COMPLIANCE

SELF AUDIT CHECKLIST

AGENCY & PROGRAM SERVICES

As partners of the Mid-OhioFood Collective network, all 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 Collective and Feeding America.

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

All items on the checklist may not apply to your agency, it will depend on your type of program.

Are you in Compliance with MOFC standards?

Standard Operational Processes

- ✓ Food invoices from MOFC are on file, paper or electronic and on file (5 years).
- ✓ Hours of operation and service area eligibility are accurately documented and posted.
- ✓ TEFAP Forms, electronic or paper, completed correctly and on file (5 years).
- ✓ Client intake and eligibility process is clearly defined
- ✓ Proxy process clearly defined.
- ✓ Statistics are up to date and reported monthly through the online statistics report form on eHarvest.
- ✓ Have access to the Food Program Manual from ODJFS.

Food Safety Practices

- ✓ Current Food safety certificate.
- ✓ Pest control method in place & date of last inspection recorded on file.
- ✓ Thermometers in every refrigerator, freezer and dry storage.
- ✓ Temperature Logs - completed and filed monthly (5 yrs).
- ✓ 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, when operational.
- ✓ No proof of income is required.
- ✓ Maintain consistency of practice, serving all clients equitably.
- ✓ First-time clients are served once, thereafter can be referred to their local pantry.
- ✓ Policies are clearly communicated to clients, staff and volunteers.
- ✓ No special requirements for customers to access food relating to participating in a class or a religious activity, requiring volunteer work or donation of any kind.

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.
- ✓ Annual Civil Rights Training. (CRT)
- ✓ Documentation of CRT of Volunteers (5 yrs)
- ✓ USDA nondiscrimination statement used on website and printed materials.

Data Tracking: All pantries and produce programs must actively utilize Freshrak for collecting intake data on all food distributions Each pantry and produce program must be able to demonstrate how they input, outreach, and report via the FreshTrak software and procedures for when connectivity to the system goes down.

mid-ohio food collective

foodbank | farm | farmacy | kitchen | market