

Welcome!

2024 Quarter 3

Agency Partner Meeting

FEEDING
AMERICA

HA
CAP

Food Reservoir

Regional Partnership Coordinators

- Mallory Stewart
Cedar Rapids
- Hailey Carr
Cedar, Iowa, Johnson and Washington
- Jim Mabry
Benton, Jones and Rural Linn



Leadership

- Kim Guardado

Food Reservoir Director

- Angie Albright

Food Reservoir Assistant Director



Land Acknowledgement

We acknowledge that this land on which HACAP resides in Hiawatha, Iowa is the homeland of many Indigenous people. Land which was stolen from the Sovereign Nations of **Sauk and Meskwaki (Sac and Fox), Očhéthi Šakówiŋ (Sioux), and Ioway**. We acknowledge that we are only able to use this land today because of the stewardship of the Indigenous people for many generations before us. Indigenous people are not relics of the past. Please join us in learning more about the 17,000 Native people who live in Iowa today, their heritage, who they are and the contributions they have provided in the face of violence, oppression, and colonialism.

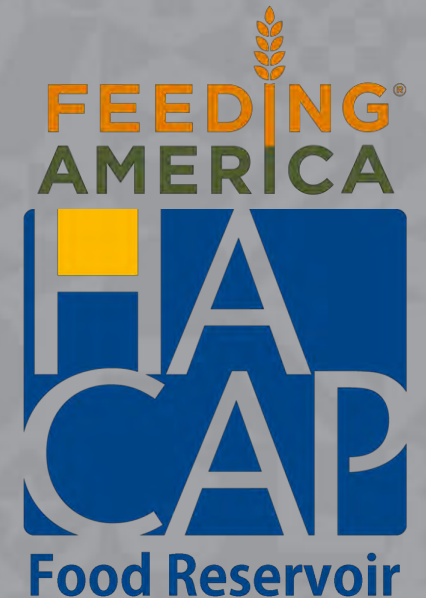
Learn More:

<https://usdac.us/nativeland>

<https://native-land.ca/>



Angie Albright



Kim Guardado



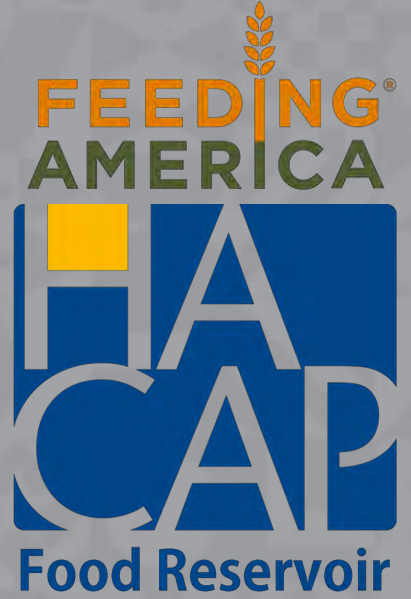


INGREDIENTS: HEARTS OF PALM
WATER, SALT, CITRIC ACID

Ingredientes: corazones de palmito,
agua, sal, ácido cítrico

Distributed by
H&M, Inc.
1924 13th Street
Guayaquil, Ecuador

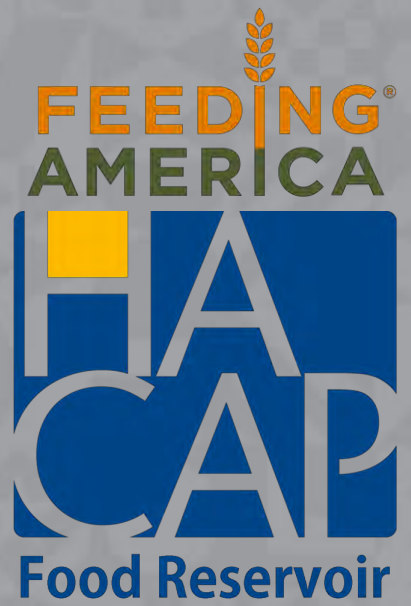
PRODUCT OF ECUADOR
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Monitor Visits

To keep HACAP Food Reservoir in compliance with monitoring standards as set by Feeding America's guidelines.

To observe handling of products that you obtained from HACAP Food Reservoir and to ensure safekeeping of those products as outlined in the Annual Agreement.

To provide guidance and support to partner agencies/programs in overall development and distribution.





Partner Agency Monitoring Form

A. VISIT INFORMATION

Date of visit:

Date of Last Visit:

Type of visit: Announced Unannounced Initial Annual/Biennial Follow-Up

For follow up visit, describe the reason for follow up:

B. CONTACT INFORMATION

Agency Name:

Agency Address:

Agency Phone Number:

Agency ID Number:

Agency Site Contact:

Distribution Type: Pantry Prepared Meals Other



C. AGENCY OPERATIONS Days Agency is open?

Hours of Operations?

How often can neighbors access services? _____

Comments:

Is the agency open to the public? _____

Yes No NA

Date of last agency order: _____

Pounds Distributed YTD:

Are monthly reports current? _____

Yes No NA

How does agency get food from HACAP

Pickup Delivery

Retail pickup partner? Yes No

if yes, are pounds reported up to date? Yes No

USDA Participant? _____

Yes No

Distribution Method: _____

Client Choice Pre-boxed Combo

What is your agencies procedure for ensuring the final recipient of food is for the ill, infant or needy?

Sections or statements with a **** by them are new areas that will be monitored but not scored.

These are requirements that will be added to next year's agreement based on the new Feeding America Contract. Coaching and guidance provided to prepare for future implementation.

C- Compliant

NC- Not Compliant

NA- Not Applicable

X- Previously Addressed



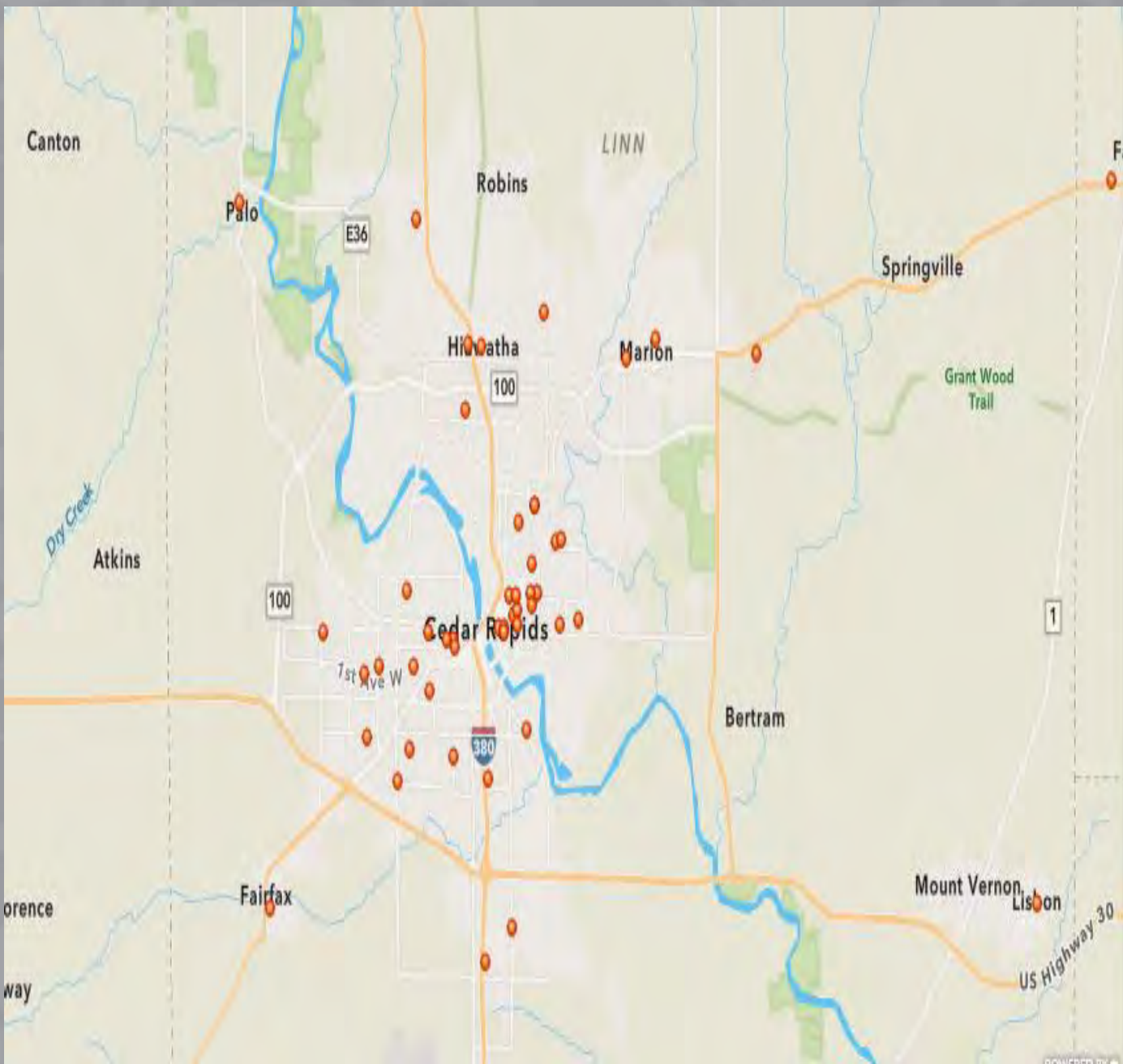
Hiawatha Public Library Food Pantry

When taking items from the pantry, please fill in the information below:

Date (Month/Day/Year)	# Of Persons In Your Household

By recording information on this document, you are confirming that you are in need of food assistance.





Search for an address or locate on map

Find address or plac

Show results within 3 Miles

0 25

Select filters to apply

Community Resources

Category is

SubType is



D. PEST CONTROL

C	N	N/	Facility has a pest control program in place	
	C	A		
C	N	N/	There is no current evidence of pest activity inside the facility	
	C	A		
Comments related to the above items:				

Pest Management

Rodents, Insects, and other pests are more than just unsightly to neighbors. They can damage food, supplies, and facilities. But the greatest danger comes from their ability to spread diseases, including foodborne illnesses.



Pest Prevention

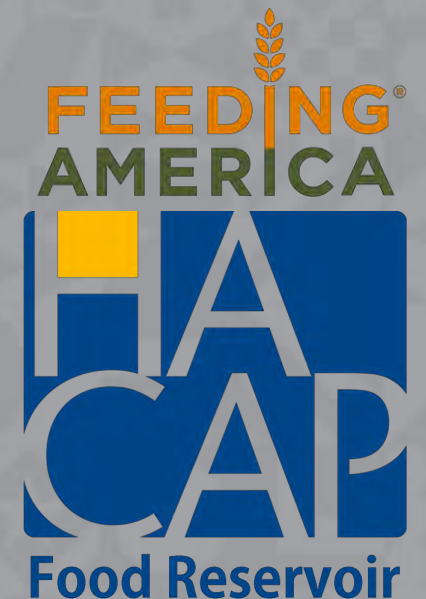
Prevention is critical in pest control. Follow these three basic rules to keep your operation pest-free:

- 1. Deny pests access to the operation.**
- 2. Deny pests food, water, and shelter.**
- 3. Work with a licensed pest control operator.**



E. DRY STORAGE/SANITATION

C	N	N/A	Food storage area is secured (locked or limited access)	
C	C	A		
C	N	N/A	Ceilings, walls and floors are clean, in good condition, and free of debris	
C	C	A		
C	N	N/A	Food is stored in a clean and sanitary condition	
C	C	A		
C	N	N/A	Food is stored at least 6 inches <u>off of</u> the floor	
C	C	A		
C	N	N/A	Food is stored away from the wall to facilitate cleaning and inspection	
C	C	A		



C	N	N/A	Food is stored separately from cleaning materials and chemicals	
C	N	N/A	Food is rotated to ensure first in, first out (FIFO) product movement	
C	N	N/A	Describe the process for checking expiration dates and ensuring disposal of food that has passed its acceptable code date for distribution	
C	N	N/A	All food is labeled properly	
C	N	N/A	All canned product is in acceptable condition, not swollen, leaking or rusted	
C	N	N/A	All baby food/formula is within expiration date	
C	N	N/A	Food is not repackaged before distribution	
C	N	N/A	Home canned products are not accepted	
Comments Related to above items:				





OUR SERVICES HOW

Partner Agency Resources

[HACAP Food Reservoir Training Manual](#)

[Iowa State Extension Resources](#)

[Safe Produce](#)

[Contact Form](#)

[Pounds Per Person](#)

[Repacking Do's and Don'ts](#)

[Product Code Dating](#)

[Temperature Log](#)

[Can I use this can?](#)

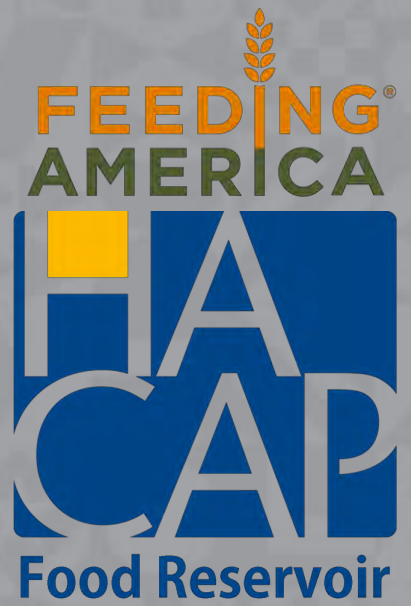
[HACAP's Programs & Services](#)

[Sample Conflict Resolution Policy](#)

[Service Animal Guidelines](#)

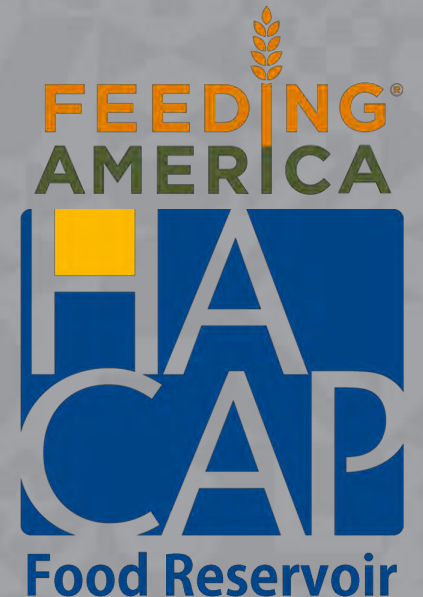
[Volunteer Recruitment for Partners](#)

[Recipes](#)



Cold Storage

- What is the maximum temperature food in the freezer can be stored?
- What is the SAFE temperature range for food in the fridge?



Cold Storage

C	NC	N/A	Each cold storage unit has a functioning thermometer	
C	NC	N/A	Food is stored at least 6 inches <u>off of</u> the floor	
C	NC	N/A	All refrigerators hold temperatures at 41 degrees F or below	
C	NC	N/A	All freezers hold temperatures at 0 degrees F or below	
C	NC	N/A	Each cold storage unit has a temperature log	
C	NC	N/A	All cold storage units are in good repair (tight seals, no dripping condensation, no frost build up)	
C	NC	N/A	Food is arranged to allow for air circulation in cold storage units	
C	NC	N/A	Food is stored to avoid cross-contamination (such as raw foods below ready to eat foods)	
C	NC	N/A	Food is rotated to ensure first in, first out (FIFO) product movement	
C	NC	N/A	The agency has a process for checking code dates (such as best <u>by</u> , sell by, and used by dates) and ensuring disposal of food that has passed its acceptable date of distribution. Formal, or informal, explain the process	
C	NC	N/A	If the agency transports perishable foods that are temperature controlled for safety (TCS) from the food bank to their location, transport includes active or passive temperature control (active= refrigerated vehicle, passive= thermal blankets and/or coolers with ice packs)	
Comments Related to above items:				



I Need What?

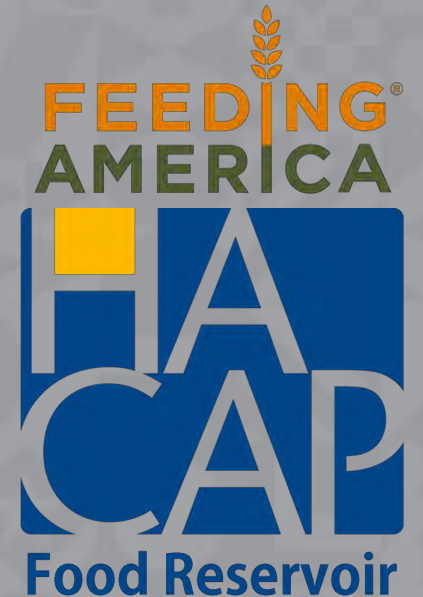


Temperature Log

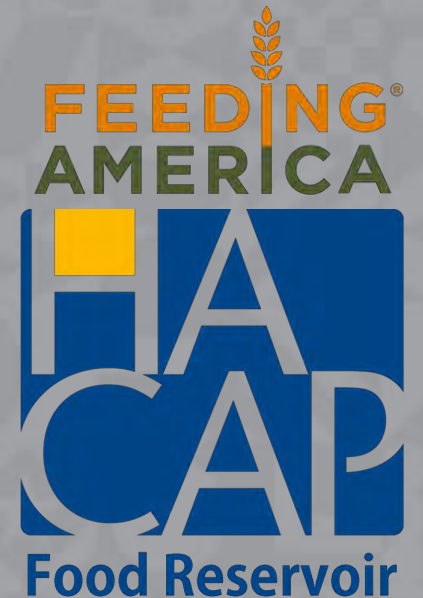
Month: _____

Freezer 0° or lower	Refrigerator 35° to 40° degrees
------------------------	------------------------------------

Date	Time	Temperature	Unit #



Should I Defrost My Freezer?



Food Safety Training

1. Training requirement for pantry requirement vs. a hot meal site (i.e soup kitchen, daycare, residential facility etc)
2. How long is it valid for?
3. Who needs to take it?
4. Cleaning Schedule



Above or Below

A. Raw chicken is stored above packaged lunch meat.



B. Packaged Lunch meat is stored above raw chicken.



Above or Below

A. Is ground meat stored above fish?

B. Is fish stored above ground meat?



Above or Below

A. Whole beef roast is stored above whole pork roast.



B. Whole Pork roast is stored above whole beef roast.



Fridge layout food safety

Arrange shelves by cooking temperature -
highest cooking temperature on the bottom.

Ready-to-Eat Foods
(top shelf)

Lowest cooking temperature

135°F

Any food that will be hot held that is not in other categories

145°F

Whole seafood; beef, pork, veal, lamb (steaks and chops); roasts; eggs that will be served immediately

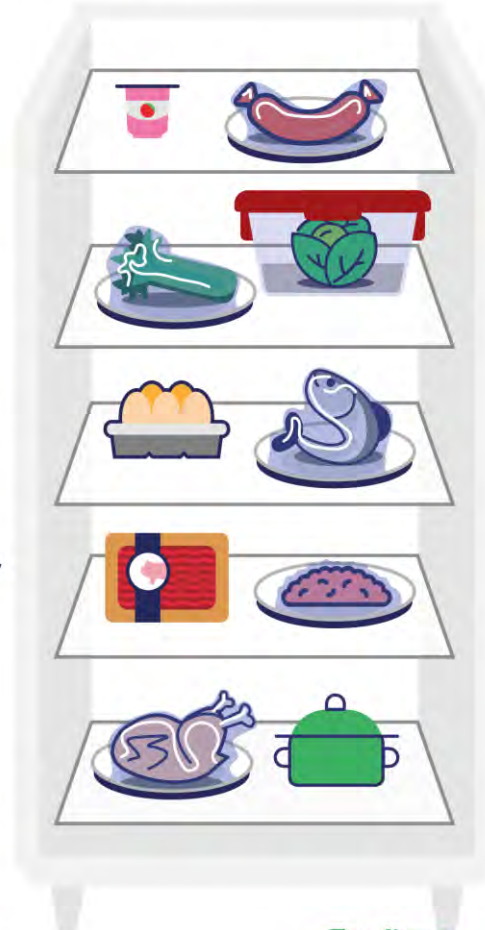
155°F

Ground, injected, marinated, or tenderized meats; eggs that will be hot held

165°F

All poultry (chicken, turkey, duck, fowl); stuffing made with foods that require temperature control; dishes with previously cooked foods (casseroles)

Highest cooking temperature



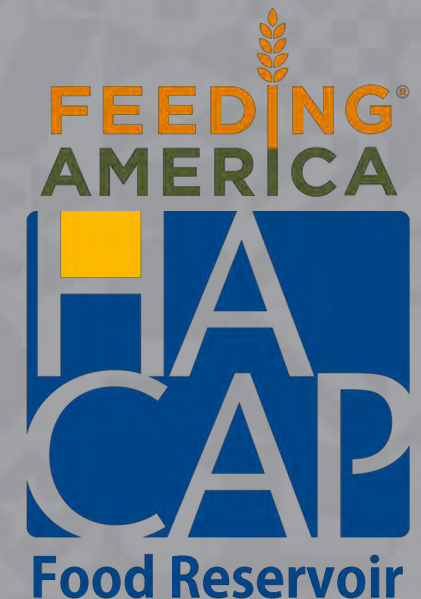
H. KITCHEN/MEAL DISTRIBUTION SITES

NA

Approximate number of meals served per distribution:

C	NC	N/A	The organization has a current local health department inspection report	
C	NC	N/A	Kitchen area is clean and has adequate space for quantity of meals served	
C	NC	N/A	Workspaces appear clean	
C	NC	N/A	Cooking appliances appear clean and functioning properly	
C	NC	N/A	Someone trained in food safety is present during meal prep and distribution	
C	NC	N/A	Kitchen staff/volunteers follow good health and hygiene practices	
C	NC	N/A	If a USDA distribution meal site, how does the agency demonstrate to HACAP that they serve a predominantly needy population? _____	
C	NC	N/A	Restrooms are clean and in good repair	
C	NC	N/A	A sink is provided and accessible for handwashing	
C	NC	N/A	Handwashing signs are posted	

Comments Related to above items:



Predominantly Needy

- Predominantly = 51% or more of participants
- Needy = income at or below 185% of poverty
- Examples:
 - A group home who knows participant income info
 - A childcare facility receives CACFP
 - Socioeconomic data of the area where the organization is located



I. TEFAP/USDA DISTRIBUTION

NA

Date of last Civil Rights Training:

C	NC	N/A	The "And Justice for All" poster is displayed in plain site	
C	NC	N/A	The agency keeps all TEFAP records for 3 years. (Request to see a few files for current year, and from a prior year to validate)	
C	NC	N/A	All TEFAP items are within their expiration dates	
C	NC	N/A	Hours of Operation are posted	
C	NC	N/A	"This institution is an equal opportunity provider" is on all written material including hours of operations signs	
C	NC	N/A	Agency website, social media, pamphlets, etc include the USDA full nondiscrimination statement, or the link to the full statement (check prior to review)	
C	NC	N/A	Does the agency require any other intake besides the TEFAP form? If so, does it follow TEFAP requirements only (name, # in house, address)	

Comments Related to above items:





United States Department of Agriculture

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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>

from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410, or

fax:
(833) 258-1665 or (202) 696-7442; or

email:
program.intake@usda.gov.

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Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410, o

fax:
(833) 258-1665 o (202) 696-7442; o

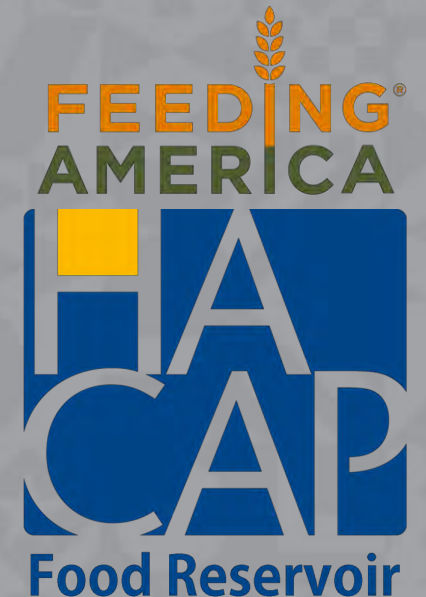
correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.



J. COMPLIANCE WITH IRS CODE 170(E) 3 AND MEMBER CONTRACT

C	NC	N/A	No fees, donations, or memberships are required to receive donated food	
C	NC	N/A	No religious observations, activities or volunteering required to receive food	
C	NC	N/A	Does the agency take appropriate administrative and technical measures to ensure individual privacy and data confidentiality of their neighbors?	****
C	NC	N/A	Volunteers who need food assistance go through the same process as the neighbors do to receive food	
C	NC	N/A	The agency is not to use donated product for personal use, meetings, fundraising events, etc.	

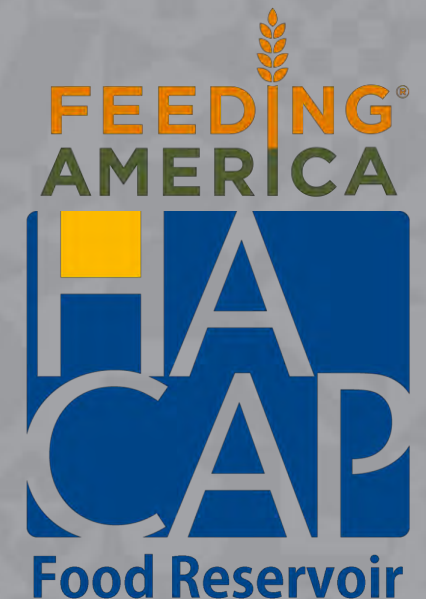


Agency Enabled Pick-Up

K. AGENCY ENABLED PICK UP

NA

C	NC	N/A	A written agreement for each retail <u>pick up</u> is in place	
C	NC	N/A	Transportation of food is done in a clean vehicle	
C	NC	N/A	Transportation of food follows transportation <u>policy</u> and passive or active temp controls are in place when required	****
C	NC	N/A	Sample temperatures of frozen and refrigerated items are completed at the pickup location, as well as when items return to the agency to ensure food remained within temperature requirement	****
C	NC	N/A	Staff or volunteer who transports food from pickup location must have food safety training	****





FEEDING
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Items You Will Need



SAMPLE Retail Pick-Up Log

Date:								Truck Locked:(initial to confirm)	<input type="text"/>
Driver:		Truck Temp @ Start of route:							
Pick Up Site	Bakery	Frozen	Refrigerated	Produce	Dairy	Dry	Temp Frz/Cooler		
Aldi Blairs Ferry							 		
Aldi Collins Rd							 		
Aldi Marion							 		



Corrective Action

