

## MN TEFAP Compliance Checklist

### A. RECORD KEEPING AND REPORTING

	Tax Exempt status in good standing (N/A if Tribal Nation)
	TEFAP Site Distribution Agreement current, signed, on file with Food Bank.
	TEFAP Manual received and read.
	A record of participants served at every food shelf distribution is collected and maintained.
	All TEFAP and participant records retained for 7 years in a safe and secure location.
	Required program service statistics collected. <ul style="list-style-type: none"> <li>FOOD SHELVES: Head of household name; number of children, adults, seniors; pounds of food distributed.</li> <li>MEAL PROGRAMS: Number of meals served, including snacks and multiple servings.</li> </ul>
	Required program service statistics reported monthly to the food bank by deadline

### B. CIVIL RIGHTS AND COMPLAINTS

	In compliance with Civil Rights regulations & MN Human Rights Act.
	Annual Civil Rights training provided and documented for all staff and volunteers.
	Political activity in any form prohibited during food distribution/meals.
	Proselytizing in any form at time of distribution/meals is prohibited; religious activity/instruction or membership is NOT required to receive food.
	Complaint Process (aka Grievance Procedure) is in place and followed. <ul style="list-style-type: none"> <li>All complaints logged and can be shared with Food Bank or State staff as requested/required.</li> </ul>
	ADA Agreement is in place and followed.
	Accommodations are made as needed to ensure all participants are served equally.

### C. REQUIRED POSTINGS AND PRINTED MATERIALS

#### THE FOLLOWING REQUIRED DOCUMENTS MUST BE POSTED AND VISIBLE TO ALL PARTICIPANTS:

	Current Federal Poverty Guidelines
	"And Justice For All" poster
	USDA Non-Discrimination statement included on all materials that mention USDA food programs
	Data Privacy Notice
	Participant Bulletin
	Written Notice of Beneficiary Rights (FD-155)
	Complaint Process (aka Grievance Procedure) Notice
	ADA Agreement
	LEP Resources
	Voter Registration materials
	SNAP materials

## D. INTAKE AND ACCESS

### INTAKE ELIGIBILITY MUST BE MANAGED BY ONE OF TWO APPROVED PROCESSES:

- ☐ Option 1: Annual TEFAP Eligibility (**OR**)
- ☐ Option 2: Every Visit TEFAP Eligibility

### INTAKE PROCESS

	Uses current TEFAP eligibility form (Annual Eligibility Form or Every Visit Eligibility Form).
	All non-TEFAP required forms/questions: <ul style="list-style-type: none"> <li>are asked after TEFAP Eligibility is determined.</li> <li>are on a separate form.</li> <li>are clearly labeled as optional.</li> <li>have a clear process in place to be skipped.</li> <li>are clearly indicated to not impact access to food.</li> </ul>
	Collection of Zip Code and Signature are clearly optional.
	Proxy Policy in place and enforced in practice.
	Current MN Data Privacy policy enforced in practice.
	USDA Non-Discrimination policy enforced in practice.
	Total Pounds distributed per distribution is tracked and recorded.

### ELIGIBILITY PROCESS

	Accepts self-declaration for eligibility: <ul style="list-style-type: none"> <li><input type="checkbox"/> Site <u>does not require</u> any participants to provide any form of ID.</li> <li><input type="checkbox"/> Site <u>does not require</u> any participants to provide any form of proof of income.</li> <li><input type="checkbox"/> Site <u>does not require</u> any participants to provide any form of proof of address.</li> <li><input type="checkbox"/> Site <u>does not collect</u> Social Security Numbers (SSN).</li> </ul>
	Additional forms and/or meetings with intake workers are voluntary and not required as outlined in the MN TEFAP Policy and Operations Manual (p.11). The following is understood and in practice: <p><i>"At TEFAP provider sites, consultation with an intake worker and/or filling out extra paperwork must be voluntary and cannot be required in order to receive food. If providers want to ask participants for more personal information than required for TEFAP (to assist with providing additional resources and referrals, etc.), this needs to be done voluntarily and separately from the TEFAP intake. Additional intake forms need to be clearly labeled as Optional, and staff are required to explain to participants that they do not need to fill out provider forms in order to access food."</i></p>

### ACCESS

	Hours of operation, contact information, and address are clearly posted.
	Hours of operation, contact information, and address are updated on phone messages, websites, and other publicity means.
	Allows access to food at least once per month and in case of local disaster. <ul style="list-style-type: none"> <li>If food shelf hours are limited (2 hours a week or less), a plan is in place to serve participants that are unable to come during regular hours.</li> </ul>
	Food is provided to all eligible households that express need; no boundary limitations are in place.
	Intake process allows and accommodates access for participants who are unhoused, youth headed households, non-English speakers, walk-ins, and/or who are not able to make appointments.
	Limited English Proficiency (LEP) Plan in place; materials and language services are provided for those with limited English. <ul style="list-style-type: none"> <li>DHS Interpretation Services or similar alternative is posted.</li> <li>Free language assistance available.</li> <li>Accommodations reflect the current level of need at the Food Shelf.</li> </ul>

## E. FOOD STORAGE AND HANDLING

	TEFAP foods are not sold, and contributions or donations are not requested.
	TEFAP foods are not transferred to another location without approval.
	Volunteers and staff are able to receive TEFAP foods if they meet eligibility requirements. <input type="checkbox"/> Staff and volunteers should follow the registration, intake, and distribution procedures established by the TEFAP Provider Site.
	Purchased and donated food is distributed in conjunction with TEFAP foods.
	Food Safe temperatures are maintained in all areas: <input type="checkbox"/> Dry storage area: Maintained temperatures of 35° to 75° F. <input type="checkbox"/> Refrigerator storage: Maintained temperatures of 35° to 40° F. <input type="checkbox"/> Freezer storage: Maintained temperatures of 0° F or lower.
	Temperature logs are kept for each storage area/unit and maintained for 7 years.
	Calibrated internal thermometers for each storage area/unit used.
	Food Safe storage is practiced: <input type="checkbox"/> Food is stored off the ground (at least 6 inches). <input type="checkbox"/> Food is stored away from the wall (at least 4 inches). <input type="checkbox"/> Food is stored away from the ceiling (with at least 2 feet of ceiling clearance). <input type="checkbox"/> Food storage practices are in place and followed (FIFO stock rotation, pest control, etc.). <input type="checkbox"/> Non-food items and toxic items (bleach, cleaning supplies, etc.) are stored separately from food.
	Floors, pallets, shelving and storage areas clean and a cleaning schedule is in place; all storage areas/units are cleaned and inspected on a regular basis.

## NOTES

## Questions?

- Reach out to your TEFAP Food Bank for support and resources!
- See the MN DCYF TEFAP Website for resources, forms and contact information.