Food Assistance Contractor Pre-Review

Food Assistance (FA) has the responsibility to monitor the contractor's performance, compliance, and assurance that services funded by FA are being delivered properly to help alleviate hunger in local communities. If the contractor also provides direct client services then they must follow all subcontractor requirements.

FA does this by assisting the contractor in complying with the terms and conditions of the contract(s), applicable laws, regulations, and policies. Our objectives for this review are:
- To verify program and financial management.
- To verify agency and administration compliance.
- To test if program costs and services are allowable and eligible.
- To ensure qualifying eligible client requirements and services are being met.
- To verify other contract compliance including subcontractor compliance.

### Contractor Information

<table>
<thead>
<tr>
<th>1. Contractor Name:</th>
<th>(For example: Food Lifeline, Second Harvest, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Contractor Contact Info, for questions regarding this survey:</td>
<td>(For example: Joe Smith, <a href="mailto:Joe.Smith@FoodPantry.org">Joe.Smith@FoodPantry.org</a>)</td>
</tr>
<tr>
<td>3. 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 contract?</td>
<td>□ Yes □ No</td>
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<tr>
<td>(Includes contracts, amendments, expenditure reports, Civil Rights Training verifications, TEFAP intake forms, etc.)</td>
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<tr>
<td>4. Have there been any major staff changes at your agency in the last 12 months?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>(Example: Executive Director, fiscal staff, etc.)</td>
<td></td>
</tr>
<tr>
<td>5. Are subcontractors reviewed according to program requirements?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>(For EFAP and CSFP, review every two years. For TEFAP, review a minimum of 10% annually.)</td>
<td></td>
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<tr>
<td>6. Do you conduct a physical equipment inventory and inventory report form reconciliation, including subcontractor equipment, at least every two years for FA purchased equipment?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>7. Do you obtain approval from Food Assistance prior to each of the following: purchasing equipment with a cost of $5,000 or more per item (AGR-2204), beginning capital improvement projects costing $5,000 or more (AGR-2308), disposing of equipment with an original purchase price of $5,000 or more (AGR-2203)?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>8. Subcontractor file review:</td>
<td></td>
</tr>
<tr>
<td>Note: Your FA Regional Rep will send you the list of subcontractors selected for file review.</td>
<td></td>
</tr>
<tr>
<td>□ We will provide the requested subcontractor files to WSDA prior to the onsite review.</td>
<td></td>
</tr>
<tr>
<td>□ We prefer WSDA to do an onsite review of the selected subcontractor files.</td>
<td></td>
</tr>
</tbody>
</table>
9. Does your agency procure food in a cost-effective manner that focuses on nutritious foods?  

10. Does your agency pass through any funding to any subcontractor or site?  
   Select all that apply:  
   - Yes, EFAP  
   - Yes, TEFAP  
   - Yes, CSFP  
   - No  

11. Does your agency have adequate accounting systems with appropriate internal controls that implement Generally Accepted Accounting Principles (GAAP)?  

12. Does your agency store WSDA or USDA food at another location?  

13. Do food storage and/or processing areas have light fixtures with exposed glass bulbs?  

14. Briefly describe the ways and frequency in which you currently provide information and technical assistance to your subcontractors.  
   (For example: monthly coalition meetings, weekly e-newsletters, annual surveys, quarterly web-based trainings, etc.)  

15. 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 Harvest, Second Harvest, Food Lifeline, or others.)  

16. Does your agency provide 30 days written notice for all terminated subcontracts regardless of whether termination is for cause or at will?  
   Note: written notice via email is acceptable.  

17. During subcontractor reviews in the past year, were there significant findings or corrective action noted?  
   (If yes, also explain the nature of the issue and if it's been resolved.)  

18. Does your agency provide 30 days written notice for all terminated subcontracts regardless of whether termination is for cause or at will?  
   Note: written notice via email is acceptable.  

19. Does your agency send email notification to WSDA Food Assistance of termination or suspension of all subcontracts regardless of whether it is for cause or at will?  

20. Are civil rights complaints being handled by the contractor and their subcontractors in accordance with the procedures outlined in the WSDA Civil Rights Training and the procedures manuals?  
   • Civil Rights Training  
   • TEFAP Procedures Manual  
   • CSFP Procedures Manual  

21. Is Civil Rights Training conducted annually for all appropriate contractor employees and/or volunteers using the materials provided by WSDA?  
   • WSDA forms AGR-2198 and AGR-2199  
   • No civil rights complaints  
   • N/A (EFAP only)
22. Is Civil Rights Training conducted annually for all appropriate subcontractor employees and/or volunteers using the materials provided by WSDA?  
   • (WSDA forms AGR-2198 and AGR-2199)

23. Who completes the Civil Rights Training each year?  
   Instructions: cms.agr.wa.gov/WSDAKentico/Documents/Pubs/443-AnnualCivilRightsInstructions.pdf
   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

24. For TEFAP / CSFP contractors: 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 both the contractor and their subcontractor(s)?  
   Note: printed materials may use the abbreviated statement "This institution is an equal opportunity provider."
   Full Statement: cms.agr.wa.gov/WSDAKentico/Documents/Pubs/488-USDANonDiscriminationStatement.pdf

25. For TEFAP / CSFP contractors: Is the USDA Non-Discrimination Statement included on contractor and subcontractor agency websites that mention USDA funded programs?

26. Is your agency being reviewed as a faith-based organization?

27. If a faith-based organization, is the required Written Notice of Beneficiary / Client Rights poster (AGR PUB 609-565, AGR PUB 609-632) displayed in view of all clients?  
   Select all that apply:  
   - Yes, TEFAP Written Notice of Beneficiary / Client Rights posted  
   - Yes, CSFP Written Notice of Beneficiary / Client Rights posted  
   - No  
   - N/A - EFAP only

28. If a faith-based organization, are the required TEFAP / CSFP Beneficiary / Client Referral Request Forms (AGR-2239) being retained?
The Commodity Supplemental Food Program (CSFP) Section

This section to be completed by CSFP contractors only. If you are not a CSFP contractor, skip #29-33.

29. Does your agency delegate any CSFP program functions to any site or subcontractor(s)?
   Select all that apply:
   - [ ] Accepts eligibility applications
   - [ ] Determines eligibility, certification
   - [ ] Packs boxes
   - [ ] Stores CSFP food on a regular basis
   - [ ] We do not delegate CSFP program functions
   - [ ] Other:

30. Do CSFP participants receive information on the use of supplemental foods, nutrition, and related senior resources at least once every quarter?
   - [ ] Yes, we create our own materials to distribute
   - [ ] Yes, we distribute WSDA materials (e.g., Senior Nutrition Newsletter)
   - [ ] No

31. Does your agency provide other types of participant nutrition education for clients (such as classes, food demonstrations, etc)?
   If yes, please describe the education provided:

32. Does your agency conduct the annual Participant Survey (WSDA form AGR-2248)?
   - [ ] Yes
   - [ ] No

33. Please describe how you are meeting the needs of homebound CSFP participants:

Survey Wrap-Up

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