

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Hunger Relief Program

**USDA COMPLIANCE REVIEW**

Regional Food Bank: \_\_\_\_\_ Date: \_\_\_\_\_

**Distribution Site Information**

Site Name: \_\_\_\_\_ Type: \_\_\_\_\_  
 Op. Days/Hrs: \_\_\_\_\_ Program(s): \_\_\_\_\_  
 Address (No., Street): \_\_\_\_\_ City/Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Signage and Forms**

Is the following posted in view of the public?	Comments
Distribution Days and Hours _____	
"And Justice for All" poster, 11x17 _____	
ADA-504 Statement _____	
Income Eligibility Requirements Per Program _____	
HRP-1014A Civil Rights Complaint Form _____	

**Intake and Records**

	Comments
Are ALL clients asked for photo ID each visit? _____	
Are TEFAP clients being asked if they meet income guidelines at each visit? _____	
Are program-related records being maintained for 5 years? _____	

**Capacity**

	Quantity:	Equipment Need (Identified or Wish-list)
Household Fridge	_____	
Commercial Fridge	_____	
Commercial Freezer	_____	
Built-in Fridge	_____	
Built-in Freezer	_____	
Other	_____	

**Inventory Management**

**Are commodities:**

- Clearly identifiable and labeled? \_\_\_\_\_
- Stored at least 6" off the floor and 4" away from walls? \_\_\_\_\_
- Stored away from other products that could cause contamination? \_\_\_\_\_
- Stored in secure area? \_\_\_\_\_
- Stored at proper temperatures with daily logs being kept? \_\_\_\_\_

Is First In-First Out (FIFO) Being utilized? \_\_\_\_\_

Is inventory **fully** utilized without waste? \_\_\_\_\_

Is inventory reconciled each month? \_\_\_\_\_

Are proper pest control measures being taken? \_\_\_\_\_

Date of last pest control service: \_\_\_\_\_

Have there been any reported commodity losses in the past 12 months? \_\_\_\_\_

If yes, was the loss due to neglect, theft or improper handling? \_\_\_\_\_

If yes, describe what was done to prevent it from happening again.

**Comments**

**Civil Rights**

Are client-facing workers being given Civil Rights Training each year? \_\_\_\_\_

Are HRP-1015A forms completed by relevant staff/volunteers each year? \_\_\_\_\_

Are HRP-1016A forms completed by relevant staff/volunteers? \_\_\_\_\_

If activities unrelated to commodity distribution occur at this site, is it made clear that participation is not a condition for the receipt of USDA foods? \_\_\_\_\_

**Comments**

**Congregate Meal Sites** *\*Complete if TEFAP is used in meals.*

Are the State/County Health Dept. certificates available for review? \_\_\_\_\_

Do the proper staff/volunteers receive food safety training? \_\_\_\_\_

Do the proper staff/volunteers have valid food handlers cards? \_\_\_\_\_

**Comments**

**Summary of Findings and Recommendations** *\*May include corrections taken at time of monitor, or narrative of the final resolution*

**Other Comments**

Compliance Review Completed By (Name/Title):

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This institution is an equal opportunity provider

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