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| **DEPARTMENT OF HEALTH SERVICES**  Division of Public Health  F-01768 (07/2016) | | | **STATE OF WISCONSIN** | | | |
| **THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)**  **SOUP KITCHEN REVIEW** | | | | | | |
| TEFAP review is required biannually for Wisconsin soup kitchens that are authorized to distribute USDA Commodity Foods to the public. The On-Site Review is completed by an external reviewer and is used in conjunction with the self-assessment that the soup kitchen has completed its self-assessment and corrected any areas of non-compliance it has self-identified. | | | | | | |
| Soup Kitchen / meal site | | | | Review date | | |
| Street Address | | | City | | | Zip Code |
| Email Address for Soup kitchen | Phone Number | | | | Emergency Phone Number | |
| Soup Kitchen Coordinator | | | Reviewer | | | |
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| **A. Information and Communication** | |

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|  | **English** | **Spanish** | **Hmong** | **Not Posted**  **No Signage** |

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| 1. A “Meal” sign is visible on the exterior.  Comments: |  |  |  |  |
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| 2. Operating hours visible from the exterior.  Comments: |  |  |  |  |
|  | | | |
| 3. An emergency phone number is posted on the building exterior near the door, in the following languages. |  |  |  |  |
|  | | | |
| 4. Displays “And Justice for All”poster.  Comments: |  |  |  |  |
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| 5. Are staff and volunteers trained annually in TEFAP Civil Rights requirements?  Comments: |  |  |  |  |
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|  | | **Yes** | **No** |  |  |
| 6. Has the Soup kitchen had any civil rights complaints in the | |  |  |  |  |
| past twelve months?  If yes, describe the situation and the outcome: | | | | | |
|  |
| **B. Serving Participants** |
|  | | **Yes** | **No** | **Unable to Observe** | |
| 1. Is walk-in service available during posted meal times? | |  |  |  | |
| Comments: | | | | | |

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|  | **Yes** | **No** | **Unable to Observe** |
| 2.Are interactions with participants respectful? |  |  |  |
|  | | |
| Comments: | | | |
| 3.Are memberships, fees, donations or religious participation required? |  |  |  |
|  | | |
| Comments: | | | |
| 4. Are identification, proof of income or residence required? |  |  |  |
|  | | |
| Comments: | | | |
| 5. Does the outlet file its monthly report to the EFO by the deadline? |  |  |  |
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| Comments: | | | |
| 6. Does the outlet place its food order by the required deadline? |  |  |  |
|  | | |
| Comments: | | | |

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| **C. Food Storage and Safety** |
|  | | **Yes** | **Needs**  **Attention** | **No** |
| 1. Are public areas clean?  Comments: | |  |  |  |
|  | | |
| 2. Are dry storage floors, walls, ceiling and shelving clean?  Comments: | |  |  |  |
|  | | |
| 3. Are there cleaning logs that record what was cleaned and when?  Comments: | |  |  |  |
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|  | **Yes** | **No** |  | |
| 4. Is there at least 4” between food and walls (both in all dry storage and in walk-in units)?  Comments: |  |  |
|  | | |
| 5. Is food stored at least 6” off of the floor (in both dry storage and walk-in units)?  Comments: |  |  |  | |
|  | | |
| 6. Is food in dry goods areas stored at least 24” below the ceiling?  Comments: |  |  |  | | |
|  | | |
| 7. Do temperature logs regularly record interior temperatures of freezers and refrigerators?  Comments: |  |  |  | | |
|  | | |
| 8. Are logged freezer temperatures at 0 degrees Fahrenheit or colder?  Comments: |  |  |  | | |
|  |  |  | | |
| 9. Are logged refrigerator temperatures between 35 and 41 degrees?  Comments: |  |  |  | | |
|  |  |  | | |
| 10. Are logged dry storage temperatures maintained within 50-70 degrees Fahrenheit?  Comments: |  |  |  | | |
|  | | |
| 11. Do observed conditions require changes in settings, equipment replacement, in time of day that temperatures are recorded; in the locations of thermometers; or in heating/cooling systems? |  |  |  | | |
| Comments: | | | | | |
| 12. How are pests controlled?  Contracted  Self-inspection/remediation  No apparent pest control  (If self-inspection, describe the actions the Soup kitchen takes and when): | | | | | |

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|  | | **Yes** | **No** |  |
| 13. Are pest inspections logged (dated, with actions taken) or documented by a 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 storage areas free of condensers uninsulated pipes or heat producing devices?  Comments: | |  |  |  |
|  | | |
| 17. How does the outlet ensure food preparation and storage are safe and sanitary? (Check all that apply):  The local health department conducts an annual inspection.  The State of Wisconsin (Department of Ag, Trade and Consumer Protection) conducts an annual inspection.  The person responsible for food preparation has is licensed or has obtained a Food Manager Certification.  Food preparation staff/volunteers have training in sanitation and food preparation.  The Soup Kitchen does not have health inspections or a person credentialed in food handling. | | | | |
| 18. Who is responsible for ensuring that food is prepared, stored and serve in a safe and sanitary manner? | | | | |
| Name | Experience and Credential | | | |
| 19. Does the Soup Kitchen store any of its food in another location?  Yes  No | | | | |
| If Yes, where and what? Describe: | | | | |
| 20. How does the Soup Kitchen ensure that food is protected from theft? | | | | |
| Comments: | | | | |

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| **D. Inventory** |
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|  | | | **Yes** | **No** |
| 1. Does the Soup kitchen practice “first-in, first-out” inventory? | | |  |  |
| What is the Soup kitchen’s method of implementing this and other inventory control?  Comments: | | | | |
| 2. How does the Soup Kitchen track inventory? How does it know the amount of supply it has? | | | | |
| Describe: | | | | |
| 3. How does the Soup Kitchen meet the TFAP match requirement? | | |  |  |
| It weighs incoming food.  It uses receipts of purchased food.  Other | | | | |
| 4. Does the Soup Kitchen regularly run out of food during service or have food supply problems? | | |  |  |
| Comments: | | | | |
| 5. Has the Soup Kitchen received spoiled, damaged or “shorted” USDA commodities? | | |  |  |
| If Yes, describe: | | | | |
| 6. Are there any challenges with which the EFO or DHS could assist? | | |  |  |
| Comments: | | | | |
| **E. Overall Comments** | |