

LOUISIANA 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 w/the Food Bank
2. Administrative Reviews - 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 # of people in household
8. Food Bank Invoices - documentation of food received from Food Bank, signed & 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 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