Commodity Supplemental Food Program (CSFP)

New CSFP State Agencies'

Welcome Packet

2010

USDA Food and Nutrition Service (FNS)
3101 Park Center Drive

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The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way.

This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

Welcome to the Commodity Supplemental Food Program (CSFP). This Welcome Packet is intended to provide helpful information as your State begins serving CSFP participants. Here's an outline of information that will help you as you get started operating your new CSFP program and a description of this packet's contents:

CSFP Contacts (SECTION 1)

- **Regional Office (RO) Contact Map and RO Contact List.** All State agency inquiries should be directed to the appropriate RO. Local Agencies should contact their State agencies for any program assistance.

- **Headquarters (HQ) Food Distribution Organization Chart & HQ CSFP Staff List.** Although State agencies should contact the appropriate Regional Office with all concerns, it is also important to know who your HQ CSFP Staff are. You will encounter these individuals, for example, via your RO on telephone calls or emails, through memoranda issued by HQ, at training sessions, or at the National CSFP Association Conference. You may also need to contact the ECOS Helpdesk directly for user assistance with the Electronic Commodity Ordering System (ECOS), which is FNS' automated system for taking food orders from CSFP state agencies.

CSFP Training Information (SECTION 2)

- **FNS HQ CSFP State Agency Training:**
  - **CSFP New State Training Invitation Letter.** Letter inviting new CSFP States to training at FNS HQ.
  - **Tentative Training Agenda.**
  - **Transportation, Lodging, and Restaurants near FNS.**

- **National CSFP Association (NCSFPA) Conference:** NCSFPA is an independent advocacy organization whose members are State and local CSFP agency representatives. FNS does not require membership in NCSFPA, or endorse its activities. However, FNS does participate in NCSFPA's annual national conference by providing training, at the request of the association.
  - **NCSFPA Conference Dates and Location.**
  - **NCSFPA 2010 Board of Directors.**

CSFP Food Package and Food Ordering (SECTION 3)

- **CSFP Food Package:** Each CSFP participant must receive a full package of CSFP foods each month or two months of CSFP foods every other month. To determine the amount of these foods you should include in monthly food packages, please consult the **Revised Food Package Monthly Distribution Rates**. In determining which USDA foods to order, State agencies should consult the **USDA Foods Available for 2010** list, which provides all USDA foods available for order in CSFP for the year 2010. Periodically, FNS may make temporary food package changes and provide guidance as to availability of foods in the food package. We last issued a memorandum on **CSFP Temporary Food Changes** on April 13, 2009. However, these changes are reflected in the current **USDA Foods Available for 2010** list.

  You must order sufficient quantities of food to issue complete packages and maintain a recommended inventory level of 2-2.5 months worth of food. Depending on the size of your caseload and your proximity to other USDA Food Distribution Programs in your State (i.e., the Emergency Food Assistance Program, TEFAP), you will order USDA foods through USDA's multi-food warehouses (multi-food deliveries) or direct deliveries, or a combination of both depending on the food item. Through multi-food deliveries, States can order a variety of USDA foods to be delivered in a given truck. Multi-food deliveries are in contrast to "direct deliveries" in which the entire truck contains only one type of USDA Food. While a full truckload may be too great a quantity for your CSFP program, direct deliveries can be split as "split shipments" and shared with other USDA Food Distribution Programs (FDPs) in your State, such as The Emergency Food Assistance Program (TEFAP) or with FDPs in nearby States. USDA encourages direct deliveries or split shipments to the degree possible; however, states should not use direct shipments if it would cause their inventory levels to greatly exceed recommended levels. Your regional office will work with you to determine the appropriate delivery mechanism for your state.

  - **USDA Foods Available for 2010.** List indicates all foods available for order in CSFP for the year 2010.
  - **Revised Food Package Monthly Distribution Rates.** Provides the maximum number of foods which may be distributed in each month to each participant category (elderly, women, infants, and children).
  - **CSFP Temporary Food Changes Memorandum (04/13/09).** Periodically issued memorandum concerning temporary food package changes.

CSFP Food Package and Food Ordering (SECTION 3) (continued)

- **CSFP Food Ordering:** With the assistance of your FNS Regional Office, you have likely completed many of the following steps to order USDA foods.

STEP 1: Complete **Form FNS-7 (Destination Data for Delivery of Donated Foods)** for each new State agency, if the State agency does not currently participate in any other FDP, like TEFAP. The form must also be completed for each new warehouse, whether located in a new State agency or in an existing State agency which will receive CSFP foods, but only if the warehouse does not currently receive foods for any other FDP. Submit these forms to your RO. You should receive entity codes for each form submitted.

STEP 2: New and Existing State Agencies with warehouses currently receiving foods for FDPs should provide all warehouse entity codes and warehouse locations to your RO. New State Agencies and State Agencies with new warehouses should forward this information to your RO as soon as you have it available.

STEP 3: All State Agencies must complete the **Recipient Agency Profile Form** for each warehouse that will receive CSFP Multi-Food shipments.

STEP 4: All State Agencies which do not currently use ECOS must complete and submit to their RO **Attachment A – Initial User Set-Up**, which is the final page of **Commodity Multi-Food Contract Roles and Responsibilities**.

STEP 5: Once all forms have been submitted, your warehouse will contact you to set up a delivery schedule.

STEP 6: Now you can order USDA Foods in ECOS for CSFP.

- **Form FNS-7 (Destination Data for Delivery of Donated Foods).** Form must be completed by new State Agencies, or for each new warehouse, not currently participating in FDPs and returned to your RO.
- **Recipient Agency Profile Form.** Form must be completed for each warehouse receiving CSFP foods and returned to your RO as soon as possible. Contact your RO for an electronic copy of the form.
- **Commodity Multi-Food Contract Roles and Responsibilities, Attachment A – Initial User Set-Up.** Provides roles and responsibilities for entities using ECOS. Form must be completed for all SDAs which do not currently use ECOS and be submitted to the appropriate RO.
- **Reference Card for Multi-Food.** Provides general information for users of ECOS.

CSFP Law and Policy (SECTION 4)

- **CSFP Policy Toolkit:** The CSFP Policy Toolkit can provide you answers to many of the nuts-and-bolts questions about how CSFP should operate, including who is eligible for CSFP, what steps must be taken to certify an individual for participation and what benefits and information must be provided to all participants. It includes hardcopies or internet links to the relevant legislation, regulations, policy, and forms which affect the program. You should **immediately** familiarize yourself with the CSFP regulations; all states are responsible for fully complying with them as part of their acceptance of Federal resources. Although the CSFP Policy Toolkit will give you a lot of information about the program, your RO can help answer any remaining questions you might have. Also, the CSFP State Agency Training and training sessions provided at the NCSFPA Annual Conference will help supplement the information provided here.