

## Senior Project FRESH Program Compliance Assessment Form

Program Year: 2016

Agency Name: \_\_\_\_\_ Counties Served: \_\_\_\_\_

ITEM	YES	NO	COMMENTS
Coupons are kept in secure location until use			
Has a target audience has been identified			
Distribution sites have been identified			
Staff reviews all necessary forms for completeness with client			
Clients are given an opportunity to ask questions			
Are non-eligible persons notified within 15 days of their non-eligibility?			
Eligible clients are given list of nutrition education opportunities (i.e. classes, demonstrations, 1-1 counseling) List methods in comments section.			
Staff reviews instruction sheet with client, including civil rights and complaint process			
All applications are kept confidential			
Completed applications, coupon registers and proxy forms are kept in a secure location			
IF APPLICABLE, Data spreadsheet is password protected			
Application forms kept for a minimum of 3 years if lead agency is using data spreadsheet.			
Does agency have waiting list?			
Is waiting list current?			
Are those on waiting list notified immediately when booklets are available?			
Has lead agency made arrangements to send the original spreadsheets to OSA no later than			

12/1/2015?			
Are Civil rights statements are printed on all SPF materials?			
Does staff do information and referral for client with other concerns/needs?			
Local monies raised are submitted to MDCH prior to Sept. 15			
Does agency have an agency-specific policy and procedure manual for project FRESH?			
Is agency on debarred list? Check on this website: <a href="https://www.epls.gov/">https://www.epls.gov/</a> (The debarred list is those agencies that are past due on money owed to the federal government, or they have defaulted on federal loans).			

Are there complaints or concerns about the program? Please list:

Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Signature: \_\_\_\_\_