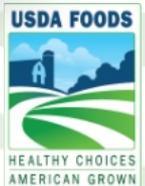


CSFP State and Local Agency Roles

**Paulette Buszko
Donald Farrell
USDA FNS MARO
Food Distribution &
Disaster Programs**



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CSFP State Agency Responsibilities

- State agencies are ultimately responsible for all aspects of program administration
- Examples of State agencies include, but are not limited to:
 - Department of Agriculture
 - Office on Aging
 - Department of Health
- State agency responsibilities are outlined in 7 CFR 247.5

CSFP Local Agency Responsibilities

- Local agencies primarily distribute and store CSFP commodities and perform other functions on behalf of the State agency
- Examples of local agencies include, but are not limited to:
 - Food Banks
 - Community Action Partnerships
 - Other non-profit organizations
- Local agency responsibilities are outlined in 7 CFR 247.5

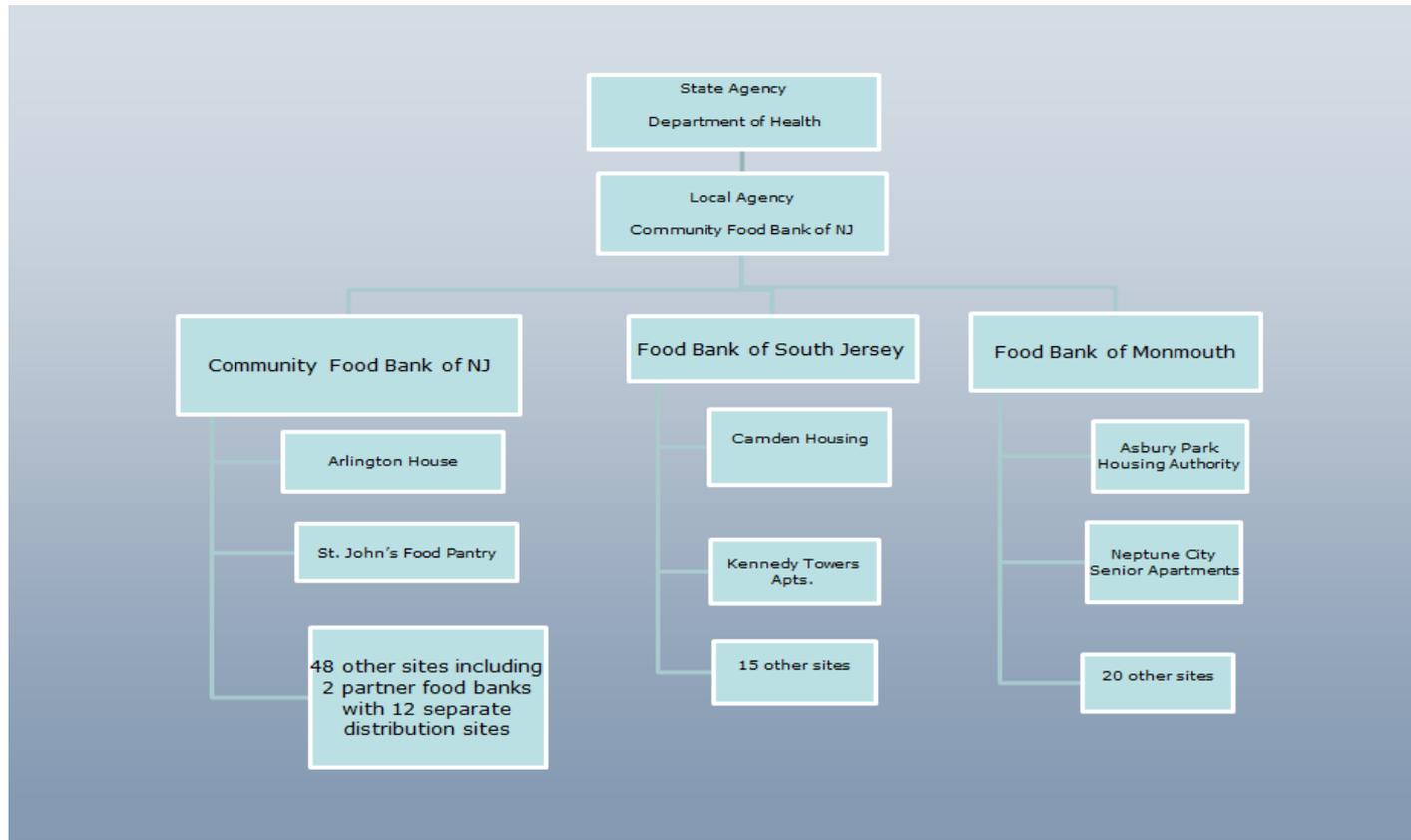
CSFP State and Local Agency Examples



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CSFP State and Local Agency Examples



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CSFP State Agency Responsibilities

Agreements

Federal State Agreement (FNS-74)

- This is a permanent written agreement.
- Amendments may be done at the request of FNS and/or State agency.
- All amendments require FNS approval.

Agreements between State, local and/or subdistributing agencies

- Duration of agreement may be established by State agency or local agency.
- Amendments required as information in the agreement changes.

State Agency Responsibilities

Selection of Local Agencies

- Review application
- Does the local agency have the ability to operate the program in accordance with Federal and State requirements?
- Is there a need for the program in the projected service area?
- Are there resources available for initiating program in the local area?



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Contents of CSFP Agreement Between State and Local Agencies

- Administer Program in accordance with Parts 247 and 250
- Maintain accurate and complete records
- Responsible for commodities received
- Accountable for all program funds received
- Specific functions delegated to other agencies



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CSFP Agreement between State and Local Agencies

- Health, nutrition education and information on public assistance programs
- List of names and addresses of certification, distribution, and storage sites under local agency
- Distribution of commodities in accordance with the approved food package
- Civil rights
- Ability to terminate agreement
- See CSFP Regulations (**Part 247.4**) for a full list of requirements.



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CSFP State Agency Responsibilities

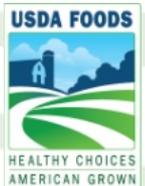
- Enter into required agreements
- Select local agencies to administer the Program
- Assign caseload
- Allocate administrative funds
- Establish eligibility requirements for participation (cannot be delegated to a local agency)
- Develop a management review system and conduct reviews of local agencies (cannot be delegated to a local agency)

CSFP State Agency Responsibilities

- Develop plans for nutrition education for participants
- Establish appeals/fair hearing procedures for local agencies and program participants
- Establish standards for pursuit of claims against participants
- Ensure compliance with Federal audit requirements
- Provide guidance to local agencies
- Ensure program participation does not exceed assigned caseload
- See the CSFP Regulations (**Part 247.5**) for a full list of requirements



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Sample CSFP Food Packages



CSFP Local Agency Responsibilities

- Local agency responsibilities need to be clearly delineated through the State Plan and written agreements
- Responsibilities of any agencies operating under a local or subdistributing agency need to be clearly delineated in written agreements with the local or subdistributing agency
- All Agreements should be revisited regularly and make changes as necessary (caseload, procedures, reporting dates etc.)



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CSFP Local Agency Responsibilities

- Comply with fiscal and operational requirements established by the State Agency (SA)
- Determine eligibility of applicants in accordance with criteria established by SA
- Issuing commodities to participants in accordance with the food package guide rates
- Ensure that participation does not exceed assigned caseload



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CSFP Local Agency Responsibilities

- Providing nutrition education and information on availability of other nutrition and health programs
- Meeting the special needs of the homebound elderly to the extent possible
- Pursuing claims against participants who violate program regulations
- Check identification of all participants during each distribution
- Inform applicants of their rights and responsibilities in the program

CSFP Reporting to FNS

- **FNS-153 Monthly Report of the CSFP and Quarterly Administrative Financial Status Report**
 - Submitted monthly by the State Agency
 - Includes starting inventory, receipts, commodities issued, food loss and closing inventory
 - Due to regional office 30 days after the end of reporting period
- **SF-425 Federal Financial Report**
 - Submitted annually by SA 90 days after end of the fiscal year
 - Should include all FY expenditures as well as any FY unliquidated obligations
- **FNS-191 Racial/Ethnic Group Participation Report**
 - Submitted annually based on April participation. Due July 31.
- **Any other reports or surveys as requested**

Shared Responsibilities between State and Local Agencies

- Entering into required agreements
- Ordering commodities for distribution
- Storing and distributing commodities
- Establishing procedures for resolving complaints about commodities



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Shared Responsibilities between State and Local Agencies

- Complying with civil rights requirements
- Maintaining accurate and complete records
- Conducting program outreach
- See CSFP Regulations (Part 247.4) for a full list of requirements



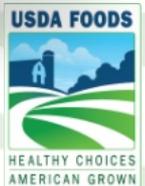
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Samples of CSFP staff and volunteers packing boxes



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Communication is Key!



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FNS

State Agency



Local Agency

Through strong collaboration, CSFP's goal to provide nutritious food and a healthier lifestyle to low-income seniors will be accomplished.



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