

Food Bank of Northwest Louisiana

10 File Folder Record Keeping

- 1) Agreements - current agreement and past agreements with USDA and the Food Bank, and the Food Bank Application
- 2) Administrative Reviews – All Food Bank reviews 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 Client applications- all applications that have been denied receipt of food
- 5) Distribution list- Approved and signed distributions list, by all clients that received food
- 6) USDA 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 USDA Dept of Agriculture and Forestry

Additional requirements:

Justice for all poster prominently displayed

Invoices or Documentation of professional Pest Service records – Dates of service

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.