Food Bank of Northwest Louisiana

10 File Folder System for Agencies

1) Agreement (current agreement and past agreements with USDA and the Food bank), also include the Food Bank Application

2) Administrative Reviews (food bank reviews and USDA reviews)

3) Approved 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- approved and signed distributions list, by all clients that received food

6) Income Guidelines- current income guidelines, updated every year in July

7) Distribution Rates- amount of food give to clients, determined by the number of people in the household

8) Food Bank Invoices- documentation of food received from food bank signed and dated

9) Temperature logs- must record temperature of all coolers and freezers and keep history of this documentation in this folder

10) Correspondence- any miscellaneous information received from the food bank or dept of agriculture and forestry

Additional requirements:

-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