

SECOND HARVEST OF OF SOUTH GEORGIA

AGENCY SITE REVIEW AND MONITORING FORM

Agency Name:		
Address:		
Contact Person:	Phone:	Fax:
Email Address(es):		
Average Number of People Served Monthly:	Reviewer:	

What are your days and hours of operation?	Does your agency require referrals?
Does your agency do deliveries?	Do you ask for or require donations?
Do you require church or program attendance or any type of labor to receive assistance?	
How often may clients receive assistance from you?	

What COVID-19 protocols / screening processes do you use for your clients and volunteers? 6 feet, masks, gloves, temperature checks, drive through/ curbside service only?

Are you keeping all payment receipts and invoices?
Do you have a current / up-to-date copy of USDA & GMAP contracts?
Do you keep the TEFAP/GMAP household applications for your clients on file? Monthly reports?

Do you serve meals? Are you able to maintain distance between clients?
How often is your dining area cleaned? What cleaning methods are you using?

What types of storage do you use? DRY REFRIGERATED FROZEN
Do you have thermometers in all cold storage? (provide pictures) Temperature records?
Are your temperature guides posted in clear view? (please provide pictures)
Is your food storage area secure? Is food stored off the floor and away from the walls?
Is your USDA / GMAP product separated on your shelves and labeled as such?

Do you have current In Justice for All poster in clear view? (provide pictures)
Do you conduct an annual civil rights training for all your volunteers? Do you have records of that training?
Do you have the "No Fees" flyer posted in plain view? (provide pictures)

Does your agency have any other sources to acquire food product?
How often is the building professionally exterminated?

Please return this document with pictures of:

Outside of building

Inside of pantry

Storage spaces (shelves, refrigerator, freezer)

All posters and signage

Your civil rights training log

Most recent extermination record

A Second Harvest staff member will call to follow up on all items and a copy will be mailed to you.		
Date of Phone Call:	SHSG staff:	Date of mailing: