



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)
MONITORING REVIEW – CSFP DISTRIBUTION SITES

GENERAL INFORMATION		DATE OF REVIEW _____
AGENCY NAME	COPY OF AGREEMENT WITH LOCAL AGENCY ON FILE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ADDRESS	REPORTED FOOD PACKAGE DISTRIBUTION PREVIOUS MONTH	

PARTICIPANT REVIEW WORKSHEET			
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REVIEW PARTICIPANT APPLICATIONS AND FOOD PACKAGE RECEIPT DOCUMENTATION FOR 25 PARTICIPANTS OR 100% WHICHEVER IS LESS.
 ANNOTATE PROBLEMS. CHECK OR "X" IF NO PROBLEM NOTED. IF A PROXY SIGNED FOR THE PARTICIPANT, LIST THE PROXY'S NAME IN PARENTHESES WITH THE PARTICIPANT'S.

PARTICIPANT NAME	INFORMATION MISSING	RECERTIFICATION OVERDUE	OTHER ERROR/COMMENTS
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25.			

CERTIFICATION PROCESS (SECTION BASED ON PAGE 1 INFORMATION)	YES	NO	N/A	COMMENTS
Do applications contain:				
• Identifying information for each participant				
• Checkmarks answering the two mandatory yes/no questions?				
• Date of birth for applicant and all qualifying household members?				
• Self-declared income listed?				
• Signature of applicant and the date signed?				
Has the certifying official:				
• Verified identity/age and described proof?				
• Verified residency and described proof?				
• H&SS referral information handout given?				
• Determined eligibility?				
• Documented date notified?				
• Signed the form and entered his/her title and date?				
Is the date notification within 10 days of the application?				
If certification requests were denied, are applications kept on file?				
CERTIFICATION PERIODS (247.16)	YES	NO	N/A	COMMENTS
Are participants certified for no more than three years?				
Are informal annual reviews conducted?				
FOOD DELIVERY	YES	NO	N/A	COMMENTS
Is the “no-show” policy posted and enforced?				
Is the “appeal process information” posted and copies available on request?				
Is there a participant or proxy signature or mark and date available to verify receipt of food each time it is issued?				
Are proxy authorizations available for all proxies used and adequate controls in place?				
Do sites offering one month certification have a designated distribution period posted in a prominent location and communicated to all participants?				
Is reasonable effort made to contact people on the waiting list in order, beginning with the first person each month, for the purpose of offering the one month certification?				
Does the number of signatures for the “test/review” month match the number reported to the food bank?				
Are there undistributed food boxes at the end of the month?				
Are food packages delivered to homebound or no-show participants accomplished prior to the end of the month or if not, are they delivered within five working days of a single distribution date?				
Are participants and proxies required to show IDs each time food is issued?				
• Or are other methods utilized to verify participants and proxies?				
Is the Written Notice of Beneficiary Rights for CSFP being provided at time of application?				
NUTRITION EDUCATION (247.18)	YES	NO	N/A	COMMENTS
Does the distribution site offer additional nutritional education?				
If food demonstrations are offered, is there documentation of attendees?				
DUAL PARTICIPATION	YES	NO	N/A	COMMENTS
How does the site safeguard against dual participation in two different csfp sites at the same time. (Record in comments.)				

NOTIFICATION REQUIREMENTS (247.15 THROUGH 247.17)	YES	NO	N/A	COMMENTS
Is there documentation of written notice given within 10 days of eligibility, ineligibility, or placement on waiting list?				
Is there documentation of written notification at least 15 days in advance of the expiration of the most recent certification periods?				
If applicable, is there documentation of written notice of discontinuance or disqualification provided at least 15 days prior to the effective date?				
FOOD STORAGE PRACTICES [PARTS 247.28 AND 250.14(A)(B)]	YES	NO	N/A	COMMENTS
Are commodities received and stored in accordance with federal regulations and industry standards?				
<ul style="list-style-type: none"> Are CSFP boxes left over from previous month distributed first? 				
<ul style="list-style-type: none"> Are all products stored so they are readily available, accessible, and in good condition? 				
<ul style="list-style-type: none"> Are proper security measures in place to ensure products may not be stolen or tampered with? 				
<ul style="list-style-type: none"> Are storage facilities sanitary and free from rodent, bird, insect, and other animal infestation? 				
<ul style="list-style-type: none"> Are storage facilities safeguarded against theft, spoilage, and other loss? 				
<ul style="list-style-type: none"> Are boxes stacked and spaced in a manner so that the CSFP food box is readily identified? 				
<ul style="list-style-type: none"> Are USDA Foods stored off the floor in a manner to allow for adequate ventilation? 				
<ul style="list-style-type: none"> Are other protective measures taken, as necessary? 				
<ul style="list-style-type: none"> Is the CSFP cheese refrigerated? 				
<ul style="list-style-type: none"> Is there sufficient insurance coverage to protect the value of food items being stored? 				
CIVIL RIGHTS (FNS INSTRUCTION 113-1, 247.12, AND 247.13)	YES	NO	N/A	COMMENTS
Do admission procedures restrict enrollment by minority persons?				
Do all materials used to publicize the CSFP to participants and the public contain the nondiscrimination statement and procedure for filing a complaint?				
Is the "And Justice For All" poster displayed?				
Are information and compliance procedures provided on request in the appropriate translation?				
Are all services and facilities accessible and used routinely by all persons without regard to race, color, national origin, sex (including gender identity and sexual orientation), or disability or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?				
Are case records coded by race or ethnic origin in accordance with FNS Instruction 113-1?				
Were there any verbal or written complaints of discrimination prior to this review?				
In the opinion of the reviewer, based on information contained in this review and personal observation, does the institution appear to be in compliance with Title VI of the Civil Rights Act of 1964? (If no, indicate on a separate sheet, 1) What the areas of noncompliance are, and 2) Recommendations for corrective action and follow-up.)				
Have staff attended Civil Rights training in the past year?				

EXIT CONFERENCE		SUMMARY OF CORRECTIVE ACTION PLAN (CAP)	
1. FINDINGS			
2. COMMENTS/SUGGESTIONS/RECOMMENDATIONS			
DISTRIBUTION SITE CONTACT	DATE	SITE REVIEWED BY	DATE
SIGN/PRINT NAME AND TITLE		SIGN/PRINT NAME AND TITLE	