

## 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?					
ADDRESS		REPORTED FOOD PACKAGE DISTRIBUTION PREVIOUS MONTH					
PARTICIPANT REVIEW WORKSHEET							
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				
1.							
2.							
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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.)				

Is there documentation of written notice given within 10 days of eligibility, lise in advance of the expiration of written notification periods? Is there documentation of written notification periods? Is there documentation or written notification periods? Is the CSPF boxes let ever from previous month distributed first? Is the range facilities stored to they are readily available, accessible, and in good condition? Is the Strage facilities santary and free from rodent, bird, insect, and other animal intestation? Is the Strage facilities santary and free from rodent, bird, insect, and other animal intestation? Is the Oxes stacked and spaced in a manner so that the CSFP food box is readily identified? Is the CSFP choses let were from in a manner to allow for adequate ventilation? Is the CSFP choses refrigerated? Is the range refrigerated? Is the range refrigerated? Is the C	NOTIFICATION REQUIREMENTS (247.15 THROUGH 247.17)	YES	NO	N/A	COMMENTS
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 (PARTIS 247.28 AND 250.14(A)(6)) YES NO NA COMMENTS Are commodities received and stored in accordance with federal regulations and industry standards? Are commodities toxed at ost or tem previous month distributed first? Are all products stored so they are readily available, accessible, and in good condition? Are toroge facilities sanitary and free from rodent, bird, insect, and other animal infestation? Are toroge facilities satiguarded against theft, spolage, and other loss? Are toroge facilities satiguarded against theft, spolage, and other loss? Are toroge facilities satiguarded against theft, spolage, and other adequate ventilation? Are totoge facilities satiguarded against theft, spolage, and other loss? Are toroge facilities addiguarded against theft, spolage, and other adequate ventilation? Are toroge facilities addiguarded against theft, spolage, and other loss? Are tobre protective measures taken, as necessary? Are toxes stacked and spaced in a manner so that the CSFP food box is readily identified? Are toxes function 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 enrolment by minority persons? Do all materials used to publicize the CSFP to participants and the public contain the nondicermination statement and procedure for filing a complaint? To Are USF Chease refrigerated? Is the 'And Justice For All' poster displayed? Are user records coded by race or ethnic origin in accordance with FNS instruction (13-1-7). Were there any verbal or written complaints of discrimination prior to this raview? The escena code scode by race or ethnic origin in accordance with FNS instruct	Is there documentation of written notice given within 10 days of eligibility,				
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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 DAT	E SITE REVIEWED BY DATE
SIGN/PRINT NAME AND TITLE	SIGN/PRINT NAME AND TITLE