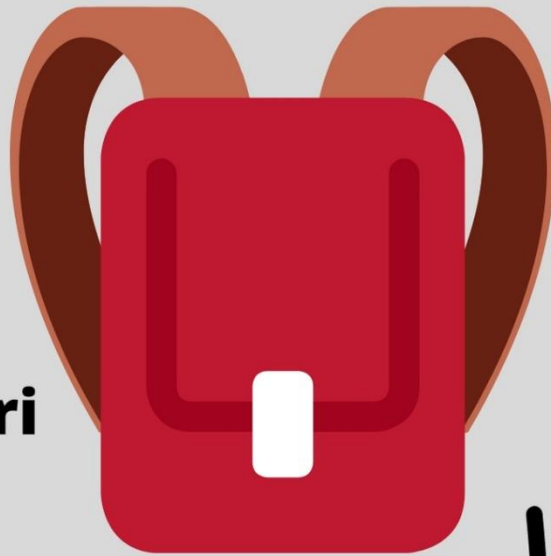


Year:

Site:

BFF MONITORING FORM

**Southeast Missouri
Food Bank**



Backpacks
For Friday

BFF MONITORING FORM

Program Agreement Standards

1. Are pantry/food supplies offered free of charge to children? Yes No N/A
2. Has at least one regular staff and/or volunteer on site received food safety training? Yes No N/A
3. Do staff and volunteers with direct repetitive contact with children receive a background check and/or follow school protocol to ensure child safety? Yes No N/A
4. Is the food distributed at least once a week? Yes No N/A
5. Were school records used to identify food allergies (peanuts, milk, etc.) and flag the names so that those items are not distributed to them? Yes No N/A

Comments/Concerns:

Storage

1. Are packs stored at least 6 inches off the ground? Yes No N/A
2. Are packs stored at least 6 inches below the ceiling? Yes No N/A
3. Are packs stored away from the wall to facilitate cleaning and inspection? Yes No N/A
4. Are packs stored in temperature-controlled space? Yes No N/A
5. Are packs stored in a clean and sanitary condition? Yes No N/A
6. Are all packs stored away from cleaning materials and toxic chemicals? Yes No N/A
7. Are there signs of pest where packs are stored? Yes No N/A
8. Does the facility use an outside pest control vendor? Yes No N/A
9. Does the facility complete internal pest inspections? Yes No N/A
10. Are packs stored in a space that has restricted access/ is lockable? Yes No N/A

Storage Address:

Comments/Concerns:

BFF MONITORING FORM

Distribution

- 1. Normal day & time packs are distributed to children. _____
- 2. Number of packs distributed. _____
- 3. Describe the process for distributing packs?

- 4. What happens to leftover packs?

- 5. Are packs distributed in a discreet and/or confidential manner? Yes No N/A
- 6. Are packs accurately counted during distribution? Yes No N/A
- 7. How do site staff determine which students receive packs? Please attach forms used.

Comments/Concerns

Site Staff

- 1. Who receives the packs during deliveries? _____
- 2. Who is responsible for pack storage? _____
- 3. Who is responsible for pack distribution? _____
- 4. Who is responsible for handling leftover packs? _____
- 5. Have site staff operating the program received training from the food bank? Yes No N/A
- 6. Is there sufficient personnel support on site to properly operate the program? Yes No N/A
- 7. Do site staff appear to be knowledgeable on the program? Yes No N/A

Comments/Concerns

BFF MONITORING FORM

Findings and recommendations

List problems identified with recommendations/corrective actions as needed.