



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)
ANNUAL INVENTORY REVIEW – CSFP LOCAL AGENCIES

GENERAL INFORMATION		
INSTITUTION NAME	CONTRACT NUMBER	CURRENT DATE
ADDRESS	NUMBER OF CSFP FOOD STORAGE SITES UNDER JURISDICTION	
CONTACT PERSON	DATE OF LAST INVENTORY REVIEW	

SECTION I.

	YES	NO	N/A	COMMENTS
Is the amount of insurance, which has been purchased to protect the value of food items being stored, sufficient for coverage?				
Are commodities received and stored in accordance with federal regulations and industry standards?				
Is a first-in-first-out (FIFO) stock rotation system of inventory management being used; paying attention to Best If Used By (BIUB) dates?				
Are all products stored so they are readily available, accessible, and in good condition?				
Are proper security measures in place to ensure product may not be stolen or tampered with?				
Are storage facilities sanitary and free from rodent, bird, insect, and other animal infestation?				
Are storage facilities safeguarded against theft, spoilage, and other loss?				
Is food stocked and spaced in a manner so that USDA foods are readily identified?				
Are USDA foods stored off the floor in a manner to allow for adequate ventilation?				
Are foods maintained at proper storage temperature? (Dry 50-75, Refrigerated 36-40, and Frozen 0 or below)				
Are other protective measures taken, as necessary?				
Are chemical and cleaning solutions stored in a manner that prevents USDA foods contamination?				
Has local agency had a health inspection? Date of inspection: _____				
Are there fire prevention systems in place and are they working properly? Date of last test: _____				

Comments and/or Recommendations

INVENTORY REVIEWED BY

CSFP CONSULTANT	DATE
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THIS REVIEW WAS DISCUSSED WITH

SIGNATURE	TITLE	DATE
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