



**The Emergency Food Assistance Program (TEFAP) -
DISTRIBUTION SITE OBSERVATION FORM**

Date of Visit: _____ Foodbank Affiliation: _____

Site Name: _____ City/County: _____

Times/Dates of Distribution: _____

GENERAL INFORMATION		Comments:
How many individuals are served each month?		
Does this site operate under the rural exemption?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the food Bank Deliver food?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many times is food delivered monthly?		
How many cases of food are currently in inventory?		
What is the site's service area?		
Does the site serve individuals from outside their service area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PUBLIC AWARENESS - SIGNAGE/REQUIRED POSTERS (Clearly Posted)		Comments:
Distribution Site Manual accessible to staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Days/Hours of Operation and Site Name (visible to public)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
And Justice for All (USDA) - GREEN	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Income Eligibility Guidelines - TEAL	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Notice to Program Participants - BLUE	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prohibited Activities - RED	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Written Notice of Beneficiary Rights	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PROGRAM PROCEDURES		Comments:
Does the site require documentation for the individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What method of documentation is used?	<input type="checkbox"/> Signature Sheets <input type="checkbox"/> E-Signature <input type="checkbox"/> Proxy Forms	
Are forms current and used correctly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the site require individuals to obtain a referral from an outside agency in order to receive TEFAP foods?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do individuals need an appointment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are USDA Commodities distributed with donated foods?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Pest control log maintained by site	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of pest control company:		

DRY STORAGE		Comments:
Clean and organized	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Pest proof containers	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food off floor (6 inches)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food away from wall (4 inches)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Non-Food items and chemical items kept separately	<input type="checkbox"/> Yes <input type="checkbox"/> No	

