

441—66.8(234) State monitoring. The department shall annually review at least 25 percent of the TEFAP contractors and 10 percent of other eligible recipient agencies receiving commodities as subcontractors or 20 agencies, whichever is fewer. The department shall not contract with another entity to carry out these activities.

66.8(1) *Elements of review.* Reviews of contractors and subcontractors shall include a review of the following activities:

- a. Eligibility determination.
- b. Food ordering procedures.
- c. Storage and warehousing practices.
- d. Inventory control.
- e. Approval of distribution sites.
- f. Reporting.
- g. Record-keeping compliance.
- h. Civil rights.

66.8(2) *Report of findings.* When a review of a contractor or subcontractor is completed, the department shall submit a report of findings to the agency that shall include:

- a. A description of each deficiency found and contributing factors.
- b. Any requirements for corrective action.
- c. A timetable for establishing and completing a corrective action plan.

66.8(3) *Monitoring of corrective action.* The department shall monitor the corrective action activities of each contractor or subcontractor that has a corrective action plan.

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