



## 2024 Non-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
- Cleanliness of all dry and cold storage areas (where applicable)
- Functional thermometers present in all compartments of cold storage units
- Refrigerator/Freezer Temperature Logs
  - If a compartment of the fridge/freezer is empty and/or not in use, note this on the unit's temperature log.
- Current Food Safety Certificate (prominently displayed)

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

- Current and past client applications
- Distribution Logs or evidence of ongoing Link2Feed usage
- Menu Logs (soup kitchens and on-site feeding services only)
- 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 annual renewal

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

- Agency's shopping history and whether the agency has been utilizing the LCFB at least monthly
- Agency's history of completing Monthly Meal Reports every month by 5<sup>th</sup> of each month unless agency is using Link2Feed

Please visit our website below to find any of these materials:

<https://lowcountryfoodbank.org/about-us/partner-agencies/agency-forms/>

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