

FOOD BANK OF NORTH ALABAMA

SITE VISIT TIP SHEET

Site visits ensure our agency feeding partners (food pantries, soup kitchens, backpack programs, residence programs) maintain safe and effective programs. The Food Bank of North Alabama requires site inspections for all new agencies before being approved for partnership. We revisit agencies every 18-24 months and do a spot check on recordkeeping and food safety. This is the perfect time to discuss problems, questions or concerns. Such visits give us an opportunity to know our agencies on a more personal level and see the good work they are doing for our communities on a first hand basis. Additionally, agencies receiving USDA food items may be selected randomly for an audit by the USDA, so our visits keep them well-prepared.

PURPOSE OF MONITORING VISIT:

- ensure your agency remains active & successful in our common mission to address hunger in our communities
- ensure good record-keeping and proper food storage

WHAT TO EXPECT:

- typical visits last 45-60 minutes
- we update our records and ask questions like how many people you serve and what the Food Bank can do to serve you better
- visits are normally every other year, though we may visit more frequently as necessary

WHAT WE LOOK FOR:

- we ask to see your Food Bank invoices and client eligibility forms (current year plus three prior years)
- we ask to see where your food is stored and look for a secure, pest-free and clean environment
- we look for thermometers and temperature logs on freezers, refrigerators and dry storage areas
- we look to see that food is off the ground (4-6 inches) and away from the wall
- we look for monthly inventory reports (for USDA agencies only)

Questions? Call Agency Relations at 256-382-0296 or email at communityrelations@fbofna.org

