|  |  |
| --- | --- |
| **DEPARTMENT OF HEALTH SERVICES**Division of Public HealthF-01766 (07/2016) | **STATE OF WISCONSIN** |
| **THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP) SHELTER REVIEW** |
| A biannual review is required of Wisconsin shelters that are authorized to use USDA Commodity Foods in meal preparation for or by guests. This on-site review is completed by the external reviewing agency after the shelter has completed a TEFAP self-assessment and has corrected any areas of non-compliance it has self-identified. |
| Shelter Name      | Review date      |
| Street Address | City  | Zip Code |
| Email Address for Shelter | Phone Number  | Emergency Phone Number |
| Reviewer | Reviewer’s Agency |
|  |
| **A. Civil Rights** |
|  | **Yes** | **No** |  |
| 1. The Shelter displays “And Justice for All”Comments:      | **[ ]**  | **[ ]**  |
|  |
| 2. Are staff and volunteers trained annually in TEFAP Civil Rights Requirements?Comments:      | **[ ]**  | **[ ]**  |  |
|  |
| 3. Has the Shelter had any civil rights complaints? | **[ ]**  | **[ ]**  |  |  |
| If yes, describe the situation and the outcome:      |
|  |
| **B. Serving Participants** |
|  | **Yes** | **No** | **Unable to Observe** |
| 1. Are interactions with guests respectful? | **[ ]**  | **[ ]**  | **[ ]**  |
| Comments:      |
| 2.Are memberships, fees, donations or religious participation required? | **[ ]**  | **[ ]**  | **[ ]**  |
|  |
| Comments:      |

|  |
| --- |
| 3. How are meals prepared at the Shelter? (Check one of the following):**[ ]** Guests use TEFAP commodities to prepare meals for their own households.**[ ]** The Shelter prepares meals for guests.**[ ]** Guests prepare some meals themselves; some meals are prepared by the Shelter. |

|  |
| --- |
| **C. Food Storage and Inventory** |
|  | **Yes** | **Needs** **Attention** | **No** |
| 1. Are the kitchen and food preparation areas clean?Comments:      | **[ ]**  | **[ ]**  | **[ ]**  |
|  |
| 3. Are dry storage floors, walls, ceiling and shelving clean?Comments:      | **[ ]**  | **[ ]**  | **[ ]**  |
|  |
| 4. Are there cleaning logs that record what was cleaned and when?Comments:      | **[ ]**  | **[ ]**  | **[ ]**  |
|  |
|  | **Yes** | **No** |  |
| 5. Is there at least 4” between food and walls (both in all dry storage and in walk-in units)?Comments:      | **[ ]**  | **[ ]**  |
|  |
| 6. Is food stored at least 6” off of the floor (in both dry storage and walk-in units)?Comments:      | **[ ]**  | **[ ]**  |  |
|  |
| 7. Is food in dry goods areas stored at least 24” below the ceiling?Comments:      | **[ ]**  | **[ ]**  |  |
|  |
| 8. Do temperature logs regularly record interior temperatures of freezers and refrigerators?Comments:      | **[ ]**  | **[ ]**  |  |
|  |
| 9. Are recorded freezer temperatures at 0 degrees Fahrenheit or colder?Comments:      | **[ ]**  | **[ ]**  |  |
|  |  |  |
| 10. Are recorded refrigerator temperatures between 35 and 41 degrees?Comments:      | **[ ]**  | **[ ]**  |  |
|  |  |  |
| 11. Are recorded dry storage temperatures consistently within 50-70 degrees Fahrenheit?Comments:      | **[ ]**  | **[ ]**  |  |
|  |
|  |
| 12. How are pests controlled? [ ]  Contracted [ ]  Self-inspection/remediation [ ]  No apparent pest control(If self-inspection, describe the actions the Shelter takes and when):       |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| 13. Are pest inspections either logged or documented by a contracted service?Comments:      | **[ ]**  | **[ ]**  |  |
|  |
| 14. Are cleaning supplies and non-food items stored separately from food stocks?Comments:      | **[ ]**  | **[ ]**  |  |
|  |
| 15. Are windows, doors, walls and roof well-sealed to prevent pest entry or water damage?Comments:      | **[ ]**  | **[ ]**  |  |
|  |
| 16. Are the Shelters storage areas free of freezer or refrigerator condensing units; uninsulated steam and/or hot water pipes, water heaters or other heat producing devices?Comments:      | **[ ]**  | **[ ]**  |  |
|  |
| 17. How the Shelter ensure that food is protected from theft?Comments:      | **[ ]**  | **[ ]**  |  |
|  |
|  |
| **D. Inventory** |
|  | **Yes** | **No** |  |
| 1. Does the Shelter track inventory and practice “first-in, first-out” inventory? What is the Shelter’s method of implementing this and other inventory control?       | **[ ]**  | **[ ]**  |  |
|  |
| 2. How does the Shelter show that it meets the TEFAP 1:1 match requirement? (Check all that apply): |
| [ ] The Shelter weighs incoming food.[ ] The Shelter uses receipts of purchased food.[ ]  Other       |

3. Has the Shelter received spoiled, damaged or “shorted” commodities in the past 12 months? [ ]  Yes [ ]  No

IF yes, describe:

|  |
| --- |
| **E. Overall Comments** |