 by the 5<sup>th</sup> of every month
- Agency's use of Link2Feed - is it consistent, correct, and done live? (if applicable)