



Partner Agency Monitoring Form

Agency Name:
 Person Interviewed:
 Confirmed all contact info: Yes

A. Prework:

Date of Visit:		Date of Last Visit:	
Type of visit:	Initial	Routine	Follow Up
Describe the Reason for Follow-Up:			
Non-Compliance findings from previous monitoring visit:			
Distribution Type: (ex. Pantry, soup kitchen, etc.). If pantry, is it client choice?			
Hours of Operation:			
How often can Neighbors access services?			
Is the Agency open to the public?			
Date of last order:			
Statistics review. Check for accuracy, consistency, and any additional support needed.			
How does agency get food from HACAP?			
Are payments up to date if applicable?			



TEFAP participant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name, expiration date, and type of Food Safety training on file:		
Civil Rights Training Expiration:		
Staff or volunteer who transports food from pickup location name:		
Date food safety certification expires for driver:		Score
		1
Website Check: Agency website, social media, pamphlets, etc include the USDA full non-discrimination statement, or the link to the full statement.		3
Comments:	Score:	

B. Pest Control

C= Compliant NC= Not Compliant NA= Not Applicable	C	NC	N/A	Score
1. Facility has a pest control program in place				1
2. There is no current evidence of pest activity inside the facility				5
Comments:				Score:

C. Dry Storage/Sanitation

C= Compliant NC= Not Compliant NA= Not Applicable	C	NC	N/A	Score
3. Food storage area is secured (locked or limited access)				1
4. Ceilings, walls and floors are clean, in good condition, and free of debris				1
5. Food is stored in a clean and sanitary condition				1
6. Food is stored at least 6 inches off the floor				1

7. Food is stored away from the wall to facilitate cleaning and inspection				1
8. Food is stored separately from cleaning materials and chemicals				1
9. Food is rotated to ensure first in, first out (FIFO) product movement				1
10. Describe the process for checking expiration dates and ensuring disposal of food that has passed its acceptable code date for distribution				1
11. All food is labeled properly				1
12. All canned product is in acceptable condition, not swollen, leaking or rusted				1
13. All baby food/formula is within expiration date				3
14. Food is not repackaged before distribution				1
15. Home canned products are not accepted				1
Comments:				Score:

D. Cold Storage/Sanitation

C= Compliant NC= Not Compliant NA= Not Applicable	C	NC	N/A	Score
16. Each cold storage unit has a functioning thermometer				1
17. Food is stored at least 6 inches off the floor				1
18. All refrigerators hold temperatures at 41 degrees F or below				3
19. All freezers hold temperatures at 0 degrees F or below				3
20. Each cold storage unit has a temperature log				3
21. All cold storage units are in good repair (tight seals, no dripping condensation, no frost build up)				1
22. Food is arranged to allow for air circulation in cold storage units				1
23. Food is stored to avoid cross-contamination (such as raw foods below ready to eat foods)				1



24. Food is rotated to ensure first in, first out (FIFO) product movement				1
25. The agency has a process for checking code dates (such as best by, 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				1
26. 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)				1
Comments:				Score:

E. Site Staff Food Safety Practices/Facilities

C= Compliant NC= Not Compliant NA= Not Applicable	C	NC	N/A	Score
27. Agency keeps a copy of their Food Safety certification on file.				1
28. Describe your facility's cleaning schedule/process:				
Comments:				Score:

F. Kitchen/Meal Distribution Sites

NA

29. If a USDA distribution meal site, how does the agency demonstrate to HACAP that they serve a predominantly needy population?	
30. Approximate number of meals served per distribution:	

C= Compliant NC= Not Compliant NA= Not Applicable	C	NC	N/A	Score
31. The organization has a current local health department inspection report				0
32. Kitchen area is clean and has adequate space for quantity of meals served				1
33. Workspaces appear clean				1



34. Cooking appliances appear clean and functioning properly				1
35. Someone trained in food safety is present during meal prep and distribution				3
36. Kitchen staff/volunteers follow good health and hygiene practices				1
37. Restrooms are clean and in good repair				1
38. A sink is provided and accessible for handwashing				1
39. Handwashing signs are posted				1
Comments:				Score:

G. USDA Distribution

NA

C= Compliant NC= Not Compliant NA= Not Applicable	C	NC	N/A	Score
40. The “And Justice for All” poster is displayed in plain sight				3
41. The “Written Notice” is posted in plain sight				3
42. 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)				3
43. All TEFAP items are within their expiration dates				5
44. Hours of Operation are posted				3
45. “This institution is an equal opportunity provider” is on all written material including hours of operations signs				3
46. TEFAP forms are provided with both sides present; no modifications, and any additional intake is not required to access food.				5
Comments:				Score:

H. Compliance with IRS Code 170(E)3 and Member Contract

C= Compliant NC= Not Compliant NA= Not Applicable	C	NC	N/A	Score
47. No fees, donations, or memberships are required to receive donated food				5



48. No religious observations, activities or volunteering required to receive food				5
49. Does the agency take appropriate administrative and technical measures to ensure individual privacy and data confidentiality of their neighbors?				5
50. Volunteers who need food assistance go through the same process as the neighbors do to receive food				5
51. The agency is not to use donated product for personal use, meetings, fundraising events, etc.				5
52. Food will be provided without discrimination on the basis race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran, or as otherwise prohibited under the current USDA nondiscrimination statement, as well as federal and state laws				5
Comments:				Score:

I. Agency Enabled Pickup

NA

C= Compliant NC= Not Compliant NA= Not Applicable	C	NC	N/A	Score
53. Transportation of food is done in a clean vehicle				1
54. Transportation of food follows transportation policy and passive or active temp controls are in place when required				1
55. 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				3
Comments:				Score:



MONITORING RESULTS

Photos taken

Total score from findings noted above: _____

- Score of 1-4 results in a written Coaching Notice
- Score of 5-10 results in a Corrective Action Form (Severity level determined when Corrective Action is written)
- Score of 10+ results in a Corrective Action Form with a potentially higher severity level and possibility of immediate suspension

Questions from above that require resolution:	
Follow Up Form to be issued:	<input type="checkbox"/> Coaching Notice <input type="checkbox"/> Corrective Action <input type="checkbox"/> Immediate Suspension

By signing this form, I agree that the information recorded herein during this monitoring visit is accurate.

HACAP Staff (Print)

Signature

Date

Partner Agency Representative (Print)

Signature

Date