CSFP 101

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USDA Food and Nutrition Service

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USDA Food and Nutrition Service

NCSFPA Conference
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Agenda

- CSFP Overview
- Short History of the Program
- Regulations & Policy
- CSFP Policy Basics
- CSFP Operations Basics
**USDA FOODS**

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

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**FARMERS**

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.

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**FAMILIES**

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

49 States + the District of Columbia
3 Indian Tribal Organizations
Puerto Rico

Commodity Supplemental Food Program State Participants

Participating Indian Tribal Organizations (ITOs)
- Red Lake ITO
- Oglala Sioux ITO
- Seminole Nation ITO
CSFP Participation Since 1969

- Total average monthly participation
- W-I-C average monthly participation
- Elderly average monthly participation
Congress creates a “supplemental food program” for infants and pregnant and breastfeeding women in 1969

The Agriculture and Consumer Protection Act of 1973 authorizes the program

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

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

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

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

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

- Part 247 are regulations which specifically govern CSFP.

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
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 the availability of USDA Foods items

Food Distribution Instructions
- Similar to policy memoranda but more comprehensive.
- For example:
  - FNS Instruction 410-1 on procedures for claims related to USDA Foods losses
  - FNS Instruction 709-5, Revision 2, on USDA Foods shipment and receipt procedures
CSFP Policy Basics

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

- The total number of people that may be served a CSFP food package on an average monthly basis from January 1 through December 31
- The national caseload level is determined by the amount of funding appropriated by Congress as well as other factors
- Each State’s caseload level is determined by a formula provided in 7 CFR 247.21 and State participation trends
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.
The Food Package

- Participants must be offered a full food package each month, or a two month supply of food every other month.
- CSFP food packages cannot be distributed retroactively without permission from FNS, per Policy Memorandum FD-079 dated May 4, 2016.
- 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 you will serve homebound seniors, such as through the use of proxies.
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.
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.
- CSFP applicants must sign a statement with their application that asserts their awareness of this prohibition.
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.
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 250.21, an annual on-site review of all State or local agency storage facilities is required.
Reporting Requirements

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

  ➢ 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.
Ordering & Planning

- Types of Shipments
- Order Entry Timeline
- WBSCM Order Status
Types of Shipments

- **Direct Shipment**
  - A full truckload delivery of one or more programs that ships directly from the vendor to the State or local agency warehouse.
  - Can be split to deliver to up to 3 different locations.
  - Can be ordered for 2 different programs; CSFP & TEFAP

- **Multi-Food Shipment**
  - A delivery from one of the 3 National Warehouses that consists of different food items needed to meet food package needs.
Ordering Timelines – Direct Shipments

- Majority of foods are awarded 3 months prior to the first delivery dates this provides vendors time to order packaging supplies and schedule production times.

- For example:

<table>
<thead>
<tr>
<th>Orders due from States</th>
<th>Contract Award</th>
<th>Delivery Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>September, 2017</td>
<td>October, 2017</td>
<td>January thru March, 2018</td>
</tr>
<tr>
<td>December, 2017</td>
<td>January, 2018</td>
<td>April thru June, 2018</td>
</tr>
<tr>
<td>March, 2018</td>
<td>April, 2018</td>
<td>July thru September, 2018</td>
</tr>
<tr>
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<td>October thru December, 2018</td>
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<td>September, 2018</td>
<td>October, 2018</td>
<td>January thru March, 2019</td>
</tr>
</tbody>
</table>
Ordering Timelines – Direct Shipments

- Exceptions to the previous are the canned fruits and vegetables that are harvested and packed once a year.

- These items include peaches, pears, fruit mix, peas corn, tomatoes and potatoes.

- The schedule for these items is:

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<td>March, 2018</td>
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</tr>
<tr>
<td>April, 2018</td>
<td>June, 2018</td>
<td>January thru September, 2019</td>
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</table>
Multi-Food Shipments

- **Catalog**
  - Displays inventory currently in stock
  - If it’s 0 or negative, pick an alternative item
  - If a product is at 0 inventory and it’s a single line item, contact your regional office to let them know when you will run out and how much you need to ensure complete packages.

- **Order-By Dates**
  - Multi-Food Requisitions should be entered 8 business days before delivery date
Multi-Food Shipments

- Receipting is Mandatory
  - Without a receipt, the order won’t display on your multi-food received shipment report
  - Without a receipt, you cannot enter complaints
Multi-Food Shipments

- Warehouse Locations
  - Each “ship to” on the contract has a negotiated delivery date calendar (weekly, bi-monthly, monthly) which is set up at the beginning of each calendar year.
  - If a warehouse is planning on moving, the new site will need to be added to the contract.

- Combined Loads
  - Warehouse may ship with product to another destination to utilize full truck loads to save the program transportation costs.
Multi-Food Shipments

- FNS monitors requisitions & requests modifications
  - 1 requisition per delivery date
  - Each food item or material should only be listed once on a requisition
## WBSCM Status Codes – Direct Shipments

<table>
<thead>
<tr>
<th>Direct Shipment WBSCM Status Codes</th>
<th>WBSCM - Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancelled</td>
<td>Order has been cancelled and cannot be reinstated.</td>
</tr>
<tr>
<td>Ready for Approval</td>
<td>Order has been entered but not been approved by the SDA.</td>
</tr>
<tr>
<td>Returned by SDA</td>
<td>SDA has returned the order to the RA.</td>
</tr>
<tr>
<td>Approved by SDA</td>
<td>Rolled Up &amp; Consolidated Orders from the RA/SDA that have been submitted to FNS for purchase.</td>
</tr>
<tr>
<td>Returned by SpAgency</td>
<td>Orders that have been returned to the SDA from FNS. Some change needs to be made, see email from FNS HQ for directions.</td>
</tr>
<tr>
<td>On Invitation</td>
<td>Order is currently on a solicitation to be purchased. No changes can be made until after it has been purchased and is on a Purchase Order.</td>
</tr>
<tr>
<td>Purchased</td>
<td>On a Purchase Order (contract)</td>
</tr>
<tr>
<td>Order Received</td>
<td>Order has been delivered and a receipt has been entered in the system.</td>
</tr>
</tbody>
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## WBSCM Status Codes – Multi-Food Shipments

<table>
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<th>Multi-Food WBSCM Status Code</th>
<th>WBSCM - Description</th>
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<tbody>
<tr>
<td>Cancelled</td>
<td>Order line item has been cancelled and cannot be reinstated.</td>
</tr>
<tr>
<td>Ready for Approval</td>
<td>Order line item has been entered and will be delivered on negotiated delivery date.</td>
</tr>
<tr>
<td>Order Received</td>
<td>Order has been delivered and a receipt has been entered in the system.</td>
</tr>
</tbody>
</table>
Questions?