Instructions for the Nutrition Environment Food Pantry Assessment Tool (NEFPAT)

General Tool Considerations
- Review the NEFPAT process with the food pantry contact/staff prior to conducting the NEFPAT.
- Make every attempt to conduct the assessment **right before or during food distribution** in order to experience the pantry as though you were a client.
- Strategies marked with an asterisk indicate strategies that may require a response from pantry personnel. Crosscheck verbal responses with visual observations to mitigate self-reporting bias.
- Assess strategies based on current/observed practices rather than 'usual' conditions (if not present at the time of assessment).
- Add pertinent details in the *Notes* section at the end of each objective to include in a follow-up report.
- At the end of each objective, total the number of boxes checked and write the score in the *Number of Strategies Utilized* space provided.
- At the end of the assessment, total the scores from each objective for final score.

General Pantry Information
- Number of **Individuals** served per month. Some pantries only track the number of households (or families) served. You will need to multiply the household number by your state's average household size. Average household sizes, by state, are located in USDA's *Characteristics of Supplemental Nutrition Assistance Program Households: Fiscal Year 2014* at http://www.fns.usda.gov/sites/default/files/ops/Characteristics2014.pdf, Table B2, page 70).

  Example: Illinois average household size (2010 census) is 2.0 individuals per household. A pantry who reports serving 150 households = 300 individuals.

Objective 1: Increase Client Choice for Nutritious Options

Strategy	Description
Clients may choose which types of F2E they would like to take	Clients are not required to take certain F2E items, are instead provided options. Can utilize shelf, table, window, or menu styles.
Pantry hosts a "shopping style" distribution (set up like a grocery store)	Clients browse goods and physically select the items they want, with/without limits on number of items. Must be 100% client choice. Only using choice for select items is not counted. Shelf and table styles are counted, window and menu styles are not.
Clients are able to come to the pantry for food more often than once per month	Do not count if pantry allows guests to come one time per month, or less.

Food pantry offers items from each of the five food groups (fruits, vegetables, grains, protein, dairy)	The items in each food group do not need to meet F2E guidelines and can be in any form (i.e. powdered milk or canned tuna).
*Encourages nutritious donations (i.e. by distributing a list of suggested items or asks donors not to provide certain foods)**	Alternate strategies not listed that encourage nutritious donations should be counted, if consistently used.
*Food pantry is listed on AmpleHarvest.org website (if not, seeks donations from local gardeners/farmers or community gardens)**	If pantry is not registered with AmpleHarvest, but actively seeks donations from local gardeners/farmers, then award the point and include details in "Notes".
*Has established nutrition policy used for purchasing food for clients**	Must be a written policy/guidelines. Informal or verbal policies are not counted.
*A policy is in place for proper food safety**	Must be written policy/guidelines Informal or verbal policies are not counted.

Objective 2: Market & "Nudge" Healthful Products

Strategy	Description
*Recipes featuring F2E are available to clients**	Prefer take-home materials. If recipes only on display, count only ifpantry encourages dissemination via online sources or client photographs.
*Offers food samples to clients**	Type of food and frequency of offerings does not impact whether this should be counted.
MyPlate or other healthy eating materials that promote F2E are visible (i.e. posters, fliers, window stickers, etc)	Promotion of these messages can be through digital or physical means, but needs to occur on-site (i.e. not only online).
Displays/hangs supporting materials for F2E (such as shelf talkers/shelf tags, nutrition information, etc.)	Any sort of label (even handwritten) on a shelf advertising F2E counts. The content of the advertisement (flavor, nutrition, etc.) does not impact whether this is counted. Do not include signs indicating limits on items (ex. "limit 2 tomatoes per family).
Includes at least one F2E item in a bundle to display items together as a meal (i.e. beans and rice)	At least one intentional coordinated display of an F2E item to create a healthy meal/snack. Shelving items near each other, without intention to highlight a healthy meal/snack, is not considered bundling.
F2E are stocked to appear abundant	Majority of F2E are displayed in appropriately-sized boxes, crates, and/or shelves so they look full.
Majority of F2E are displayed/angled to be viewed easily from the eye-level of an average client	Majority of F2E are **not placed** on bottom shelves or above eye-level (i.e. Clients don't have to peer over the top of crates or bend down to see).
At least one F2E item is within eyesight upon entering the pantry during distribution	N/A

Objective 3: Provide Various *Forms* of Fruits/Vegetables

Explanation: May be a fruit **or** vegetable for each form.
Criteria: At least one fruit or vegetable should be found for each specific form.
Do not count juice and canned/frozen/dried items that do not meet the listed requirements.

Objective 4: Provide Various *Types* of Fruits/Vegetables

Explanation: May be a fruit **or** vegetable for each color
Criteria: If you see a fruit **or** vegetable of a color listed, mark it off. If there are more than two types of fruit **or** vegetable of a color, check the additional box.

	Red	Yellow/Orange	White or Tan/Brown	Green	Blue/Purple
Fruits	Cherry Cranberry Grapefruit Pomegranate Raspberry Red Apple Red Grape Strawberry Watermelon	Apricot Cantaloupe Lemon Mango Nectarine Orange Peach Pineapple Tangerine Yellow Apple	Banana Pear	Green Apple Green Grape Honeydew Kiwi Lime	Blackberry Blueberry Purple Grape Plum Raisin
Vegetables	Beets Chili Pepper Radish Red Onion Red Pepper Tomato	Carrot Corn Pumpkin Squash Sweet Potato Yellow Pepper Yellow Tomato	Cauliflower Garlic Ginger Jicama Kohlrabi Mushroom Onion Parsnip Potato Turnip	Avocado Asparagus Broccoli Brussel Sprout Cabbage Celery Cucumber Fresh Herbs Green Peas Leafy Greens Leeks Lettuce Green Onion Okra Green Pepper Snow Peas Spinach Sugar Snap Pea Zucchini	Black Olive Purple Cabbage Eggplant

Objective 5: Promote Additional Resources

Strategy	Description

*Provides information on SNAP, WIC, Senior Farmers Market coupons or other low-income resources**	Can be in the form of posters/fliers, referrals, pamphlets, accessible computer/tablet, etc.
*Provides nutrition education to clients (i.e. by partnering with Extension or other sources of expertise)**	Frequency of offerings does not impact whether this should be counted.
*Promotes or provides mobile markets**	Can be in the form of posters/fliers, pamphlets, accessible computer/tablet, etc.
*Has onsite garden or other gardening resources**	Can be in the form of gardening supplies (seeds, tools, etc.), a garden on-site, or information about related local resources.
*Distributes Medicaid/affordable health care information**	Can be in the form of posters/fliers, referrals, pamphlets, accessible computer/tablet, etc.
*Promotes or provides health screenings (blood pressure, glucose, BMI, etc.) by partnering with local organizations**	Can be in the form of posters/fliers, referrals, pamphlets, accessible computer/tablet, etc.
*Provides employment assistance information**	Can be in the form of posters/fliers, referrals, pamphlets, accessible computer/tablet, etc.
*Provides other educational/self-improvement resources**	Can be in the form of posters/fliers, referrals, pamphlets, accessible computer/tablet, etc.

Objective 6: Plan for Alternate Eating Patterns

Strategy	Clarification
*Provides food pantry volunteers with nutrition education**	May be in the form of trainings, classes, webinars, training documents, etc.
*Utilizes Commodity Supplemental Food Program (CSFP) to provide food tailored for low-income elderly clients**	Often called the 'brown box' program, this is specifically for elderly clients. TEFAP does not count. Consider clarifying the difference between CSFP and TEFAP as both are often referred to as "Commodities".
Has labeled sections for specific foods (i.e. gluten free, dairy free, no/low sodium, vegetarian or no-prep-required)	At least one labeled section for a specific type of food is present. If other than examples listed count and include in "Notes" section.
Provides diverse options for protein (i.e. tofu, beans, fish, peanut butter)	Provides at least 1 diverse type of protein (i.e. not meat or poultry). Does not need to be one of the example items listed.
Provides culturally diverse foods (Kosher, Halal, ethnic cuisines)	Provides at least 1 culturally diverse type of food. • Kosher – indicates food has met a set of Jewish laws regarding purity and quality • Halal – certification that food doesn't contain components forbidden under Islamic law • Ethnic cuisines – foods originating from a heritage and culture of an ethnic group