



## 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
- Civil Rights Poster
- Beneficiary Rights Poster (If a religiously affiliated facility)
- Current CSFP Income Eligibility Guidelines
- Interpretive Services Poster
- Dry storage area for boxes 6 inches above the ground in a secure area
- Refrigeration storage for cheese
- Refrigerator/Freezer Temperature Logs

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

- A copy of your most recent CSFP Agreement
- Current and past invoices from the Lowcountry Food Bank
- SCDA CSFP Manual
- Civil Rights Training Log
- Proof of Annual Public Notification
- Any paper client files from the last 3 years (2021 and on)
- Pest control logs or copies of professional pest control invoices

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

- Link2Feed client visits recorded