

USDA Soup Kitchen Monitoring Requirements Check List

Please see [NCSA Soup Kitchen Program Handbook](#) for further details.

<http://www.ncagr.gov/fooddist/handbook/documents/2014-SKP-Handbook-Web-03102014.pdf>

USDA Foods Storage Requirements:

1. All USDA foods are offered or made available on a use without waste basis. Items must be used within six (6) months of receipt.
2. Temperatures in freezers, dry storage, and refrigerators/coolers should be checked using *internal* thermometers and recorded on a daily basis and checked when known or potential power losses have occurred. It is required that freezers and coolers be checked and recorded seven (7) out of every seven (7) days.
3. It is recommended that dry storage be checked and recorded seven (7) out of every seven (7) days as well. This 7 out of 7 days includes holidays and vacations
4. USDA foods should be stacked on pallets or shelves with at least four inches wall and floor clearance and two feet ceiling clearance. Blowers should not be blocked by USDA foods.
5. First In, First Out (FIFO) Followed. Commodities should be stacked so that the foods with the oldest pack dates are in front and are used first.
6. Cases/cans should be marked by receiving party (Soup Kitchen) as to the date received. NOTE: If food is taken out of the cases, the individual units (cans, boxes, etc.) should be marked with the pack date.
7. USDA foods should be stored so that they are secure from theft.
8. Storage areas and freezers/coolers should be maintained:
 - Clean and orderly
 - Stored separately and labeled as USDA Foods
 - Monthly extermination treatments are recommended, however, more often if necessary.
 - Commodities should be stacked on pallets or shelves with at least four inches wall and floor clearance and two feet ceiling clearance.
 - Stored away from pesticides, cleaning supplies and paper products.

Maintenance of Records at a five-year retention:

1. All ordering/receipt records
 - Contracts with NCDA
 - Contracts with storage or Food Service companies
 - SKP PAL orders
 - Invoices
 - Loss/Transfer records
2. A “perpetual inventory” will be used for documenting when commodity foods are added or removed from storage. (may be on the same sheet as perpetual inventories)
3. A **monthly physical inventory** of all USDA commodities placed in all storage facilities shall be maintained. This inventory record should be reconciled with the perpetual inventory to ensure accurate balances.
4. Temperature records for all coolers/freezers containing USDA foods.
5. Documentation of monthly extermination treatments.
6. Documentation of annual USDA Civil Rights Training for all staff and volunteers participating in providing USDA foods to clients.

Civil Rights: (See <https://www.fns.usda.gov/cr/civil-rights>)

1. “And Justice for ALL” poster must be prominently displayed to be viewed by program participants.
2. If the agency is a religious organization, a [“Written Notice of Beneficiary Rights”](#) must be displayed.
3. Annual USDA Civil Rights Training for all staff and volunteers participating in providing USDA foods to clients.
4. Reasonable accommodation for all persons with disabilities.