LOUISANA DEPARTMENT OF AGRICULTURE & FORESTRY

FOOD DISTRIBUTION DIVISION

FOOD PANTRY TECHNICAL ASSISTANCE

“**10 FOLDER SYSTEM”**

This technical assistance is a suggested way to set up your files for the USDA commodity program. You will need 10 manila folders to establish your “10 Folder System”.

Label your folders, using the underlined portion as your folder label:

1. Agreement- your current, signed agreement with the Food Bank
2. Administrative Review- Food Bank reviews and Dept. of Agriculture & Forestry reviews
3. Approved Applications- current, signed, approved applications for all clients who receive food, updated annually in July
4. Ineligible/Denied Applications- all applications that have been denied receipt of food
5. Distribution List- approved, signed distribution list, by all clients that received food
6. Income Guidelines- current income guidelines, updated every year in July
7. Distribution Rates- amount of food given to clients, determined by the number of people in household.
8. Food Bank Invoices- documentation of food received from Food Bank, signed and dated
9. Temperature Logs- must record temperature of all coolers & freezers and keep history of this documentation in this folder
10. Correspondence- any miscellaneous information received from Food Bank or Dept. of Agriculture & Forestry

**ADDITIONAL REQUIREMENTS:**

* “And Justice For All” poster prominently displayed
* Thermometers must be kept inside the dry storage area, refrigerators, and freezers; temperatures must be recorded a minimum of every other day
* All food must be stored up off the floor and away from the 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 & Residential sites must have a health inspection once per year and also keep track of number of meals served each day

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LDAF Food Distribution Division

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TECHNICAL ASSISTANCE—FOOD PANTRIES/SOUP KITCHENS/RESIDENTIALS

1. Agreement- must be signed by current director and/or authorized representative.
2. Retain all records for 3 fiscal years plus the current year.
3. Have copies of all FB and LDAF reviews available for review.
4. Applications:
   1. Must use an approved application
   2. Must be filled out completely and correctly
   3. Must be signed and dated by applicant
   4. See current proof of income-use gross amount
   5. Use current income guidel8ines
   6. Use physical addresses—not PO boxes
   7. Include authorized representative if so desired by applicant
   8. Allow ONLY the approved applicant or their authorized representative to receive food
   9. Expires June 30th of each year
5. Use an approved distribution list.
   1. Must be signed by approved applicant or their authorized representative
   2. Included household size on distribution list
6. Food Bank invoices must be available for review
7. Distribution rates must be reasonable and equitable; rates must be provided to FB
8. Temperature logs must be kept at least 3 times per week on all coolers and freezers where all USDA commodities are stored.
9. Ineligible/Denied Applications--establish a file
10. Other requirements:
    1. Justice for All poster
    2. Thermometers inside coolers and freezers
    3. Store food off floor and away from walls
    4. Date all food when received—rotate stock
    5. Use covered vehicle to transport food—food covered with tarp is acceptable
    6. Pest control
    7. Damaged or out of condition food—return to FB
    8. First come—first serve
    9. Storage areas must be secure

Soup Kitchens/Residentials

1. Must have health inspections at least once per year
2. Must keep count of number of meals served