



## 2024 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 – The temperature on all compartments of 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 a compartment of the fridge/freezer is empty and/or not in use, note this on the unit's temperature log.
- Labeling and separation of USDA product

The following posters must be visible to neighbors, even when distributing drive-thru style:

- Civil Rights Poster (Revised May 2022 and is GREEN with a picture of the Dept. of Agriculture)
- Current TEFAP income eligibility guidelines (Effective 01/26/2023)
- Interpretive Services Flyer
- Notice of Beneficiary Rights Poster
- Current Food Safety Certificate

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

- Evidence of ongoing Link2Feed usage
- Current and past civil rights training logs
- Current and past invoices from the Lowcountry Food Bank
- Proof of annual public notification that includes the 2022 USDA non-discrimination statement
- 2023 TEFAP Operations Manual
- 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 the above paperwork for three years, plus the current year.

Additionally, those agencies that cook on-site also need:

- Current Manager ServSafe Certificate
- Current and past menu logs available

LCFB staff will research the agency's shopping history to determine whether it is utilizing the LCFB at least monthly.

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

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

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