

MN TEFAP Compliance Checklist

		TEFAP Distribution Site:
Compliance Confirmed	Visually Verified	Monitoring Date:

A. RECORD KEEPING AND REPORTING

<input type="checkbox"/>		Is your Tax-Exempt status in good standing? (N/A for Tribal Nations)
<input type="checkbox"/>		Is your TEFAP Site Distribution Agreement current, signed, and on file with the Food Bank?
<input type="checkbox"/>		Do you collect the required program service statistics? <ul style="list-style-type: none"> • FOOD SHELVES: Head of household name; number of children, adults, seniors; pounds of food distributed. • MEAL PROGRAMS: Number of meals served, including snacks and multiple servings.
<input type="checkbox"/>		Do you report to the Food Bank the required monthly service statistics by the deadline?
<input type="checkbox"/>		Have you received and read the TEFAP Manual?
<input type="checkbox"/>	<input type="checkbox"/>	Do you collect and maintain a record of participants served at every food shelf distribution?
<input type="checkbox"/>	<input type="checkbox"/>	Are all TEFAP and participant records retained for 7 years in a safe and secure location?

B. CIVIL RIGHTS AND COMPLAINTS

<input type="checkbox"/>		Are you familiar with and in compliance with Civil Rights regulations & the MN Human Rights Act?
<input type="checkbox"/>	<input type="checkbox"/>	Is annual Civil Rights training provided and documented for all staff and volunteers?
<input type="checkbox"/>		Is political activity in any form prohibited during food distribution/meals?
<input type="checkbox"/>		Is proselytizing in any form at the time of distribution/meals prohibited; and is any religious activity/instruction or membership clearly NOT required to receive food?
<input type="checkbox"/>		Is a Complaint Process in place and followed? <ul style="list-style-type: none"> • All complaints are tracked and can be shared with Food Bank or State staff as requested/required.
<input type="checkbox"/>		Is an Accessibility (ADA) Plan in place and followed? <ul style="list-style-type: none"> • Reasonable accommodations are made as needed to ensure all participants are served equally.

C. REQUIRED POSTINGS AND PRINTED MATERIALS

The following postings and resources must be posted and available to all participants. Links to print new or additional copies are available here: [MN DCYF TEFAP Website](#).

<input type="checkbox"/>	<input type="checkbox"/>	Current Federal Poverty Guidelines
<input type="checkbox"/>	<input type="checkbox"/>	"And Justice For All" poster
<input type="checkbox"/>	<input type="checkbox"/>	USDA Non-Discrimination statement (must be on all materials that mention USDA food programs)
<input type="checkbox"/>	<input type="checkbox"/>	MN Data Privacy Notice
<input type="checkbox"/>	<input type="checkbox"/>	MN Participant Bulletin
<input type="checkbox"/>	<input type="checkbox"/>	Written Notice of Beneficiary Rights (FD-155)
<input type="checkbox"/>	<input type="checkbox"/>	Complaint Process
<input type="checkbox"/>	<input type="checkbox"/>	Limited English Proficiency (LEP) Resources; materials & language services are provided as needed. <ul style="list-style-type: none"> • DHS Interpretation Services or similar alternative is posted. • Free language assistance available.
<input type="checkbox"/>	<input type="checkbox"/>	Voter Registration materials
<input type="checkbox"/>	<input type="checkbox"/>	Supplemental Nutrition Assistance Program (SNAP) materials

D. INTAKE AND ACCESS

INTAKE ELIGIBILITY MUST BE MANAGED BY ONE OF TWO APPROVED PROCESSES.

(CHECK WHICH IS USED AT THIS SITE):

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

INTAKE PROCESS

Compliance Confirmed	Visually Verified	
<input type="checkbox"/>	<input type="checkbox"/>	Are you using the <u>current</u> TEFAP eligibility form (Annual or Every Visit Eligibility Form)?
<input type="checkbox"/>		If you use a database for the TEFAP intake process, is the intake process compliant with TEFAP? <ul style="list-style-type: none"> • Name of Database: _____
<input type="checkbox"/>	<input type="checkbox"/>	If additional questions or forms are used that are not TEFAP required: <ul style="list-style-type: none"> • Are they asked after TEFAP Eligibility is determined and communicated? • Are they on a separate form? • Are they clearly labeled as optional? • Is there a clear process for them to be skipped? • Is it clear that answering or skipping them will not impact access to food?
<input type="checkbox"/>		Do you accept self-declaration for eligibility? Can you confirm that your site: <ul style="list-style-type: none"> • <u>Does not require</u> any participants to provide any form of ID? • <u>Does not require</u> any participants to provide any form of proof of income? • <u>Does not require</u> any participants to provide any form of proof of address? • <u>Does not collect</u> Social Security Numbers (SSN)?
<input type="checkbox"/>		Is the collection of Zip Code and Signature clearly optional?
<input type="checkbox"/>		Is a Proxy Policy in place and enforced in practice?
<input type="checkbox"/>		Is the current MN Data Privacy policy enforced in practice?

ACCESS

<input type="checkbox"/>		Are hours of operation and contact information clearly posted at the site?
<input type="checkbox"/>		Are hours of operation, contact information, and address available via phone messages, websites, and/or other publicity means, and updated as needed?
<input type="checkbox"/>		Is access to food allowed at least once per month and in case of local disaster? <ul style="list-style-type: none"> • If food shelf hours are limited, is a plan in place to serve participants that are unable to come during regular hours?
<input type="checkbox"/>		Is food provided to all eligible households that express need, and no boundary limitations are in place?
<input type="checkbox"/>		Does the intake process allow for and accommodate participants who are unhoused, youth headed households, non-English speakers, walk-ins, and/or who are not able to make appointments?
<input type="checkbox"/>		Is food distributed using a Client Choice model?
<input type="checkbox"/>		Are volunteers and staff able to receive TEFAP foods if they meet eligibility requirements? <ul style="list-style-type: none"> • Staff and volunteers should follow the registration, intake, and distribution procedures as anyone else.

E. FOOD STORAGE AND HANDLING

Compliance Confirmed	Visually Verified	
<input type="checkbox"/>		Can you confirm that TEFAP foods are not sold, and contributions or donations are not requested?
<input type="checkbox"/>		Can you confirm that TEFAP foods are not stored at or transferred to another location without approval?
<input type="checkbox"/>		Are purchased and donated foods distributed in conjunction with TEFAP foods?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are food safe temperatures maintained in all areas: <ul style="list-style-type: none"> • Dry storage area: Maintained temperatures of 35° to 75° F. • Refrigerator storage: Maintained temperatures of 35° to 40° F. • Freezer storage: Maintained temperatures of 0° F or lower.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Are temperature logs kept for each storage area/unit and maintained for 7 years?
<input type="checkbox"/>	<input type="checkbox"/>	Are internal thermometers for each storage area/unit used?
<input type="checkbox"/>	<input type="checkbox"/>	Is safe food storage practiced? <ul style="list-style-type: none"> • Is food stored off the ground (at least 6 inches)? • Is food stored away from the wall (at least 4 inches)? • Is food stored away from the ceiling (with at least 2 feet of ceiling clearance)? • Are food safety storage practices in place and followed? (FIFO stock rotation, pest control, etc.) • Are non-food and toxic items (bleach, cleaning supplies, etc.) stored separately from food?
<input type="checkbox"/>	<input type="checkbox"/>	Are floors, pallets, shelving, and storage areas clean?
<input type="checkbox"/>		Are all storage areas/units cleaned and inspected on a regular basis?

TEFAP Distribution Site Signature

As a MN TEFAP Distribution Site, the Agency or Tribal Nation, Program Site Staff and leadership, agree to abide by all regulations, policies, and procedures provided by the USDA TEFAP, MN DCYF-OEO, and your Regional Food Bank, including but not limited to the MN TEFAP Policy and Operations Manual, the MN TEFAP Compliance Checklist, and [USDA TEFAP Regulations in 7 CFR Part 250 and 251](#).

TEFAP Distribution Site: (include name of Agency or Tribal Nation if different)	
Leadership Signature:	
Printed Name, Title:	
Date:	

QUESTIONS?

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