

Local Agency Self Evaluation Form CSFP ME Review

Date: _____

Organization Name: _____

Number of CSFP Food Storage Sites: _____

Number of CSFP Distribution Site: _____

Current Case Load: _____

What was the date of your last agency financial audit? Were there any audit exceptions? If so, what were they?

Detail your agencies outreach efforts within the last 12 months. Include how information is being provided to applicants, participants, homeless, grass roots organizations or similar minority groups.

Detail the networks in place to refer CSFP participants to and from other health and/or social programs outside your agency.

Describe your policies for giving recipients notification of their eligibility/ineligibility or placement on waiting list.

Describe your policies for giving recipients notification of their expiration of certification period.

Describe your policies for giving recipients notification of discontinuance or disqualification.

Do you have a waiting list? If so, how many are on it? How are people on waiting list notified if a one month distribution is available for them?

Describe your scheduling procedures for certifications and re-certifications.

What is your no show policy? How is it enforced?

Describe your policies for recipients using a proxy.

Describe how nutrition education is integrated into your program operations.

Do all materials used to publicize CSFP contain nondiscrimination statement and procedure for filing a complaint?
Please attach copies.

Describe your procedures for monitoring/reviewing your distribution sites. Please provide copies of last review for each site.

List all food distribution sites and times open for each site and indicate which sites are open to the public.

Describe your procedures for notifying participants/applicants of program changes, revisions in eligibility standards, hours of service, and/or location of new distribution site.

Describe your procedure for providing civil rights training for staff and front line volunteers. How often is it provided?

Are Civil Rights Posters displayed at all distribution sites?

Describe how Civil Rights complaints are handled.

Describe how non-civil rights complaints are handled.

What procedures do you have in place to detect abuse and/or dual participation?

Describe how participant's racial/ethnic category is determined.

Are client files maintained by individual or family?