

# COMPLIANCE SELF AUDIT CHECKLIST

## Self Audit Checklist

As members of the Mid-Ohio Foodbank network, partner agencies agree to adhere to the United States Department of Agriculture Department (USDA) and Federal Nutrition Services (FNS) regulations for service as defined by the Ohio Department of Job and Family Services (ODJFS). Partners also must achieve requirements defined by Mid-Ohio Foodbank and Feeding America.

Below is a self-audit checklist to help you quickly review your program's operational processes, food safety practices, Civil Rights and customer service standards for compliance with the institutional regulations set forth in the ODJFS Food Programs Manual.

All items on checklist may not apply to your agency program. Check the appropriate section for more information regarding the standard.

### Are you in Compliance with MOF standards?

#### Standard Operational Processes

- Invoices on file, paper or electronic (5 years)
- Hours of Operation are posted
- Service area if any is documented and posted
- Food Pantry Forms, electronic or paper, completed correctly and on file (5 years)
- Client Intake Process defined and understood
- Proxy Process defined and understood
- Statistics up to date and reported monthly through the online statistics report form on eHarvest
- Access to Food Program Manual from ODJFS
- No rules for accessing food such as class, prayer, volunteer work or donations

#### Food Safety Practices

- Current Food safety certificate
- Pest control method in place & Date of last inspection: \_\_\_\_\_
- Thermometers in every refrigerator, freezer and dry storage area
- Temperature Logs - completed and filed monthly (5 years)
- Food is never repacked
- Storage areas are clean and odor free with adequate safeguards

#### Standard Customer Service

- Actively serving clients at least once a month
- No proof of income is required
- Maintain consistency of practice, serving all clients equally
- First-time clients are served once, thereafter can be referred to their local pantry
- Policies are clearly communicated to clients, staff and volunteers.

#### Civil Rights for Clients, Staff & Volunteers

- "And Justice for All" Poster posted in client service area
- Discrimination Complaint Form on file
- Written Notice of Non Discrimination for Faith-based Organizations posted in client service area
- Referral Process for Non Discrimination for Faith-based Organizations
- Yearly Civil Rights Training Documentation for Volunteers. Which method?
  - Group Date of Last Training: \_\_\_\_\_
  - OR Individual signed training
- USDA nondiscrimination statement used on website and printed materials

#### Beyond the Basics

- Promote nutrition education
- Partner with medical services
- Partner with other MOF agencies

