



965 Albany Shaker Road  
Latham, NY 12110  
P 518 786 3691

580 State Route 416  
Montgomery, NY 12549  
P 845 534 5344

## Action Step Checklist: Requirements for USDA BackPack

You will need the following to participate in the USDA portion of the Regional Food Bank's BackPack Program.

**Parent Notification and Attestation Packet: Send these documents to participating households.**

- \_\_\_\_\_ [Letter to parents on district letterhead](#)
- \_\_\_\_\_ [TEFAP in NYS BackPack](#)
- \_\_\_\_\_ [Attestation of Eligibility \(signed and returned to the school\)](#)
- \_\_\_\_\_ [Appendix A: Income Guidelines sheet](#)

### Post These Documents

- \_\_\_\_\_ And Justice for All poster (near the bag distribution location)
- \_\_\_\_\_ [Written Notification of Beneficiary Rights \(near the bag distribution location\)](#)
- \_\_\_\_\_ [Temperature Log \(in all food storage areas\)](#)

### Train Staff

- \_\_\_\_\_ [New York State Office of General Services Civil Rights Training](#) with appropriately completed sign-off form
- \_\_\_\_\_ [Regional Food Bank Children's Programs Food Safety Training](#)

### Sign and Return to the Regional Food Bank (Keep a copy on file.)

- \_\_\_\_\_ [Recipient Agency Agreement](#)
- \_\_\_\_\_ [BackPack Program USDA Application and MOU](#)
- \_\_\_\_\_ Invoices for all orders

### Food Storage

- \_\_\_\_\_ Secure, locked location
- \_\_\_\_\_ Thermometer in all food storage areas
- \_\_\_\_\_ Temperature log in all food storage areas

**For every neighbor  
in need.**

regionalfoodbank.net



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### **Administrative Review**

\_\_\_\_\_ Agree to an on-site administrative review

### **Documents to Store (Four years)**

- \_\_\_\_\_ Completed Attestations of Eligibility
- \_\_\_\_\_ Civil Rights Training sign-off form(s)
- \_\_\_\_\_ Recipient Agency Agreement
- \_\_\_\_\_ Signed order invoices
- \_\_\_\_\_ Temperature logs

If you have any questions, please contact the Children's Programs team at [childrensprogram@regionalfoodbank.net](mailto:childrensprogram@regionalfoodbank.net).

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