



Food Assistance Sub Agency Pre-Review Questionnaire

Purpose:

Food Assistance (FA) has the responsibility to monitor the Sub Agency's performance, compliance, and assurance that services funded by FA are being delivered properly to help alleviate hunger in local communities.

FA does this by assisting the Sub Agency in complying with the terms and conditions of their Agreement(s), applicable laws, regulations, and policies. Our objectives for review (monitoring) are:

- To review the pre-review questionnaire and identify any issues or areas of concern.
- To review and verify agency administration of program, program compliance and program financial management.
- To review and verify agency compliance with other aspects of the Sub Agreement and client participant eligibility.
- To test, verify, and determine whether submitted reimbursements of program expenses and services were allowable and eligible.
- To view intake area, distribution area, and facilities ensuring safe and sanitary conditions following program guidelines and policies.

If you have any questions about this form, contact the Regional Representative assigned to your region by phone and/or email.

Sub Agency Information	
1. Sub Agency Name: (For example: Seattle Food Pantry, St Vincent de Paul – Walla Walla, etc.)	
2. Sub Agency Contact Info (Name & Email), for questions regarding this survey: (For example: Joe Smith, Joe.Smith@FoodPantry.org)	
3. Have there been any major staff changes at your agency in the last 12 months? (Example: Executive Director, fiscal staff, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does your agency retain all program-related records (physical or electronic) for a period of 6 years following the date of final payment under the Agreement? (Includes Sub Agreements, Civil Rights Training verifications, TEFAP intake forms, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does your agency have an adequate accounting system with appropriate internal controls that implement Generally Accepted Accounting Principles (GAAP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does your agency procure food in a cost-effective manner that focuses on nutritious foods?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Does not procure food with FA funds.
7. Does your agency store WSDA FA or USDA food at another location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does your agency receive any reimbursement from the Lead Agency? Select all that apply: <input type="checkbox"/> EFAP <input type="checkbox"/> TEFAP <input type="checkbox"/> CSFP <input type="checkbox"/> N/A – No Reimbursements	
9. Has another agency that provides funding, food, or that regulates your agency's activities done a review in the last year? (Such as the city, county, Health Department, Northwest Harves, or others.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

10. If yes was selected above, who performed the review, what recommendations were made and were any deficiencies noted?

11. Does your agency have other distribution locations?

Note: If yes, FA staff will choose one additional location to visit (official review not required).

Yes No

12. How often can clients receive food at your agency?

- As often as needed
- Once a week
- Once a month
- Other: _____
- N/A – No direct client service

13. Over the last 6 months, on average, how much of your agency's total cold & frozen food storage space was needed to store available food?

- Less than 50% utilized to store food
- 51-75% utilized to store food
- 76-100% utilized to store food
- We could not store all the available food

14. How does your agency determine pounds of food distributed?

(Example: scale, estimate, other method)

Capital Improvements, Equipment Repairs and Equipment Inventory over \$5,000

15. Does your agency obtain approval from Food Assistance prior to each of the following:

- Equipment repairs with a cost of \$5,000 or more, per item (AGR-2615),
- Purchasing equipment with a cost of \$5,000 or more per item (AGR-2204),
- Capital improvement projects costing \$5,000 or more (AGR-2308),
- Disposition of equipment with an original purchase price of \$5,000 or more (AGR-2203)?

Yes No

N/A -No FA funded equipment repairs, purchased equipment or capital improvement projects.

16. Does your agency conduct a physical equipment inventory and inventory report form reconciliation at least every two years for FA purchased equipment? Note: This inventory pertains to all equipment with a purchase price of \$5,000 or more per unit using Food Assistance (FA) funds, regardless of the percentage FA paid.

Yes No

N/A -No FA funded equipment repairs, purchased equipment or capital improvement projects.

Civil Rights Training

17. Are civil rights complaints being handled by Sub Agency in accordance with the procedures outlined in the WSDA Civil Rights Training and the procedures manuals? Yes No
 No civil rights complaints
 N/A (EFAP only)

- Civil Rights Training
- TEFAP Procedures Manual
- CSFP Procedures Manual

18. Is Civil Rights Training conducted annually for all appropriate subcontractor employees and/or volunteers using the materials provided by WSDA? Yes No
 No civil rights complaints
 N/A (EFAP only)

- WSDA forms AGR-2198 and AGR-2199

19. Who completes the Civil Rights Training each year?
Select all that apply: Staff who interact with clients
 Volunteers who interact with clients
 Staff who handle client information
 Volunteers who handle client information
 Program Manager or Program Staff only
 Managers who help determine eligibility requirements
 Staff or volunteers responsible for TEFAP/CSFP contract compliance
 N/A – EFAP only

Non-Discrimination

20. For TEFAP /CSFP Sub Agencies: Is the USDA Non-Discrimination Statement being included on all printed materials such as applications, pamphlets, forms or any other materials distributed to the public, for the Sub Agencies? Yes No

Note: printed materials may use the abbreviated statement "This institution is an equal opportunity provider."

21. For TEFAP /CSFP Sub Agencies: Is the USDA Non-Discrimination Statement being included on agency website(s) that mention USDA funded programs? Yes No
 I'm not sure
 N/A (EFAP only)

The Commodity Supplemental Food Program (CSFP) Section

This section to be completed by CSFP contractors only. If you are not a CSFP contractor, skip #22-25.

22. Does your agency perform any of the following CSFP program functions?
Select all that apply: Accepts eligibility applications
 Determines eligibility, certification
 Packs boxes
 Stores CSFP food on a regular basis
 We do not perform any of the functions listed above
 Other:

23. Does your agency check the identification of each participant or proxy at point of pick up? Yes No

24. Does the Lead Agency provide your agency with participant nutrition information? Yes No
(Example: pamphlets, brochures, nutrition newsletter, etc.)

25. If using nutrition education materials from other sources, please identify the sources used:

Questionnaire Wrap-Up

26. Is there anything you'd like to clarify about the information you've provided in this questionnaire?
If yes, please explain below: