**INDIANA TEFAP CHECKLIST**

**Paperwork needed on file:**

1. Current signed Memorandum of Agreement (MOA)
2. Copy of the most recent monitoring form
3. Documentation of 501c3 status
4. Proof of insurance
5. List of other TEFAP outlets in the area

**General Compliance:**

1. Statistics submitted no later than the 7th of the month
2. Outlet publicizes operational hours via website, printed materials, etc. (Cannot only be word of mouth)
3. Food must be distributed at least once every 30 days
4. Outlet distributes food for at least two hours each month
5. Outlet serves the general public

**Eligibility Procedures:**

1. Current Income Eligibility guidelines must be used for client intake (can be individual or aggregate forms)
2. Eligibility forms must be kept on file for three years plus the current year
3. TEFAP food can be delivered to homebound clients if the proxy form is used
4. Proxy forms should be kept on file for three years plus the current year
5. Outlets cannot ask to see a photo ID to receive TEFAP, only proof of residence

**Operational / Civil Rights Compliance:**

1. Fees, donations or memberships cannot be required for clients receiving services
2. Facility should be handicapped accessible or accommodations should be made to serve the physically disabled
3. Eligibility certificates and the “And Justice for All” should be available in Spanish
4. Pantry / kitchen hours should be posted on the building’s exterior
5. The “And Justice for All” poster and the “TEFAP Written Notice of Beneficiary Rights” should hang where it is visible to all clients
6. Outlet must provide civil rights training on a yearly basis to all volunteers & staff working directly with clients. This training should be documented and filed.
7. Staff and volunteers should be familiar with the process filing discrimination complaints

**Food Distribution:**

1. Client choice is necessary for TEFAP product.
2. Household breaks must be posted where it is visible to the client and the amount of food should be adjusted for family size.
3. Clients should be given a mix of TEFAP and donated/purchased product.
4. Outlet should serve all households on their first visit regardless of county of residence, then refer them to their correct pantry.

**Food Storage:**

1. Food should be stores 6” from the floor and 4” from the wall.
2. FIFO (first in, first out) must be practiced
3. Non-food and toxic items cannot be stored with food.
4. Thermometers should be located in all dry storage, freezers and refrigerators.
5. Temperatures should be taken weekly and temperature logs must be maintained for all storage areas.
6. Outlet should have a pest control system in place, either professional of in-house.
7. Outlet cannot keep TEFAP product beyond 3 months. If a product is in storage for 2 months, please contact Clifton or Trish at Dare to Care to transfer abundant product to another outlet within the same county. Clifton and Trish will assist in completing the necessary paperwork.
8. Food loss must be reported to Dare to Care, and Clifton and/or Trish will assist in completing the necessary paperwork.

**Prohibited Activities:**

1. TEFAP product cannot be repackaged or prepackaged
2. Outlets cannot require referrals
3. Outlets cannot ask client to provide driver’s license numbers or social security numbers.

**Soup Kitchen Requirements:**

1. Outlet must be inspected by the local county’s Health Department
2. At least one kitchen worker should be ServSafe Certified