



## Enhanced CSFP Food Package: Planning Calendar for State and Local Partners

This tool is intended to help you implement the enhancements to the CSFP Food Package beginning November 1, 2019. Use this planning calendar as a roadmap to help you break tasks into smaller pieces and work through them in a more manageable way. You will find monthly activities divided into four different categories to help you prepare for the upcoming changes and keep you on track. Below is an overview of each category:

- **Communications and Training:** Mark your calendar for our webinars and learn where you can access resources to prepare for the transition. Think about how to communicate key messages, important details, and next steps to your staff, volunteers, and clients.
- **Food Package Information:** Learn about changes to particular food items and categories so that you can adjust your operations accordingly.
- **Planning Tips:** Review the decision points you need to think about to keep your inventories and orders on track.
- **Ordering To-Do:** Reminders about key ordering deadlines for both direct-ship sites and those ordering out of the multifeed warehouses.

Sign up for our monthly updates to get an email summary each month! [Click here](#), enter your email address, and select the “CSFP Food Package Updates” topic.

**If you have additional questions as you read through this document, please contact your State agency or FNS Regional Office.**

## APRIL 2019

### Communications and Training

- Review information from the CSFP Special Edition: Food Package Changes E-Letter Announcement sent February 22 and in the [CSFP Toolkit](#) on the FNS website.
  - Review the [policy memo and interim guide rate](#).
  - [New Food Options Coming Soon to CSFP](#) is a helpful tool summarizing new food items and upcoming changes to package sizes for select items.
  - The [Side-by-Side Comparison](#) document provides a comparison of current guidelines in each food package category with the options that will be available beginning November 1, 2019.
  - The [Side-by-Side Visual Summary](#) includes photos showing both the current food package and examples of options that will be available with the increased flexibility of the enhanced food package.
  - Handouts summarizing key changes for [clients](#) and for [staff and volunteers](#) are also available. Consider using these documents to inform people about the changes a few months before implementation on November 1, 2019.
- If you missed it, be sure to listen to the webinar: [CSFP Food Package: What You Need to Know!](#)
- Participate in this month's webinar on April 24 or plan to view the recording later: **CSFP Food Package Enhancements: What State and Local Agencies Are Doing to Prepare**
  - This webinar will feature State and local CSFP sites.
  - Check the monthly CSFP e-update for registration information and be sure you are [subscribed](#) to the "Webinars – CSFP" topic to receive all webinar announcements.

### Food Package Information

- Nonfat dry milk in smaller packages began arriving at state and national warehouses in January. Inventory of 25.6 oz packages should be depleted before distributing 12.8 oz packages. Please refer to the [policy memo](#) for guidance and contact your Regional Office if you have questions.
- Review the [CSFP Toolkit](#) resources to identify which foods will be changing.
  - Note which items will transition to new package sizes.
  - Note which categories will include new options and think about how you want to begin introducing these items in the fall.
- Remember that most items will remain the same, but the quantities issued may be different after November 1, 2019. It is important to start thinking about how you will implement the changes.

## Planning Tips

- Consider how the changes might impact the boxes, bags, or other materials you use to pack your monthly food packages.
  - Review the [Side-by-Side Comparison](#) and [Side-by-Side Visual Summary](#) to see what the changes are and some examples of what the new configurations might look like.
- Consider simulating sample food packages to see what these changes will look like using items that are currently available. Think about various combinations of foods you can offer as new items and pack sizes become available.
  - *TIP:* Packaging can vary within a food category and some items will take up less space than others. If you have limited space in your existing boxes/bags, focus on options that result in smaller packages until you can change your materials accordingly.
- Multifood warehouse sites: Review the list of items that will be transitioning to new package sizes.
  - Assess how much inventory you have.
  - Plan your food packages from now through December so you can be sure to order the correct amount of the larger package size items to distribute through October. Smaller package size items should not be distributed until November 2019 as reflected in the guide rate document.

## Ordering To-Do

- As you project your orders, make sure you allow for complete food package issuance without carrying excessive inventory into November when you will want to start receiving new pack sizes.
  - Adjust orders as needed for items that are being transitioned to new package sizes, such as dry beans, rice, oats, and grits.
  - *TIP:* Remember that to start offering smaller package sizes, you will need to plan when to order and receive them. Be sure to utilize your inventories of larger package sizes first before transitioning to the smaller packages. Assess your current inventory and determine when you should receive deliveries of the new package sizes in order to switch over as soon as possible after the November implementation date.
- Consider how you are going to implement the upcoming changes in the fruit and vegetable categories.
  - *TIP:* Remember that vegetable quantities are doubling! Think about the options you want to offer in each category as you forecast and place orders. Consider which vegetable options are available for quarterly orders and offer these options as needed to help you get through the first few months. Try not to give too many units of the same item each month.
  - *TIP:* Think about how you want to implement the new combined juice/fruit category. Adjust your forecasts for juice and canned fruit accordingly. Try to offer variety every month. Consider which fruit options are available for quarterly orders and plan to offer these options as needed to help you get through the first few months.
- Start thinking about which of the new items you want to incorporate in your food packages.
  - Plan a few months of food packages and decide which new items to introduce.
  - Forecast how much of each new item you will need to order.

## MAY 2019

### Communications and Training

- Watch the webinar recordings from November and December 2018 for a refresher on these topics!
  - [How to Encourage Variety in the CSFP Food Package](#): The quantity of items and number of options is increasing in some food categories. Think about how you can plan your offerings to ensure that clients receive a variety of food options each month.
  - [CSFP Caseload Management Tips](#): Caseload management is an essential component of your CSFP program. Remember to forecast and order in line with the actual number of participants.

### Planning Tips

- Multifood sites: Start thinking about which new items you will need to order.
  - Plan your food packages for November-December.
  - Decide which new items you want to introduce and when, in order to forecast your needs.
- Direct Ship States: If you roll down to local agencies for ordering, ensure that their catalog views have been updated to include the new items.
- Check any contracts for boxes or other materials to hold the food packages. Determine how long it will take to deplete your current inventory and when you might be able to transition to new packaging materials.
- Determine if additional space will be needed in your warehouse or storage area for the increased product quantities and varieties. Start making arrangements to accommodate these changes.

## JUNE 2019

### Communications and Training

- Are you attending the National CSFP Association Conference June 9-12? USDA will be presenting about the upcoming changes and will be available to answer your questions.
- Participate in this month's webinar or plan to view the recording later: **Planning for Successful Implementation of the Enhanced CSFP Food Package**
  - This webinar will include specific tips on how to plan and prepare for the changes to the CSFP Food Package, using available tools and resources.
  - Check the monthly CSFP e-update for registration information. Be sure you are [subscribed](#) to the "Webinars – CSFP" topic to receive all webinar announcements!

### Planning Tips

- Check your inventories of items that are transitioning to new pack sizes. Are you on track to distribute any remaining inventory as soon as possible after November 1?

### Ordering To-Do

- Direct ship sites: Place your orders for October-December 2019 delivery periods.

## JULY 2019

### Planning Tips

- Check your inventories of items that are transitioning to new sizes. Review and adjust your plans to distribute these by November 1 so that you can transition as quickly as possible to the new items.
- Do you have written materials/systems that you use to track inventory, or place orders? Be sure to update these materials prior to implementation.
- Think about how and when to communicate with clients and staff about the upcoming changes to the food package.
  - Review the sample **handouts summarizing key changes** for [clients](#) and for [staff and volunteers](#). Do you have additional information that you would like to communicate?
  - Consider providing information about the changes to staff/volunteers in August and participants in September. Plan to remind both groups again in October.

### Ordering To-Do

- Direct ship sites: Confirm that all direct ship orders have been properly consolidated and approved for solicitation.

## AUGUST 2019

### Communications and Training

- Participate in this month's webinar or plan to view the recording later: **Are You Ready for the CSFP Food Package Changes?**
  - This webinar will cover ordering and inventory management and provide additional information to help you with the transition to the revised food package.
  - Check the monthly CSFP e-updates for registration information, and be sure you are [subscribed](#) to the "Webinars – CSFP" topic to receive all webinar announcements!
- Provide information to your volunteers on what will be changing in your food package beginning November 1. Consider revising posters, signs, or other documents that you use to help your volunteers pack CSFP Food packages correctly.

### Planning Tips

- Project your food package needs for the first few months of 2020. Determine which items you will need, in what quantities, and when, so you can plan orders appropriately.
- Multifood sites:
  - Check with your Regional Office for updates about the new items that will be available for ordering.
  - States: Make sure RA catalogs are updated so they can order the new items as the catalogs are opened and they become available at the National Warehouses.

## SEPTEMBER 2019

### Communications and Training

- Train staff and volunteers on upcoming changes. If you pack boxes in advance, make sure you have what you need to pack the food packages for the November distribution using the new guide rate!
- Notify your participants that the food package will be changing beginning November 1. Consider including a handout with the food packages you distribute this month.

### Planning Tips

- Review remaining inventory of items that will be transitioning to new pack sizes. Ensure that you have plans to distribute these items as soon as possible.
- Review your orders and anticipated receiving dates for new items and new pack sizes. Plan to incorporate these new items into your food boxes as soon as possible after November 1.
- Monitor your inventory and orders closely in food package categories that will be changing. Be sure you have enough food to start distributing the revised food package in November. Be sure that your orders beginning in November will fit within the target inventory range of 1.5-3 months on hand.

### Ordering To-Do

- Multifood sites: Start placing orders for items and quantities that will allow your program to implement the new guide rates on November 1.

## OCTOBER 2019

### Communications and Training

- Remind participants that the food package will be changing beginning November 1. Consider including a handout in the food packages you distribute again this month.
- Remind staff and volunteers about changes that will be coming beginning November 1.
- Make sure any boxes packed in October for November distribution meet the revised guide rate!

### Planning Tips

- Continue to monitor your inventory and orders closely to ensure that you can meet the new food package requirements and will continue to maintain appropriate inventory levels.

## November 2019

### Communications and Training

- It's time for implementation! Be sure to talk to participants and get their feedback about the changes so that you can adjust your food packages to meet the needs of your program participants.
- Remember to record issuance and receipt of the new products on the FNS-153 report.