

Record Keeping and Reporting Requirements

Partner Organizations are required to keep all required records onsite for **(5) consecutive years** and make them available to DES, Feeding America or SMFB Staff when requested.

Record Keeping: Keep On-Site

Food Delivery Records

- SMFB Delivery Invoices
- Food Safety Training certificate for current workers

Log Records

- Temperature Logs for each unit
- Cleaning Logs (for public restrooms and use of harsh chemicals)
- Pest Control/Inspection Logs for locations storing food
- Complaint Logs

Forms

- Volunteer Confidentiality Forms for regular staff or volunteers
- Civil Rights Training Acknowledgement (renewed by staff/volunteers annually)

Food Distribution Records

- Client Sign-In Sheets (if not entering clients into Link2Feed) and Proxy Letters
- Monthly Reports

Health Inspection (if applicable)

- All Congregate Meals and Repackaging sites must have a current Health Inspection and Food Protection Manager's Card

Required Signs: Must be posted in clear view when serving clients

All Partners

- Community Food Distribution Flyer – Listing Days & Hours of Operation
- Nondiscrimination Statement

For USDA (TEFAP/CSFP) Partners:

- Americans with Disabilities Act Notice
- And Justice for All poster (11x17 size)
- Current Income Eligibility Requirements
- Civil Rights Complaint Form
- Keep on hand for translation when needed:* Language Notification Flyer

Agency Reporting Information and Requirements

Program	Information Required	Records Required	How to Submit Report	Report Due Date
Congregate Meals	Total # of meals served If TEFAP - quantity of TEFAP product remaining by type	Total # of meals distributed to clients.	L2F Entry If TEFAP – MIPR Form to reporting email below	By 1 st of the following month
CSFP	Client profiles in L2F, and box/cheese inventory counts	Service to individual clients recorded in L2F.	MIR form submitted to CSFP Coordinator.	2 calendar days after last day of monthly distribution.
Grocery Rescue	Products received by product category for each store	Pounds recorded in MealConnect	MealConnect website	Within 48 hrs. of receiving product
Pantry or Distribution (NO TEFAP product)	# of Households and Individuals served (Duplicated)	Paper Sign-In sheet.	Link2Feed “Mass Click” entry.	By 1 st of following month.
Pantry or Distribution (WITH TEFAP product)	# of Households & Individuals served (Duplicated and Unduplicated) # of EFB's and LFB's distributed Quantity TEFAP Product Received	TEFAP sign-in sheets and/or L2F individual client entry. Mass Click L2F entry is done with SMFB Approval only	MIPR form submitted to agency service representative AND the reporting email below L2F Entries	By 1 st of following month.

Definitions

“Household”: A group of people who live together, buy food to share, and prepare meals together. There may be more than one household in a single home, and if they each receive food they should be counted separately in L2F

“Duplicated”: Every time an individual or household visits, they are added to the count.

“Unique”: Individuals or households are only counted once per month, even if they visit multiple times.

Forms for Reporting

- MIPR and MIR forms can be found online in the Program Materials Section of the SMFB Agency Toolkit.
- **To submit reporting forms:**
 - Fax to 480-613-4619, or
 - Scan and email to email and copy in your assigned Agency Services Representative
agencyreporting@stmarysfoodbank.org

Consequences of Late Reporting, Non-Reporting, or Exceeding Caseload

Consequences Include:

1st Offense – Written warning

2nd Offense – Probation (May not be able to participate in some SMFB programs)

3rd Offense – Suspension (Will not be able to receive product from SMFB)

4th Offense – SMFB has the right to reconsider partnership

Annual Tasks and Submissions

- A re-signed USDA Partnership Agreement (if applicable)
- Updated Food Safety Training and Health Inspections
- Updated Civil Rights Training Completion Form for Regular Volunteers/Staff
- Updated Volunteer Confidentiality Forms for Regular Volunteers/Staff
- Updated Contact Information (Inform your AS Representative as changes occur)
- Annual inspection by your AS Representative with no major corrective actions

SMFB reserves the right to modify these processes & requirements