

Pantry Checklist

Service to clients

- Provide service without discrimination.
- Have a method of interpretation for participants with limited English proficiency.
- Provide food free of charge or duty.

Signage

- Post days and hours of service clearly. Pantry must be open at least one set day and time each month.
- Place “And Justice for All” poster visibly.
- Post or provide TEFAP Income Guidelines clearly.

Record-keeping

- Store participant eligibility forms and all TEFAP records in a secured location for three years.
- Submit service numbers monthly.
- Keep record of yearly civil rights training dates and participants.

Food safety and inventory

- Keep temperature logs for all refrigerators, freezers, and dry good storage areas.
- Maintain pest-free site.
- Follow first-in, first-out inventory rotation and dating process.
- Store food off floors in clean area.



WISCONSIN DEPARTMENT
of HEALTH SERVICES

This institution is an equal opportunity provider.

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