



Monitoring Visit Prep Checklist:

- ___ Proof of your GA Secretary of State Control Number
- ___ Proof of your EIN Federal ID 501c3
- ___ Copy of your most recently filed IRS Form 990 (If applicable to your agency)
- ___ Visible signage stating your current Hours of Operation
- ___ Copy of your current food budget typed out on Agency Letterhead
- ___ Copy of your most recent pest control receipt; showing at least quarterly services
- ___ Weekly temperature logs for all dry, refrigerated, and frozen storage
- ___ Proof of either: 1) Food Pantry Food Safety Training Log, or 2) ServSafe Safe Food Handling Certificate
- ___ Dump Sheet Log: Proof of pounds your agency has had to throw away
- ___ Access to all pantry record documentation (Proof of product distributed, pounds distributed and distribution dates, households served and who made up the household)
- ___ Access to all meal record documentation (Meal calendars or physical documentation of which meals and when they were served, proof of how many individuals received each meal,)
- ___ Access to your food storage areas (Product is never directly on the floor; you have a scale to weigh product; thermometers in all dry, refrigerated, and frozen storage areas; cleaning products stored away from consumable products; GNAP/TEFAP product is clearly labeled; etc)

If your agency participates in TEFAP you will need:

- ___ Pantry: Household Eligibility Forms showing households were asked how they were eligible to receive TEFAP product, Household Commodity Distribution Forms showing which TEFAP products and how many units were distributed and when
- ___ Onsite: Physical documentation showing when TEFAP ingredients were used
- ___ Both: Civil Rights Training Log, Justice for All Poster and Written Notice of Beneficiary Rights Form posted

If your agency participates in GNAP you will need:

- ___ Pantry: Intake forms showing when GNAP product was distributed, documentation showing how households were eligible to receive GNAP product and documentation proving GNAP was only provided to households who met eligibility requirements
- ___ Onsite: Physical documentation showing when GNAP ingredients were used and that GNAP meals were only provided to children

Do you have documentation to support what your agency reports each month?