

Monitor of Partner Local Agencies

Instruction to Contracting Entity Representative (food bank): Please complete document in its entirety and retain for records. Instruct the Local Agency Representative to sign the document. They may keep a copy for retention.

1. **Is the “...And Justice For All” poster prominently displayed in a location that is accessible to participants at all times?** *[section 6110 of TEFAP handbook]*

Yes No

Location of poster at facility: _____

If ‘No,’ proceed to move the poster in an optimal location.

2. **Is the agency using the proper eligibility income guidelines (185% of federal poverty level) established by the Texas Department of Agriculture?** *[section 4222 of TEFAP handbook]*

Yes No

3. **Did the local agency allow the food bank contracting entity representative to view program records (i.e. participant applications)?** *[section 4520 of TEFAP handbook]*

Yes No

Does the local agency agree to allow access of program records to TDA, USDA and Government Accountability Office (GAO) representatives at time of request? Access of program records could entail viewing, examining and copying.

Yes No

Food Bank Representative’s Signature

Date

Local Agency Representative’s Signature

Date