

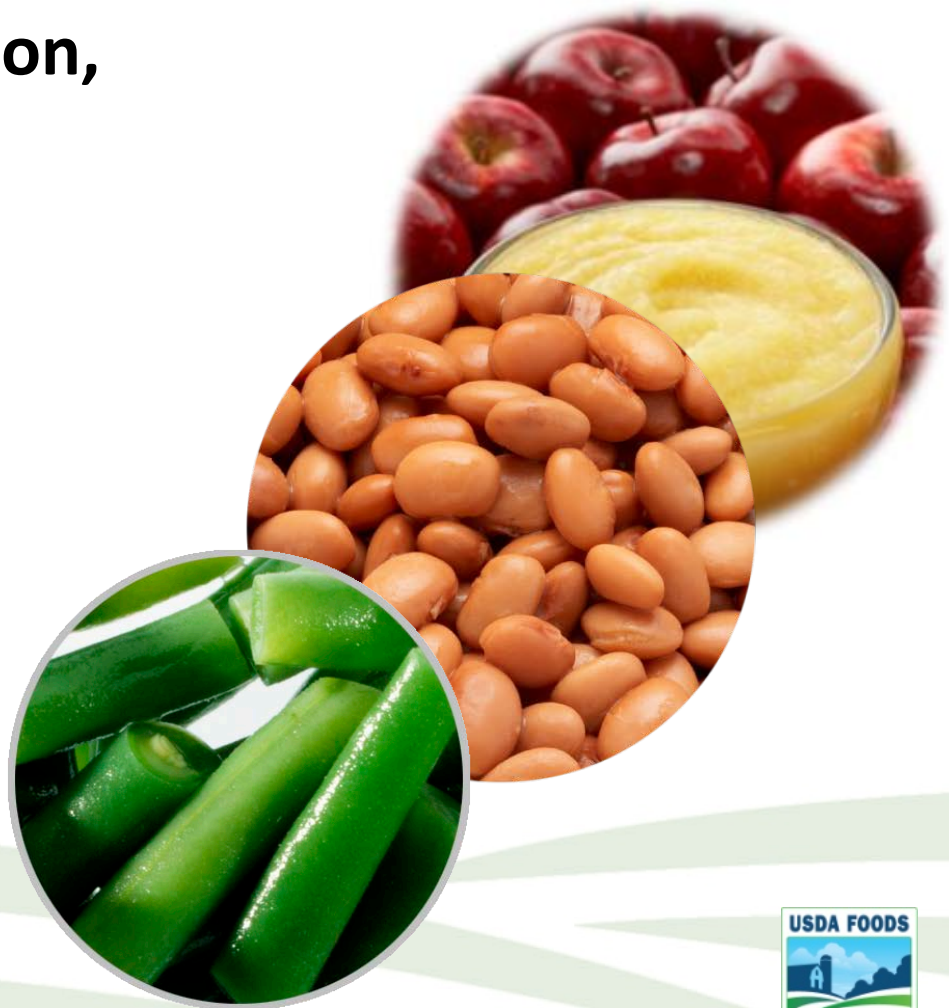
CSFP Overview

Program History, Legislation, Regulations, & Policy

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FARMERS

USDA FOODS

FAMILIES

USDA purchases more than 2 billion pounds of food worth nearly **\$2 BILLION** from American farmers each year.

USDA helps support American Farmers, keeping local agriculture strong and **stimulating the economy**.

USDA FOODS are 100% American Grown, meeting the **highest safety and nutrition standards**.



USDA FOODS include high quality fruits, vegetables, dairy products, whole grains, lean meats, poultry and fish.

USDA works to ensure **USDA FOODS meet the *Dietary Guidelines for Americans***, including reduced levels of fats, sodium and sugars.

Healthy Choices. American Grown.

To learn more about USDA Foods, visit:
www.fns.usda.gov/USDAFoods
www.fns.usda.gov/USDAFoods/mobile

USDA distributes USDA Foods to food banks, soup kitchens, disaster feeding organizations, Indian Tribal Organizations, charitable institutions and other feeding organizations, helping families **stretch their food budgets** and ensuring that all Americans have **healthy foods within reach**.

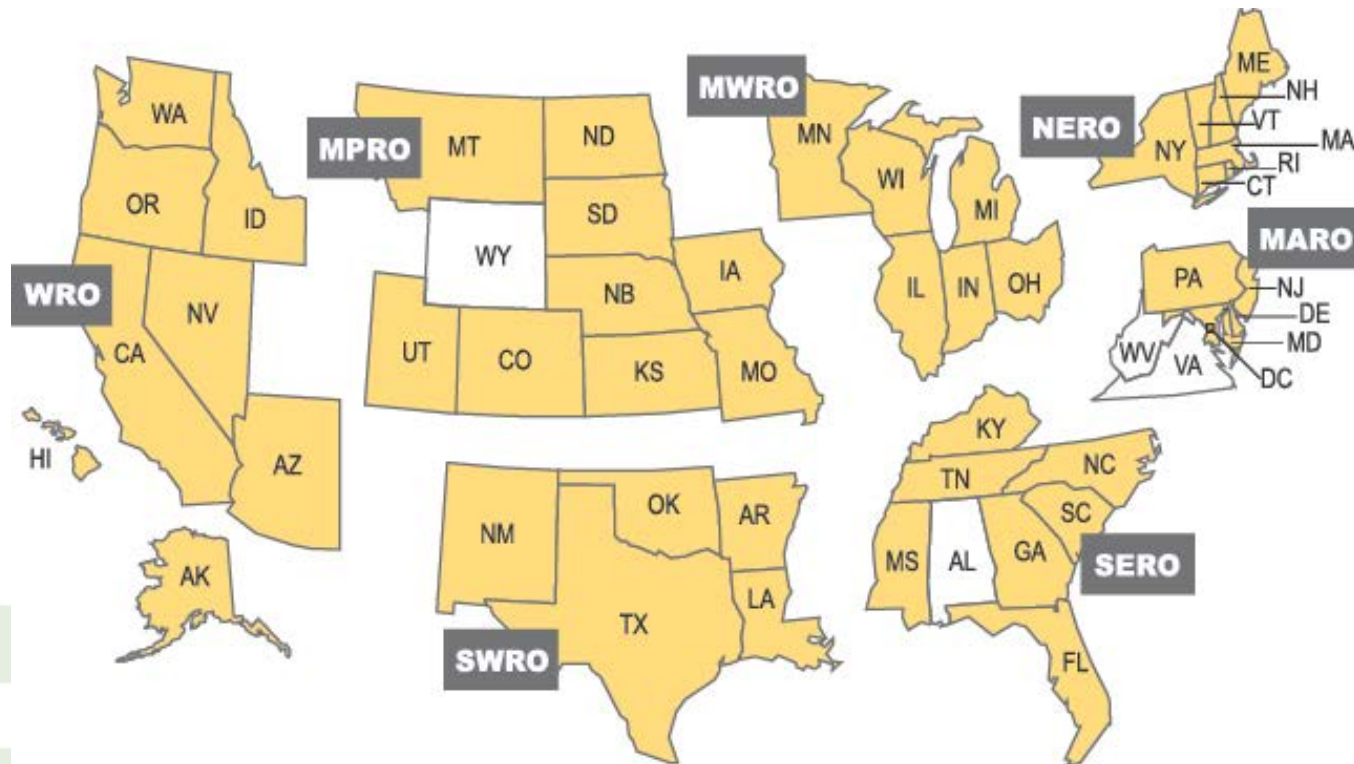
USDA foods are also offered to schools in order to help them provide **healthy, high quality lunches** to more than **32 million children daily**.

CSFP Overview

46 States

2 Indian Tribal Organizations

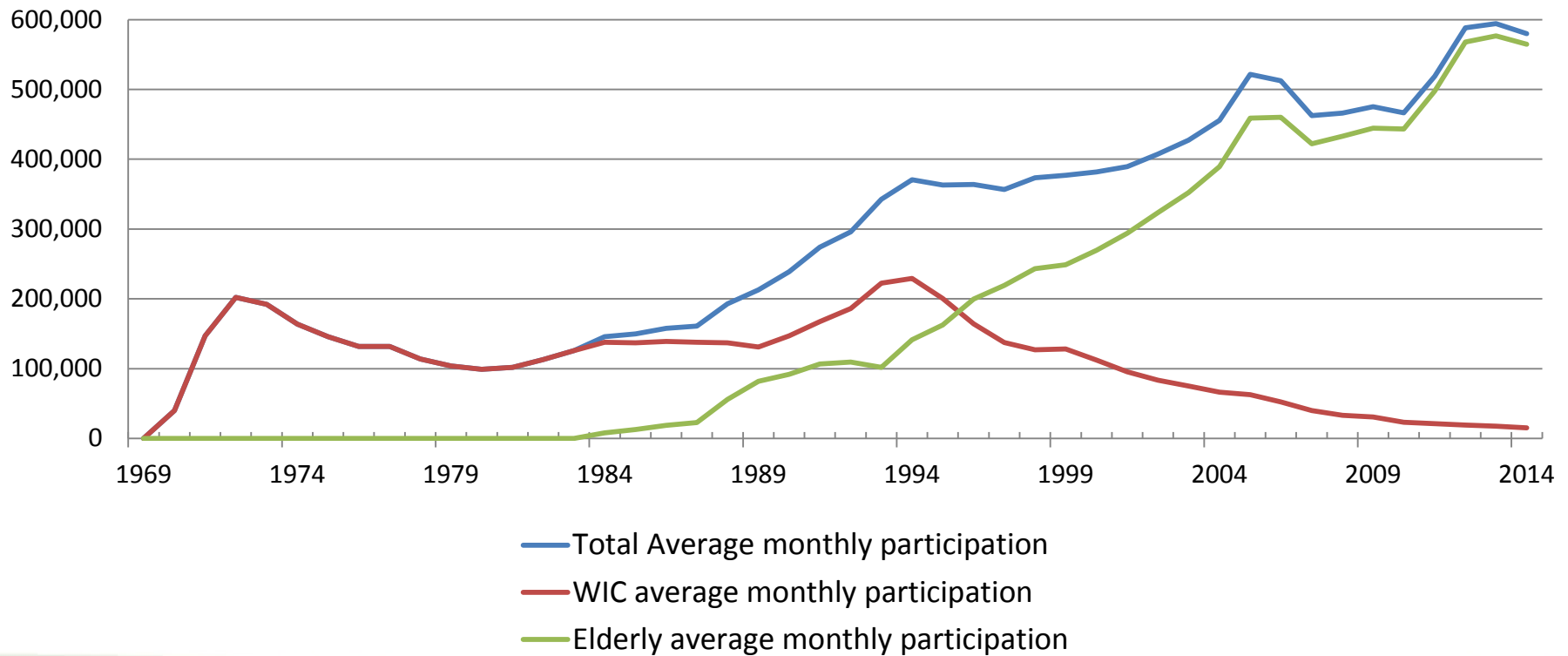
District of Columbia



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CSFP Participation Since 1969



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CSFP History

Congress creates a “supplemental food program” for infants and pregnant and breastfeeding women in 1969

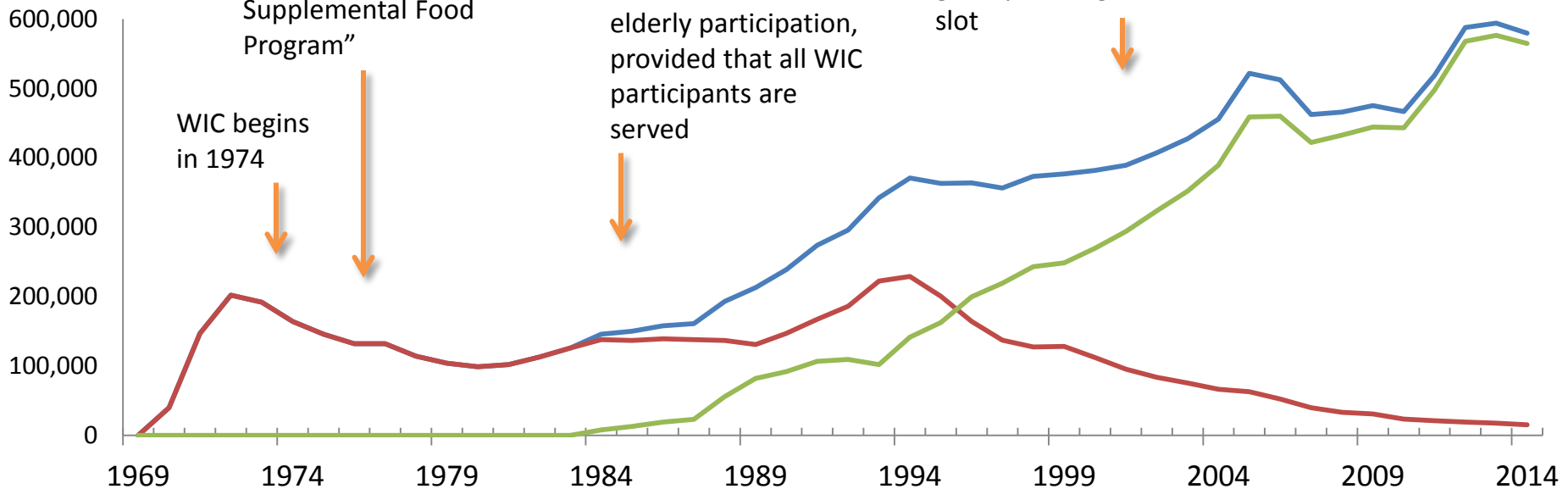
The Agricultural Act of 2014 implements phase-out of women, infants, and children in CSFP

The Food and Agriculture Act of 1977 officially names the “Commodity Supplemental Food Program”

The Food Security Act of 1985 expands CSFP to include elderly participation, provided that all WIC participants are served

The Farm Security and Rural Investment Act of 2002 establishes an administrative grant per assigned caseload slot

WIC begins in 1974



The Agriculture and Consumer Protection Act of 1973 authorizes the program

First seniors are served in 1983 at pilot sites in Detroit, New Orleans, and Des Moines

The Food, Conservation, and Energy Act of 2008 removes the priority status given women, infants, and children before the elderly in program participation

CSFP Legislation

Agriculture and Consumer Protection Act of 1973

- **Section 4(a):** authorizes “supplemental feeding programs.”
- **Section 5(a)-(c):** provides the formula for calculating administrative grants per caseload slot and describes some acceptable uses of these funds.
- **Section 5(e):** authorizes the Secretary of Agriculture to issue regulations to carry out CSFP.
- **Section 5(g):** removes the priority status that had been previously given to women, infants, and children before the elderly in program participation.
- **Section 5(h):** requires referrals to other federal aid programs, like Medicaid or SNAP.

To Read the Law ➡ <http://www.fns.usda.gov/csfp/legislation>



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CSFP Legislation

Farm Bills

- Farm Bills are the legislative vehicle that Congress uses to establish United States agricultural policy.
- Farm Bills typically authorize programs, like CSFP, for five year periods.
- Every five years Congress must consider and pass a new Farm Bill.
- All of the laws that made policy changes to CSFP were Farm Bills.
- The most recent Farm Bill became law on February 7, 2014.



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CSFP Legislation

Funding

- Farm Bills contain “authorizing” language, but “appropriations” bills are where the money is....at least for discretionary programs.
- Each year Congress must pass **12** different appropriations bills to provide funding for federal agencies and the programs that they run. Often Congress combines bills into an “Omnibus”.
- CSFP is funded annually in the *Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act*.



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CSFP Regulations

What do they cover?

- State and local agency agreements and responsibilities
- Eligibility requirements for participants
- Caseload assignment
- Program violations
- Recordkeeping and reporting requirements
- Much, much more!



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CSFP Regulations

Which Regulations Are CSFP Regulations?

Title 7 Code of Federal Regulations, Part 247 (7 CFR 247)

- Part 247 are regulations which specifically govern CSFP.
- Where Part 247 and 7 CFR 250 conflict, Part 247 applies.

Title 7 Code of Federal Regulations, Part 250 (7 CFR 250)

- Part 250 contains regulations applicable to all food distribution programs.
- For CSFP, Part 250 applies where it doesn't overlap with Part 247.

To Read the Regulations



<http://www.fns.usda.gov/csfp/regulations>



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CSFP Policy

CSFP Policy Memoranda

- Clarify regulations and provide additional guidance.

CSFP Guidance

- Routine information is provided periodically, e.g. income eligibility guidelines, caseload and administrative grants, and information on food package changes or food items availability.

Food Distribution Instructions

- Similar to policy memorandums but more comprehensive.
- For example:
 - FNS Instruction 410-1 on procedures for claims related USDA Food losses
 - FNS Instruction 709-5 on USDA Foods shipment and receipt rules



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CSFP Policy Basics

- Food Package
- Income and Eligibility
- Dual Participation
- Participant Applications
- Management Reviews
- Reporting Requirements



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The Food Package

- CSFP Food Package provides nutritious foods to supplement the diets of participants.
- Not intended to provide for total dietary needs.
- [CSFP Maximum Monthly Distribution Rates](#) govern what must be included in the Food Package.
- Includes the following categories: Cereals, Cheese, Fruits, Juices, Milk, Peanut Butter/Dry Beans, Potatoes/Grains, Proteins, and Vegetables.
- [CSFP Foods Available List](#) is published each year.



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The Food Package

Distributing the Whole Food Package

- Participants must be offered a full food package to participants each month, or a two month supply of food to participants every other month.
- If a local agency's inventory is low, contact your Regional Office right away and take the following steps:
 1. Check for inventory at other CSFP locations in the State and move inventories.
 2. If inventories across the State will be inadequate to support participation, contact RO to see if a current food order can be expedited or a new order placed/expedited. RO will contact HQ food ordering team.
 3. Adjust participant distribution schedules to ensure that full food packages are received, ensuring that participants are provided information throughout the process.



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The Food Package

Retroactive Distributions

- CSFP food packages cannot be distributed retroactively, per [Policy Memorandum FD-079](#) dated November 12, 2008.
- CSFP regulations provide flexibility to ensure that participants may receive food packages in instances when they cannot get to a distribution center.
- State Plans are required to address how they will serve homebound seniors. State agencies have options to help homebound seniors, such as the use of proxies.



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Income and Eligibility

- Basic eligibility is set in the law.
- CSFP serves low-income elderly persons at least 60 years of age.
- States are responsible for setting income guidelines, in accordance with the parameters set in 7 CFR Part 247.9
 - Elderly income guidelines must be at or below 130 percent of the Federal Poverty Income Guidelines
- FNS Headquarters updates and releases [Income Guidance](#) for States to use in determining CSFP eligibility each spring.



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Income and Eligibility

Income Exclusions

- CSFP regulations (Part 247.9) define income for purposes of CSFP eligibility as:
 - “gross income before deductions for such items as income taxes, employee’s social security taxes, insurance premiums, and bonds”*
- Certain income sources must be EXCLUDED, listed in the WIC regulations at 7 CFR Part 246.7(d)(2)(iv)(D).
- Examples:
 - Income from Domestic Volunteer Service Act programs such as AmeriCorps VISTA or the Retired and Senior,
 - Low-income Home Energy Assistance (LI-HEAP) payments,
 - Federal student aid such as Pell Grants or College Work Study.



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Income and Eligibility

Households

- Food Distribution regulations (Part 250.3) define a household as:
“a group of related or non-related individuals, exclusive of boarders, who are not residents of an institution, but who are living as one economic unit and for whom food is customarily purchased and prepared in common. It also means a single individual living alone.”
- Residents of group housing situations where congregate meals are provided to residents are not eligible to participate in CSFP.
- What about an elderly mother living with her adult son? Are they one household?

ANSWER: If the mother and adult son live as a separate economic unit and if she usually purchases and prepares food separately, then they can be considered to be separate households. If they purchase and cook food as a unit, then they are the same household – use 2 person household guidelines in evaluating income.



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Income and Eligibility

Proof of Income

- Self-declaration of income is permitted by federal regulations.
- State agencies may establish more stringent requirements if they want, including requiring documentation or verification of income, for application and/or recertification purposes.
- CSFP regulations (**Part 247.12**) do, however, require local agencies to inform applicants that participants must report changes in household income or composition within **10 days** after the change becomes known to the household. Failure to do so is a program violation.



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Preventing Dual Participation

- CSFP regulations (**Part 247.19**) prohibit participants from receiving CSFP benefits from more than one site.
- State Plans must include a description of how it will detect and prevent dual participation.
- State agencies must work with local agencies to prevent and detect dual participation.
- Applicants to CSFP must sign a statement with their application that asserts their awareness of this prohibition.



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Participant Applications

- FNS does not have a standardized application for State and local agencies to use when certifying applicants.
- Per CSFP regulations (**Part 247.8**) the application must include:
 1. Name and address, including some form of identification for each participant;
 2. Household income;
 3. Household size;
 4. Age;
 5. Current nondiscrimination statement;
 6. Statement at 7 CFR 247.8(b) for the applicant to sign to acknowledge that he/she was made aware of their rights and responsibilities and choose to authorize the release of their information to other organizations administering assistance programs



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Management Reviews

- Per CSFP regulations (Part 247.34), State agencies must establish a management review system to ensure that all local agencies and subdistributing agencies meet program requirements and objectives.
- An onsite review of all local agencies and storage facilities utilized by local agencies is required **at least once every two years**. The onsite review must evaluate all aspects of program administration.
- Per Part 250.19, an **annual** on-site review of all State or local agency storage facilities is required.



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Reporting Requirements

☐ **SF-425: Financial Status Report.**

- Submitted annually. Due within 90 days of the end of the fiscal year.

☐ **FNS-153: Monthly Report of the Commodity Supplemental Food Program and Quarterly Administrative Financial Status Report.**

- Submitted monthly. Due within 30 days of the reporting month.

☐ **FNS-191: Racial/Ethnic Group Participation.**

- Submitted annually. Data collected during month of April, report must be submitted by July 31.



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Questions?



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