

FOOD BANK of NORTHWEST LOUISIANA

10 File Folder System for Partner Agencies

1. Agreement and Food Bank Application (current agreement and past agreements with USDA and the Food Bank)
2. Administrative Reviews (Food Bank and USDA reviews)
3. Approved client applications (current, signed and approved applications for all clients that receive food, updated annually in July)
4. Ineligible/Denied applications- all applications that have been denied in receipt of food
5. Distribution list- distributions list, signed by all clients that received food
6. Income Guidelines- current income guidelines, updated every year in July
7. Distribution Rate- amount of food given to clients, determined by the number of people in the household
8. Food Bank Invoices- documentation of food received from the Food Bank signed and dated
9. Temperature logs- must record temperature of all coolers and freezers and keep all temperature records in this folder
10. Correspondence- any miscellaneous information received from the Food Bank or Dept of Agriculture and Forestry

Additional requirements:

Proof of Pest contract and documented service – minimum of every 60 days, monthly preferred.

Justice for all poster prominently displayed

Thermometers must be kept inside the dry storage area, refrigerators and freezers and temperatures must be recorded a minimum of every other day

All food must be stored up off the floor and away from walls

All records pertaining to the program must be readily available at the pantry site where food is being distributed

All records must be retained for 3 years, plus the current year

Soup kitchen and residential sites must have a health inspection once per year and also keep track of the number of meals served each day.