|  |  |
| --- | --- |
| **DEPARTMENT OF HEALTH SERVICES**Division of Public HealthF-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 |
|  |
| **A. Information and Communication**  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. A “Meal” sign is visible on the exterior.Comments:       | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |
| 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:      | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |
| 5. Are staff and volunteers trained annually in TEFAP Civil Rights requirements?Comments:      | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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:      |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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? | **[ ]**  | **[ ]**  |  |
|  |
| Comments:      |
| 6. Does the outlet place its food order by the required deadline? | **[ ]**  | **[ ]**  |  |
|  |
| Comments:      |

|  |
| --- |
| **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:      | **[ ]**  | **[ ]**  | **[ ]**  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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):       |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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: |

|  |
| --- |
|  |
| **D. Inventory** |
|  |
|  | **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** |