

The Commodity Supplemental Food Program Manual

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Introduction

The Commodity Supplemental Food Program (CSFP) works to improve the health of low-income elderly persons at least 60 years of age by supplementing their diets with nutritious USDA Foods. The CSFP is administered at the Federal level by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS). The program is authorized under Section 4(a) of the Agriculture and Consumer Protection Act of 1973. Federal regulations covering CSFP may be found in 7 CFR, Parts 247 and 250.

7 CFR Part 247

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title07/7cfr247_main_02.tpl

7 CFR Part 250

<http://www.ecfr.gov/cgi-bin/text-idx?SID=c8cc240a89c41033f29f1bbe9d4a782e&mc=true&node=pt7.4.250&rgn=div5>

VDACS is designated as the Virginia state agency that provides USDA CSFP foods to eligible Food Banks for further distribution to people at least sixty (60) years of age by supplementing their diets with nutritious USDA Foods and to receive payments from USDA for the administration, storage, and distribution of USDA CSFP foods.

CSFP food packages do not provide a complete diet, but rather are good sources of the nutrients typically lacking in the diets of the target population. Food packages include a variety of foods, such as nonfat dry and ultra-high temperature fluid milk, juice, farina, oats, ready-to-eat cereal, rice, pasta, peanut butter, dry beans, canned meat, poultry, or fish, and canned fruits and vegetables.

The information, policies and procedures in this Procedures Manual apply to the administration, handling, storage, distribution, etc. of **all CSFP** foods allocated and/or received in the State.

The CSFP Procedures Manual incorporates the requirements for participation in the distribution of USDA donated foods. The procedures manual provides guidance to both Food Banks and their member Distributing Agencies in meeting both federal regulations and state operational procedures. Required documents are included in the Appendix.

Two goals are the focus at all administrative and operational levels of CSFP:

- **Helping feed needy people:** Reaching out to those in need of food assistance to the extent that resources are available.
- **Program integrity:** Ensuring that food assistance is provided only to those who meet the program eligibility requirements.

Agency Agreements

VDACS will enter into a written agreement with USDA FNS prior to participation in the CSFP. The agreement is permanent, with amendments as needed, initiated by VDACS and approved by USDA. The Agreement is FNS-74, the Federal State Agreement and CSFP State Plan of Operation.

VDACS will enter into an agreement with the participating Virginia Food Banks to administer USDA food programs prior to making commodities or administrative funds available to them. These agreements will be signed and kept on file by all parties. Agreements with Food Banks will be for one year. Agreements will be renewed yearly. (For agreement form, see Appendix A.) In addition to the agreement, Food Banks participating in the CSFP will be required to sign an agreement addendum and sub-agreement that specifically outlines the CSFP requirements. (For agreement addendum, see Appendix B.) All agreements will be for one year.

I. Eligibility

A. Income Eligibility Standards

CSFP applicants are required to complete a CSFP application form. (For application form, see Appendix C.) Persons aged 60 and over are eligible for CSFP if their household gross income is at or below 130% of the established federal poverty income guidelines. (For income eligibility guidelines, see Appendix D.)

Income means gross income before deductions for such items as income taxes, employees' social security taxes, insurance premiums, and bonds.

Eligibility determinations will be conducted at Distributing Agencies by authorized personnel. CSFP applicants will be required to present a valid ID. Identification must be a secure and verifiable identity document.

Examples of identity documents include:

- License
- Passport
- Utility Bill
- Rental Lease

Income will be verified through Self-Declaration of income. The CSFP income eligibility guidelines will be revised each year upon receipt of the FNS memorandum outlining the annual adjustments to the Federal Poverty Income Guidelines issued by the Department of Health and Human Services.

Participants will be notified that they must report changes in household income or composition within 10 days after the change becomes known to the household.

The prospective applicant must reside in the State of Virginia to which the request for certification is requested. However, no citizenship or durational residence requirements are to be imposed as a condition of eligibility. Migrant and seasonal farm workers shall be considered as meeting the residency requirement.

Residents of group housing situations where congregate meals are provided to residents are not eligible to participate in CSFP.

B. Form Requirements

The application form must include a nondiscrimination statement informing the applicant that program standards are applied without discrimination by race, color, national origin, age, sex, or disability. Applicants will review verbal and written information from Distributing Agency staff concerning their rights and fair hearings when application documents are signed.

The following information will be included on the application form:

- Applicant's name;
- Address;
- Date of birth;
- Number of household members;
- Household income;
- Applicant's certifying signature or mark;
- Date.

C. Legal Signatures

Individuals receiving donated foods who cannot sign their name must put a mark in the designated space beside their printed name on any forms used to certify eligibility or to document issuance of CSFP foods. This mark must be witnessed by a Distributing Agency staff member establishing eligibility by placing his/her signature as proof of witness. Use ink for signatures on all forms and records.

D. Proxy

During the certification process, an applicant may designate a proxy to pick up and deliver the food package. The proxy serves as a liaison in the event that the participant is unable to pick-up their food package. On a separate proxy form, applicants are asked to give the name of the proxy and the proxy must be present to sign the form. Both the participant and proxy must sign and date the form.
(Proxy form, See Appendix E.)

A Proxy may certify or re-certify a participant bi-annually. When a proxy certifies a homebound senior, he/she must provide the following information:

- Senior's current identification
- Proxy's current identification
- Senior's current income information

The proxy will complete the CSFP Application Form on behalf of the home bound senior using the senior's name and information.

- The proxy must print, sign and date the application.
- The proxy must sign the distribution sheet each month.

E. Notification

Applicants will be notified of their eligibility or ineligibility for CSFP benefits, or their placement on a waiting list, within 10 days from the date of application. Notification of ineligibility will be sent to the applicant in writing, and will include the reason the applicant is not eligible, a statement of the individual's right to a fair hearing to appeal the decision, and a statement that informs the applicant that program standards are applied without discrimination by race, color, national origin, age, sex, or disability.

II. Caseload Management

Caseload equals one participant receiving a CSFP food box monthly for one year.

CSFP is a discretionary program with limited resources. Careful inventory and caseload management are necessary in order for these food resources to be used efficiently and effectively.

Caseload must be maintained at 95 – 101% of the total allotted. Maintaining maximum caseload will enable VDACS to request additional funds to expand the program. If a Food Bank is unable to maintain its maximum caseload, VDACS reserves the right to decrease the Food Bank's caseload and transfer it or a portion of the caseload to another Food Bank.

III. Certification

Certification periods will be for 24 months in length. The Distributing Agency will notify participants 30-days before the expiration of their certification that their eligibility is about to expire.

CSFP participants who move to an area served by CSFP and whose certification period has not expired must be given the opportunity to continue to receive CSFP benefits for the duration of the certification period. If the new Distributing Agency has a waiting list, the participant must be placed on its waiting list ahead of all other waiting applicants.

A. Waitlist

Once the maximum case load has been reached, a waiting list of applicants will be kept. (For waitlist, see Appendix F.) Applicants on the waitlist will be accepted on a first-come first-served basis, as space becomes available. Applicants will be notified of their placement on a waiting list within 10 days of their request for benefits.

People on the waitlist can receive a box of food in a month when a Distributing Agency does not reach their maximum caseload. Participants on the waitlist should be contacted to pick up food boxes that have not been distributed. This will help to ensure 100% caseload participation. It will be necessary to communicate with any waitlist participants that receiving a box one month does not guarantee a box for future months.

IV. Homebound Participants

In order to make the CSFP program accessible to eligible individuals who are physically unable to pick up the food package, Food Banks will encourage the use of proxies or arrange home delivery to the extent that resources permit. Home delivery services will be arranged through community partners and volunteers.

Food Banks will work closely with the local Area Agencies on Aging, Social Services, and other agencies offering senior services to provide volunteers to assist with the management of a delivery program to homebound elderly.

V. Outreach

The success of the CSFP program in Virginia will depend on an effective marketing strategy that communicates the program benefits to the eligible population. An important outreach component will be to work closely with state and local agencies that are serving the elderly population. Food Banks should develop a relationship with the regional Area Agencies on Aging. The Food Banks should also work closely with local Social Services Departments and the Virginia Cooperative Extension Agency to market the program.

Referrals will be solicited from service agencies that are in contact with low-income seniors. The goal will be to join a network of service groups to add CSFP to the variety of services seniors are receiving.

The following are types of outreach efforts:

- A flyer to be placed in Social Services Departments, health and medical organizations, senior citizen centers, churches, and other local agencies serving the 60 and over population.
- Information detailing all aspects of the CSFP program will be placed on the VDACS and the Food Bank's webpages.
- Staff will make presentations about the program at agencies serving the 60 and over population.
- Free public service announcements will be placed on local media stations.
- Advertisements and notices about the CSFP program will be placed in local newspapers and magazines.

All notices and advertisements shall include a brief description of the program, eligibility criteria, a listing of the documentation required for certification, and the non-discrimination statement.

Any informational materials released to the public about the program or availability of USDA foods to eligible households with photographs or graphics must display participants of different races, colors, and national origins.

VI. Demonstrations with USDA Foods

Educational cooking demonstrations for CSFP recipients must be authorized by the RCM. A demonstration to individual households is not an effective use of these foods. Records should be maintained and the next Report of Distribution should include any foods used at demonstrations as "distributed" foods. Any release of USDA foods for unauthorized use will require restitution.

- CSFP foods may be used for food demonstrations solely in conjunction with nutrition education and primarily for participants under the Program.
- CSFP foods may NOT be used for outreach, refreshments for participants, or any other such purpose.
- CSFP foods may NOT be provided to any other community agency or facility for any purpose whatsoever, unless such agency has entered into a signed written agreement with the Food Bank to provide nutrition education services under the program.

VII. Nutrition Education

The Food Banks working with their Distributing Agencies are required to provide nutrition education to all participants. The nutrition education program will provide an understanding of basic nutrition principles and offer information for the effective use of CSFP products. Information for CSFP participants will include printed nutrition education materials along with flyers and brochures with information about health and nutrition for people over the age of 60. This information will be distributed with the monthly food packages.

The nutrition education will contain, at minimum, the following information based on CSFP nutrition education goals that will maximize the nutritional benefits received from CSFP foods:

- The nutritional value of CSFP foods, and their relationship to the overall dietary needs of the 60 and over population;
- Nutritious ways to use CSFP foods;
- Special nutritional needs of participants and how these needs may be met;
- The importance of health-care and the role nutrition plays in maintaining good health;
- The importance of the use of the foods by the participant, and not by another person. (Participants can share foods at meals, but should not exchange or trade foods).

VIII. Nutrition Education Evaluation

The Food Banks will work with their staff and partners to develop a nutrition education evaluation procedure. The evaluation will be directed by a nutritionist or other qualified professional.

The evaluation plan will include a customer survey conducted annually to obtain participant input to help evaluate the effectiveness of the nutrition education. Nutrition education information will be adjusted based on this participant feedback.

Nutrition education shall be thoroughly integrated into program operations. Nutrition education shall be designed to be easily understood by individual participants and with a practical relationship to their nutritional needs and household situations.

IX. Information and Referrals

During the application procedure the applicant will be provided with information concerning additional assistance and services available to people 60 years of age and over. The Distributing Agency will provide applicants with written information on the following programs, and make referrals as appropriate:

- Supplemental security income benefits;
- Medical assistance provided under Title XIX of the Social Security Act, including medical assistance provided to a qualified Medicare beneficiary;
- Supplemental Nutrition Assistance Program.

X. Civil Rights Responsibilities

Current "And Justice for All" posters should be prominently placed in all intake offices and distribution sites. Civil Rights complaint forms will be available to clients/recipients of the USDA foods. This can be done by hanging forms with the "And Justice for All" poster.

Food Banks must train their staff and volunteers annually on civil rights and procedures to handle a complaint. Staff and volunteers that interact with the program participants must receive civil rights training on an annual basis. Such training should be documented with the date, materials covered, and sign-in sheets and maintained in Distributing Agency files. Required training topics include:

- Knowledge of protected classes;
- Effective public notification;
- Complaint procedures and conflict resolution;
- Customer service;
- Language assistance and accommodation of persons with disabilities;
- Compliance review techniques and noncompliance resolution.

The non-discrimination statement below must be included on all materials regarding USDA household food programs that are produced by the local agency for public information, public education, or public distribution:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included, the material will at a minimum include the following statement in print size no smaller than the text:

“This institution is an equal opportunity provider” (Use of this statement is the exception and should be approved by VDACS)

State and local agencies must comply with the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 *et seq.*), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 *et seq.*), the Age Discrimination Act of 1975 (42 U.S.C. 6101 *et seq.*), and titles II and III of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*). State and local agencies must also comply with the Department's regulations on nondiscrimination (parts 15, 15a, and 15b of this title), and with the provisions of FNS Instruction 113-2, including the collection of racial/ethnic participation data and public notification of nondiscrimination policy. State and local agencies must ensure that no person shall, on the grounds of race, color, national origin, age, sex, or disability, be subjected to discrimination under the program.

CSFP applicants or participants who believe they have been discriminated against should file a discrimination complaint with the USDA Director, Office of Civil Rights, Room 326W, Whitten Building, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or telephone (202) 720-5964.

The primary responsibility of the Distributing Agency is to insure that no person is excluded from participation in, denied benefits of, or is subject to any discrimination under CSFP.

A. Handling of Civil Rights Complaints

All complaints alleging discrimination on the basis of race, color, national origin, age, sex, or handicap must be accepted by the Distributing Agency. The complaint may be mailed to the Food Distribution Program Administrator, Virginia Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond, VA 23218, or mailed directly to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C., 20250-9410, or call (202) 720-5964.

Distributing Agencies should use the Civil Rights Complaint form to record pertinent information. (For **Civil Rights Complaint form**, see **Appendix G**.) All civil rights complaints must be accepted either verbally or in writing. Every effort should be made to secure all elements of data on the complaint form to help explain or resolve the situation. No complaint may be refused or ignored because it is incomplete. Distributing Agency staff members should be trained to use either the complaint form to gather the necessary information from the complainant or refer the complainant to the person in charge with cooperation and courtesy. An effort should be made to insure the complainant could read and understand the form.

XI. 7 CFR Part 16

Organizations that receive direct USDA assistance under any USDA program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services supported with direct USDA assistance. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services supported with direct assistance from USDA, and participation must be voluntary for beneficiaries of the programs or services supported with such direct assistance.

XII. Program Violations

If participants or proxies of participants commit program violations, Food Banks may disqualify the participants for a period of up to one year. If the Food Bank determines that disqualification would result in a serious health risk, the disqualification may be waived. VDACS will require Food Banks to permanently disqualify a participant who commits three program violations that involve fraud. Program violations include the following actions:

- Intentionally making false or misleading statements, orally or in writing;
- Intentionally withholding information pertaining to eligibility in CSFP;
- Selling commodities obtained in the program or exchanging them for non-food items;
- Physical abuse or threat of physical abuse of program staff;
- Committing dual participation.

The Food Bank will provide the individual with written notification of disqualification from CSFP at least 30 days before the effective date of disqualification.

The notification will include:

- The effective date and period of disqualification;
- The reason for the disqualification;
- A statement that the individual may appeal the disqualification through the fair hearing process.

A. Preventing Dual Participation

As part of the certification process, applicants will be informed of the illegality of simultaneous participation in more than one CSFP Program. A statement of this nature will appear on the application form, which the applicant will acknowledge, sign, and date. Food Banks will keep a master list of all participants in the CSFP. An applicant's identification will be verified at the initial certification and with each recertification to avoid dual participation through duplicate applications to the CSFP. Participants found in more than one program simultaneously will be terminated from one program immediately. The Food Bank will initiate a claim against the participant to recover the value of CSFP benefits improperly received if it is determined to be cost effective.

B. Cost Effective Claim Standards

The pursuit of a claim against a participant to recover the value of CSFP commodities improperly received or used is cost effective when the value exceeds \$200. In pursuing a claim against a participant, the Food Bank will:

- Issue a letter demanding repayment for the value of the commodities improperly received or used;
- If repayment is not made in a timely manner, take additional collection actions;
- Maintain all records regarding claims actions taken against participants.

The Distributing Agency will advise the participant of the opportunity to appeal the claim through the fair hearing process.

C. Fair Hearing Procedures

A CSFP participant will be given the opportunity to appeal through a fair hearing, any adverse action which may include the denial or discontinuation of program benefits, disqualification from the program, or a claim to repay the value of commodities received as a result of fraud.

A participant or a participant's proxy may request a fair hearing by making a clear expression, verbal or written, to VDACS, the Food Bank, or a Distributing Agency official that an appeal of the adverse action is desired. The participant has 60 days from the date they receive notification of adverse action to request a fair hearing.

The participant will be provided with at least 10 days' advance written notice of the time and place of the hearing, and the rules of procedure for the hearing.

At the fair hearing the participant will have the opportunity to:

- Examine documents supporting VDACS or the Food Banks decision;
- Receive assistance or representation from an attorney or other persons;
- Bring witnesses;
- Present arguments;
- Question or refute testimony or evidence, including an opportunity to confront and cross-examine others at the hearing;
- Submit evidence to help establish facts and circumstances.

A request for a fair hearing may be denied if:

- The request is not received within 60 days from the date the notice of adverse action is mailed or given to the participant;
- The request is withdrawn by the participant in writing;
- The participant fails to appear at the hearing without a good cause.

The fair hearing must be conducted by an impartial official who does not have any personal stake or involvement in the decision and who was not directly involved in the initial adverse action that resulted in the hearing.

The hearing official is responsible for:

- Administering oaths or affirmations, as required by the State, ensuring that all relevant issues are considered;
- Ensuring that all evidence necessary for a decision to be made is presented at the hearing, and included in the record of the hearing;
- Ensuring that the hearing is conducted in an orderly manner, in accordance with due process;
- Make a hearing decision.

XIII. Responsibilities

VDACS Responsibilities

VDACS responsibilities encompass the following:

- VDACS will meet the terms of the Agreement between USDA and VDACS as well as ensure that the federal regulations for CSFP are met.
- VDACS will sign Agreements with recipient Food Banks before each state fiscal year begins on July.
- VDACS must train Food Bank staff annually on civil rights and procedures to handle a complaint. Staff that interact with the program participants must receive civil rights training on an annual basis. Such training will be documented with the date, materials covered, and sign-in sheets and maintained in VDACS Agency files.
- VDACS will publish eligibility criteria based on household income for use by Food Banks.
- VDACS will assess state needs within the limits of USDA's allocations.
- VDACS will provide financial reimbursement to Food Banks based on published rates, as federal funds are available.
- VDACS will provide Food Banks with all necessary information, forms, and household eligibility criteria.
- VDACS will ensure that USDA foods are properly used by Food Banks and efficiently distributed to eligible households.
- VDACS will conduct administrative and site reviews of Food Banks annually.
- VDACS will monitor Distributing Agencies as required by federal regulations and the state plan.
- VDACS will determine losses due to negligence upon report, and direct Food Banks to replace USDA foods or reimburse the government.
- VDACS will maintain program records and provide reports as required by federal regulations and the current state plan.
- VDACS will ensure that all funds provided by USDA are used in accordance with federal regulations and the state plan.
- VDACS will publish and enforce Civil Rights compliance requirements and review complaints of discrimination or misuse of USDA foods.
- VDACS will ensure that remaining USDA foods are inventoried on a monthly basis and at state fiscal year end.
- VDACS will ensure receipt of a fiscal year end confirmation of federal assistance received, to be submitted annually in July.

Food Bank Responsibilities

Food Bank responsibilities encompass the following:

- Food Banks will administer the program in accordance with all federal and state regulations in accordance with 7 CFR 247 and 7 CFR 250 where applicable.
- Food Banks will maintain accurate and complete records for a period of three years from the close of the fiscal year to which they pertain, or longer if the records are related to unresolved claims actions, audits, or investigations.
- Food Banks will provide a statement that each Distributing Agency receiving commodities for distribution is responsible for any loss resulting from improper distribution, or improper storage, care, or handling of commodities.
- Food Banks will provide a statement that each Distributing Agency receiving program funds is responsible for any misuse of program funds.
- Food Banks will conduct administrative and site reviews of Distributing Agencies annually.
- Food Banks must have VDACS approval for any modification/additions to the standard VDACS forms provided in the appendix. Every form must have the complete Civil Rights Statement provided by the VDACS.
- Food Banks will ensure that all distributing Agencies have completed a pre-award civil rights questionnaire prior to distributing CSFP foods. (For pre-award civil rights questionnaire, see Appendix H.)
- Food Banks will specify that either party may terminate the agreement by written notice to the other, with a minimum notice of 30 days.
- Food Banks will provide nutrition education to participants.
- Food Banks will provide information to participants on other health, nutrition, and public assistance programs, and make referrals as appropriate.
- Food Banks will distribute commodities in accordance with the approved food package monthly distribution rate. (For food package monthly distribution rate, see Appendix I.)
- Food Banks will take steps to prevent and detect dual participation.
- Food Banks will maintain a list of the names and addresses of all certification, distribution, and storage sites under their jurisdiction and provide to VDACS and FNS as requested, during the month of April every year in conjunction with the FNS-191.
- Food Banks will provide a written notice that a client is placed on the waiting list.
- Food Banks will not subject any person to discrimination under the program on the grounds of race, color, national origin, age, sex, or disability.
- The Food Banks will work closely with local Social Services Departments, the Virginia Cooperative Extension Agency, and Area Agencies on Aging and other agencies offering services to seniors to market the program. Referrals will be solicited from service agencies that are in contact with low-income seniors. The goal will be to join a network of service groups to add CSFP to the variety of services seniors are receiving. All notices and advertisements shall include a brief description of the program, eligibility criteria, a listing of the documentation required for certification, and the non-discrimination statement.

Distributing Agency Responsibilities

Distributing Agency responsibilities encompass the following:

- Distributing Agencies will enter into written agreements with Food Banks. **(For Distributing Agency written agreement with Food Banks, see Appendix J)** The Distributing Agency will be responsible for the actual distribution of CSFP food to participants. This agreement shall be valid for one year. Agreements will be renewed annually on July 1.
- Distributing Agencies will administer the program in accordance with all federal and state regulations in accordance with 7 CFR 247 and 7 CFR 250 where applicable.
- Distributing Agencies will provide a written notice that a client is placed on the waiting list.
- Distributing Agencies will take steps to prevent and detect dual participation.
- Distributing Agencies will distribute commodities in accordance with the approved food package guide rate.
- Distributing Agencies will not subject any person to discrimination under the program on the grounds of race, color, national origin, age, sex, or disability.
- Distributing Agencies will post the “And Justice for All” Posters.
- Distributing Agencies will provide safe storage of CSFP boxes before, during and after distribution.
- Distributing Agencies will report distribution summaries to Food Banks monthly.
- Distributing Agencies are not allowed to distribute Retroactive Food Packages at any time.
- Distributing agencies must have prior approval from VDACS to use bi-monthly issuance
- Distributing Agencies will follow all Food Storage Facilities practices.
 - Dry, Refrigerated or frozen USDA foods require that temperature charts be maintained. **(For temperature charts, see Appendix L)** The temperature readings must be recorded at least three times each week from an internal thermometer.
 - Temperature charts must be maintained for each separate storage unit. Refrigeration unit temperatures should be maintained between 32 and 40 degrees Fahrenheit. Freezer temperatures must be maintained at or below 0 degrees Fahrenheit.
 - Shelf stable USDA foods require dry, cool storage. Dry storage temperatures should be maintained between 40 and 70 degrees Fahrenheit and thermometers should be installed in those storage areas to ensure proper temperatures are maintained. Temperature charts must be maintained that record the temperature at least three times a week and indicate the dates such recordings were made.

- USDA foods should be stored away from steam pipes, chemicals and equipment that generate heat.
- Adequate racks or shelving must be provided for storage in freezers, refrigerators and dry storage. Foods should be stacked at least 6" away from walls and off the floor to allow air circulation around the cases of food.
- Adequate lighting is required to aid in rotation and inventory checks of foods.
- Adequate security by means of locks, bars, alarms, etc. is required to guard against theft or vandalism.
- Storage areas must be protected against rodent, bird, insect and other animal infestation with routine (IPM) Integrated Pest Management System and records of these inspections must be maintained.
- Food Banks and Distributing Agencies must ensure that storage facilities have obtained all required Federal, State and/or local health inspection and/or approvals and those inspections /approvals are current. Records should be kept for a period of three years from the close of the current fiscal year.
- Food Banks will provide for transportation of USDA foods to recipient agencies or allow pickup at no cost.

XIV. Requesting, Receiving and Delivery of USDA Foods

A. Requesting

The following methods will be used by the Food Banks to order CSFP commodities using the WBSCM ordering system.

Multifood Shipment – this method of shipment (truckload of various commodities) delivers food directly from a vendor to the Food Bank warehouse. This method will be utilized when storage space is limited, when partial quantities of individual foods are needed, and when participation does not support the volume of direct shipments.

- Multi-food orders are delivered on a scheduled day
- Order by dates are 8 business days before delivery.

Direct Shipment – this method of shipment (full truckload of a single commodity or split between 3 stops: example Blue Ridge CSFP, Feed More CSFP, TEFAP) delivers food directly from a vendor to the Food Bank warehouse. This method will be used when sufficient storage space is available for supplying a full food package, and inventories do not exceed a 2- 2.5 month supply.

Direct Shipments schedule an appointment prior to delivery.

Direct Shipment orders are based on catalog closing dates.

B. Receipting

Food Banks will receive USDA shipments directly from USDA vendors. A report from WBSCM can be obtained indicating the shipment specifics. Do not accept any shipments of USDA foods without the report from WBSCM or approval from VDACS.

Shipments are usually palletized but sometimes high bulk, low weight USDA foods like cereals may be shipped floor loaded. Food Banks must ensure sufficient labor and material-handling equipment is available to avoid detention charges by carriers. Refer to the Consignee Handbook for detailed procedures.

Upon receipt, Food Banks must verify the case counts with the WBSCM report and Bill of Lading. If the documents agree with the physical count, electronically receipt for the load, sign the bill of lading and return all documentation to VDACS.

All direct and multi-food orders must be receipted within 2 calendar days.

If the quantity of food differs from the WBSCM report, or is out of condition for use, call VDACS while the truck driver is still on site to determine if an Over, Short & Damage FNS-57 report is required. (For **Over, Short & Damage Report**, see Appendix K) Immediately submit the OS&D FNS-57 report with the truck driver's signature to VDACS along with the annotated bill of lading and any documentation that supports the problem. The discrepancy should also be noted on the truckers manifest, and a copy of their manifest attached to the OS&D report.

C. Delivery

Food Banks will arrange for the delivery to or pickup of USDA foods by Distributing Agencies without charge if VDACS pays the agreed shared maintenance fee. If VDACS cannot pay this fee, Food Banks have the option of waiving the delivery fee or charging their Distributing Agency outlets the shared maintenance fee. Recipient households **CANNOT** be charged any service fees for receipt of USDA foods.

XV. Handling Requirements

A. Food Storage and Distribution

The Food Banks will serve as the consignee for CSFP foods delivered by USDA to Virginia. They will furnish all the storage facilities, inventory and delivery data processing equipment, transportation, materials, handling equipment, and labor to receive, store, distribute and track CSFP foods. The food banks are also required to access the USDA ordering system, Web Based Supply Chain Management (WBSCM).

The Food Banks are responsible for proper unloading, storage, receipting and distribution of each shipment in accordance with USDA and VDACS rules and policies outlined in the consignee handbook.

Detailed inventory and issuance records will be compiled by the Food Banks.

They will maintain food receipt data, food delivery bills of lading and monthly physical inventory, documentation of USDA commodities received, and food destruction logs. All original documentation must be provided to your RCM or submitted to the VDACS office.

All facilities used for storage of CSFP foods will be approved in advance by VDACS and will be inspected annually to assure that foods are stored at appropriate temperatures, and that the facility is safe, secure, and sanitary. Stock will be handled on a first-in, first-out basis (FIFO).

A physical inventory of all CSFP commodities will be conducted monthly at all storage and distribution sites where commodities are stored. Results of the physical inventory will be reconciled with inventory records and maintained on file by VDACS and the Food Bank. Monthly inventory will be compiled in the FNS 153 Report.

B. Food Storage Facilities

The following practices will be followed for the storage of CSFP foods:

- Dry, Refrigerated or frozen USDA foods require that temperature charts be maintained. (For temperature charts, see Appendix L) The temperature readings must be recorded at least three times each week from an internal thermometer.
- Temperature charts must be maintained for each separate storage unit. Refrigeration unit temperatures should be maintained between 32 and 40 degrees Fahrenheit. Freezer temperatures must be maintained at or below 0 degrees Fahrenheit.
- Shelf stable USDA foods require dry, cool storage. Dry storage temperatures should be maintained between 40 and 70 degrees Fahrenheit and thermometers should be installed in those storage areas to ensure proper temperatures are maintained. Temperature charts must be maintained that record the temperature at least three times a week and indicate the dates such recordings were made.
- USDA foods should be stored away from steam pipes, chemicals and equipment that generate heat.
- Adequate racks or shelving must be provided for storage in freezers, refrigerators and dry storage. Foods should be stacked at least 6" away from walls and off the floor to allow air circulation around the cases of food.
- Adequate lighting is required to aid in rotation and inventory checks of foods.
- Adequate security by means of locks, bars, alarms, etc. is required to guard against theft or vandalism.
- Storage areas must be protected against rodent, bird, insect and other animal infestation with routine (IPM) Integrated Pest Management System and records of these inspections must be maintained.
- Food Banks and Distributing Agencies must ensure that storage facilities have obtained all required Federal, State and/or local health inspection and/or approvals and those inspection/approvals are current. Records should be kept for a period of three years from the close of the current fiscal year.
- Food Banks will provide for transportation of USDA foods to recipient agencies or allow pickup at no cost.

C. Distribution

- The Food Banks and their Distributing Agencies are responsible for the preparation and distribution of the food packages.
- Participants will receive one package of commodities on a monthly basis. Participants will receive food packages by self-pick-up at their designated distribution site.
- Eligible participants who are unable to attend distributions may designate on their application an authorized representative as their proxy to pick up their food package.
- Staff or volunteers at the distributing Agency will verify eligibility and identity of participants and proxies prior to distributing the food packages.
- Participants must not be required to make any payments or provide any materials or services in connection with the receipt of CSFP commodities.
- CSFP commodities may not be used for outreach, refreshments, or for any purposes other than distribution to, and nutrition education for CSFP participants.
- The food package contents will be pre-determined according to established FNS food packaging guidelines.
- Participants must receive complete food packages.
- Distributing Agencies should maintain specific dates and times of distribution (ex: 9am-10am - 2nd Tuesday and Wednesday of each month).
- Distributing Agencies should notify participants of any distribution schedule changes.
- The Food Bank must maintain a master list of participants at each site.
- Participants must sign the master list after receiving a food package.
- The Food Bank should refer to the waiting list to call eligible participants when there are food packages left over. This helps ensure 100% caseload participation.

D. Food Package

The Distributing Agency must distribute a complete package of USDA foods to participants each month. CSFP food packages cannot be distributed retroactively, per Policy Memorandum FD-079 dated November 12, 2008. The CSFP food package provides nutritious foods to supplement the diets of participants. It is not intended to provide for total dietary needs.

- The CSFP maximum monthly distribution rates govern what must be included in the Food Package.
- Using boxes for the CSFP Food Package is recommended.

If for any reason a monthly caseload allotment is not distributed, the remaining food packages must be returned to inventory and accounted for on the FNS-153 Report.

E. Inventory Control / FNS-153 Report

- The USDA requires that a monthly inventory report be submitted. This report is the FNS-153.
- The FNS-153 Report documents all CSFP activity for the designated month.
- Each CSFP Food Bank is required to complete and submit a FNS-153 Report that will be supplied to them by VDACS each month.
- Controlling inventory in the CSFP is done by tracking units not by the case.
- This report must be completed and submitted by the 10th day of the following month unless otherwise specified (*Example: May report is due June 10th*).

Inventory should be maintained between 2 to 2.5 months but should not to exceed 3 months without prior approval from VDACS.

CSFP food is ordered in cases, but inventory is reported in units, not cases. (Example: 1 case of green beans is counted as 24 cans/units of green beans, not 1 case.)

When counting inventory, count all inventory remaining at the distribution sites.

F. General Food Management Practices

Management must emphasize proper food handling to avoid health hazards, maximize use of space and minimize food losses. These practices include:

- Check each food delivery carefully for possible shortage, overages or damage. Inspect the condition of packaging before placing foods in storage and check frequently to detect signs of food loss from age, infestation, spoilage, etc.
- Maintain the food at the proper storage temperature range to maximize shelf-life and minimize losses. Temperature records are required to document proper storage procedures were followed.
- Maintain perpetual inventory records and periodically verify records with a physical count.
- Practice “first-in, first-out” to assure the oldest foods are utilized first and to prevent spoilage.
- Never store cleaning supplies and equipment in the same areas as food.

Failure to provide adequate storage, keep proper records, and/or take reasonable security precautions could result in claims for restitution assessed against the Food Bank in the event of USDA food loss, spoilage or destruction.

USDA foods are not in tamper-resistant packaging. Once distributed to household recipients, USDA foods should not be returned for re-issue. This would violate the agreement with VDACS as well as the recipients’ agreement and could cause personal injury and/or liability claims. If a participant refuses items at the distribution, they should be returned to inventory.

G. Transfer of USDA Foods

All transfers of USDA foods require approval by VDACS. A written Transfer Order form will provide a record of the transfer and signatures of release and acceptance. (For transfer order form, see Appendix M)

Transfers of CSFP products from one Food Bank to another are allowed in the event that a CSFP Food Bank is in need of a CSFP item to assure a complete Food Package. VDACS will initiate a transfer of the item from a CSFP Food Bank which has an excess inventory of the item on hand. This transfer is documented by the transfer order. The transfer item shall be treated as being received and all receiving requirements must be met. All transfers must be documented on the FNS-153.

H. Disposition of Unusable USDA Inventories

When USDA food inventories exceed potential usage within two and a half months, contact VDACS for instructions. VDACS may initiate a transfer of foods to another Food Bank. Transfer or use of USDA foods without VDACS approval could result in a claim against the Food Bank.

USDA foods remain the Food Bank's responsibility until utilized or transferred as directed. Transfer of liability does not occur until a completed transfer order is signed and received by VDACS.

If the USDA foods are to be transferred from one Food Bank to another, the RCM will provide a copy of the transfer order in advance. The Food Bank transferring food will check the amount to be transferred, sign the transfer form, secure the signature of the Food Bank receiving the food to verify the quantities received, and forward copies according to instructions on the form.

I. Reporting Loss of USDA Foods

Whenever a loss of USDA foods is discovered, Food Banks must notify VDACS immediately for instructions. A letter with documentation must explain the loss and identify insurance coverage. In the event of loss of USDA foods due to fire, theft, or natural disaster the police must be contacted and a copy of the police report included with the letter of explanation to VDACS.

XVI. Recall Policy and Procedures

A. Prior to Recall

United States food supply is among the safest in the world, sometimes food may be unsafe or mislabeled. When there is a reason to believe food is unsafe, or mislabeled, the food is recall, or otherwise removed, from commerce. The following steps must be taken to ensure the USDA commodities in the State of Virginia in secure:

- Ensure all Recipient Agencies are aware of, and trained, in recall procedures
- Assign a Food Bank Food Safety Coordinator and an alternate. Ensure their name, title, and contact information is accurate.
- Contacts must be verified on an annual basis. Food Banks are responsible for updating VDACS in event of unexpected Staff changes.
- If the Food Bank further distributes food, maintain a contact list for serving sites and other recipients.

*****It must be possible to trace recall food to final recipient. *****

B. Upon notification of recall:

- All members of your designated food safety team will be contacted by VDACS.
- Designated Food Safety Representatives must confirm within 24 hours or less, after receiving recall notification. This is to ensure the message was received and understood.
- If further distributed, notify all sites about recall as soon as possible.
- Food banks should confirm receipt of the notification by sites to ensure the message was received and understood.
- Food banks will be provided product identification information needed to track the product.
- Food banks will be provided instructions on handling the affected food, as directed by VDACS.
- Food banks will be provided specific product disposal instructions as directed by VDACS, based on state/local solid waste regulations.
- Find and isolate the affected product and label "DO NOT USE" to avoid accidental use.
- Conduct an inventory assessment, ideally in 48 hours or less, of affected product and include:
 - Amount remaining in stock and locations
 - Further distributed to program participants
- Submit the inventory assessment information to the SDA within the directed timeframe.
- Follow applicable storage/destruction instructions by VDACS.

C. Recall Communication Methods

- Call agencies and provide information and instruction on how to handle the affected product.
- Send email to agencies and provide information and instruction on how to handle the affected product.
- Post announcements on Food Banks home page.
- May use social media, such as Twitter and Food bank's blog.

D. Recall Responsibilities of Food Banks

- Identify USDA Foods
- Document to whom USDA Foods were distributed
- Identify who picked up USDA Foods
- Submit inventory information to VDACS
- Conduct an annual review of facilities and document compliance with requirements.

E. Recall Recordkeeping

- Records of inventory
- Records of distribution
- Records of Storage
- Records of disposal

F. Classifications of Recalls

Class	Definition	Examples
Class 1	A health hazard situation where there is a reasonable probability that eating the food will cause serious, adverse health consequences, or death.	E. coli O157:H7 in ground beef; Salmonella in peanut butter; Food with an undeclared allergen
Class 2	A health hazard situation where there is a remote probability of adverse health consequences from eating the food.	Product containing a foreign material
Class 3	A situation where eating the food will not cause adverse health consequences.	Minor labeling problems, such as improper format or undeclared ingredients that are not allergens

G. Responding to a recall

It is important to send complaints about USDA Foods to your State Agency, so that the State Agency may, in turn, report them to USDA FNS. Sometimes, a complaint involves a food safety concern and sometimes the complaint reflects a quality issue. It is important to have a good feedback system in order to respond quickly to food safety concerns and improve product quality. All complaints reported to the State Agency should include as much detail as possible. Photographs also may be submitted. Information to be provided in a complaint includes:

- Product name and number
- Description of the problem
- Date your agency received the product
- Quantity of product involved
- Quantity and physical address of product remaining
- Purchase Order Number
- Invoice/Order Number
- Advance Shipping Notification Number (If applicable)
- Any lot numbers or can codes printed on the packaging

- Establishment number of the plant processing any meat, poultry, or egg product
- Organization's name, address, and phone number
- If complaint comes from someone else, report their name and contact information
- Report of any illness or injury (ask if a doctor was seen, or if the health department conducted an investigation)
- Photograph of foreign object or problem
- Measurements of the foreign object Until further directed by the State Agency, the following items should be retained:
- Original container or packaging (Unopen cases)
- Any uneaten portion of the food. (Confer with the State Agency to determine if food should be kept refrigerated or frozen)

XVII. Required Document Submission to VDACS

A. Reimbursement of Shared Maintenance Fees

- VDACS will reimburse the agreed upon shared maintenance fees to Food Banks based on the caseload number served. Caseload served will be documented in the FNS 153 form to be completed monthly. Reimbursement will be subject to sufficient federal funding being available when all documentation is received by VDACS.
- Food Banks agree to accept the shared maintenance fee as full payment to distribute USDA foods in lieu of charging their Distributing Agencies. Any transportation, storage, handling, labor, or promotional costs incurred with the distribution of these USDA foods comes out of this payment, including handling transfers of USDA foods between member Food Banks.

B. Report Deadlines for Food Banks

- The FNS-153 Report. This report must be completed and submitted by the 10th day of the following month unless otherwise specified (*Example: May report is due June 10th*).

The FNS-153 is a monthly report of the Commodity Supplemental Food Program. This records the number of program participants, the receipt and distribution of commodities, beginning and ending inventories, and the cumulative amount of administrative funds expended and obligated, and the amount remaining unobligated.

The FNS-153 Report is a snapshot of all CSFP inventory at the Food Bank on the last day of the previous month.

To complete the FNS-153 Report, Food Banks will be required to provide the following information:

- All of the CSFP receiving information for the reporting month. This includes any Transfer Orders In, Re-donation In and regular CSFP Deliveries. All items received shall be shown in units.
- Any Transfer Orders In or Out and Re-donations In or Out.

Please note: These will only occur when initiated by VDACS.

- The reporting month distributions. This should include what was in the CSFP Food Packages that were distributed in the reporting month. Remember, the number of packages distributed is determined by the number of people who received a package not the number shipped. These items are also reported in units.
 - A listing of any damaged CSFP items for the reporting month.
 - Physical Inventory of the CSFP Items for the reporting month. This inventory can be taken once the CSFP activity has ceased for the reporting month. This includes items in the warehouse and any remaining or prepackaged CSFP boxes.
- FNS-191 Racial/Ethnic Group Participation – This report records the racial/ethnic participation each year. This report is compiled from the April distribution. This report is due June 1st of every year in addition to a complete listing of all client, wait list and distributing agencies. These lists must be provided in the Virginia state format.
 - The Annual Fiscal Year End Inventory Report, the Confirmation of Federal Financial Assistance and a list of all Distributing Agencies receiving USDA foods are all due in July.

Failure to meet these report deadlines may result in withholding of shared maintenance fee payments by VDACS.

Food Banks shall maintain all records for a period of three years from the end of the fiscal year to which they pertain. If they are related to unresolved claims actions, audits, or investigations, they will be retained until those activities have been resolved.

C. Record Retention Requirements

Food Banks are required to retain and have available the following records for the current year plus three previous years. Records must be retained and available for review by VDACS and/or representatives from USDA:

- The current VDACS Agreement must be on hand and signed by the Food Bank Director. Any time there are essential personnel changes, notify VDACS immediately. A change in Food Bank Director will require that a new VDACS Agreement be signed.
- Signature sheets, proxy notes, distribution forms, and other documents indicating household certification must be on file for review, whether the household or individual was declined or approved for participation. All of these documents are official records and should be completed in ink.
- The FNS 153 Monthly Report.

- The FNS 191 Racial/Ethnic Group Participation Report.
- An annual listing of all Food Bank affiliate Distributing Agencies receiving USDA foods with the monthly caseload total completed in the master list format provided by RCM. The list is due in VDACS office June 1st of every year.
- An annual listing of all active participating clients in the CSFP program completed in the master list format provided by RCM. The list is due in VDACS office June 1st of every year.
- An annual listing of all wait list clients in the CSFP program completed in the Master list format provided by RCM. The list is due in VDACS office June 1st of every year.
- Food Banks will retain Invoices Requesting Reimbursement.
- Copies of signed WBSCM reports and OS&D's FNS-57 must be on file.
- Transportation bills of lading/delivery tickets. All transfer documents, records indicating the disposal of damaged/spoiled foods, and annual inventories.
- Temperature charts and extermination records.
- Records must be retained for a period of three years following the close of the fiscal year to which they pertain- or longer if they are related to unresolved claims actions, audits or investigations.

XVIII. Administrative Review Requirements

A. Food Bank Reviews by VDACS

VDACS will ensure that the Food Banks are reviewed once each year. Reviews include the following:

- VDACS and Food Bank agreement;
- Required financial records and receipts;
- FNS 153 Report;
- FNS 191 Report;
- Perpetual and annual food inventory records;
- Receipting paperwork (received shipment report/requisition status report with consignee information, notice of arrivals, bill of ladings, and OS&D's if applicable);
- Fiscal year-end inventory, confirmation of federal assistance received and commodities transferred by each agency forms;
- Distribution records including proxy notes and legal signatures, eligible categories, and application forms;
- Records of food issuance by Distributing Agencies (monthly inventories) compared to reports of distribution;
- Appropriate storage areas and food management practices;
- Food ordering procedures utilizing WBSCM;
- Documentation of loss;
- Physical inventory/book inventory;
- Documentation of checking IRS Automatic Revocation of Exemption List;
- Review of civil rights, which include, posting of poster and complaint forms, trainings, complaints, investigations, and pre-award civil rights questionnaires.

B. Distributing Agency Reviews by Food Banks

The following items should be monitored during the review process:

- Appropriate storage facilities are in use for shelf stable, frozen or refrigerated items;
- Appropriate sanitation and rodent/insect extermination practices;
- Proper security measures are in place to prevent vandalism or theft;
- Appropriate application of household income guidelines;
- Adherence to CSFP food distribution guidelines;
- Conspicuous display of the civil rights poster "And Justice for All" where USDA foods are distributed, along with the civil rights complaint forms;
- Demonstration that Distributing Agency staff comprehends and follows the civil rights complaint procedure;
- Documentation of civil rights training to staff/volunteers;
- Non-discrimination statement on all flyers, brochures, pamphlets and advertising materials mentioning CSFP;
- Retention of all Food Bank correspondence citing program operation deficiencies.

Food Bank staff will document improvements when conducting annual on-site reviews and consider overall program operations before renewing Distributing Agency participation in the CSFP program.

Glossary

Caseload – One person receiving a box of CSFP food once a month per year. Food Banks are assigned a specific caseload by VDACS.

Distributing Agency – A partner agency of a Food Bank that directly distributes CSFP foods.

Food Bank – One of the seven Federation of Virginia Food Banks that administers the CSFP.

Household – A group of related or non-related individuals, exclusive of borders, who are not residents of an institution but who are living as one economic unit sharing common cooking facilities, and for whom food is customarily purchased in common.

Proxy – A proxy serves as a liaison for a participant who is unable to travel to pick-up their food package.

RCM – Regional Commodity Manager.

VDACS - Virginia Department of Agriculture and Consumer Services, The state agency that administers CSFP in Virginia.

Waitlist - A waitlist documents the number and order of people who have completed CSFP paperwork, but there is not caseload available for them to receive a monthly food box.

Appendix

- A. Agency Agreement
- B. Agreement Addendum
- C. Distributing Agency Written Agreement with Food Banks/Sub Agency Agreement
- D. Pre-Award Civil Rights Questionnaire
- E. Application Form
- F. Proxy Form
- G. Acceptance Letter
- H. Status Change Letter
- I. Discontinuation Letter
- J. Recertification Form
- K. Civil Rights Complaint form
- L. Master Participant List
- M. Master Participant Waitlist
- N. Ordering Guide (Truck load quantities)
- O. Food Package Monthly Distribution Rate
- P. Over, Short and Damage Report
- Q. Temperature Chart
- R. USDA Transfer Form
- S. FNS-153
- T. FNS-191

Commodity Supplemental Food Program (CSFP) Agreement
VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Division of Marketing - Food Distribution Program
SUB AGENCY AGREEMENT

BY SIGNING THIS DOCUMENT, THE SITE COORDINATOR AGREES TO:

VDACS regulations:

- Each agency will administer the program in accordance with the provisions of Part 247 and with the provisions of Part 250 of this chapter.
- Each agency will maintain accurate and complete records for a period of three years from the close of the fiscal year to which they pertain, or longer if the records are related to unresolved claims actions, audits, or investigations.
- Agency receiving USDA Foods for distribution is responsible for any loss resulting from improper distribution, or improper storage, care, or handling of USDA Foods; Each agency receiving program funds/commodities is responsible for any misuse of program funds/commodities.
- Agency agrees that either party may terminate the agreement by written notice with a minimum of 30 days notice.
- Agrees to unannounced monitoring visits by the Food Bank, Virginia Department of Agriculture and Consumer Services, and the United States Department of Agriculture.
- Agency agrees to notify the Food Bank promptly if a change takes place in the program address, site coordinator, phone number, days of distribution, etc.
- Agency agrees to send one representative from your program to any meeting/training that the Food Bank deems mandatory.
- Agency ensures that no CSFP commodities are used for political interest by any parties, nor used for outreach, refreshments or for any purpose other than distribution to CSFP participants.
- Agency agrees to maintain a copy of all agreements, certification forms, invoices, etc. on file for the amount of time required by the Food Bank.
- Agency agrees not sell, barter or exchange the food for money or other goods or services.
- Agency agrees to provide storage facilities which insure USDA donated foods are stored at proper temperatures (refrigerators/coolers should be kept between 32° and 40°, freezers should be maintained at 0° or below), under sanitary conditions which are free from rodent, bird, insect, or other animal infestation, in well ventilated areas safeguarded against theft, spoilage and other losses, stored on pallets, shelves, or racks, and organized to provide access to foods. Donated foods will be rotated using the oldest first. Temperatures of freezers and coolers will be checked no less than three times each week, and records of such checks maintained. This includes periods of agency closure such as weekends, Holidays, and summer break. Storage facilities will be maintained to insure the above requirements are met.

USDA is an equal opportunity provider and employer.

Commodity Supplemental Food Program (CSFP) Agreement
VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Division of Marketing - Food Distribution Program
SUB AGENCY AGREEMENT

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Fax: _____ Email: _____

Distribution Site: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Fax: _____ Email: _____

Authorized Representative & Title: _____

(Person responsible for site paperwork and for distributing CSFP food boxes monthly.)

Names of persons authorized to sign for CSFP food boxes:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Days and times of CSFP Distribution:

Circle the day(s) you will distribute CSFP Boxes: Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Specify which day(s) of the month you will distribute CSFP Boxes:

What hour(s) will you be open to distribute the CSFP Boxes? From _____ to _____

Do you have a refrigerator on site to store perishable items until recipients pick them up? _____

Do you have a secure (locked) room, cabinets, closets, shelves, etc. to store CSFP Boxes until recipients pick them up? _____

USDA is an equal opportunity provider and employer.

I AGREE TO AND WILL ABIDE BY THE ABOVE TERMS AND CONDITIONS SET FORTH FOR THE COMMODITY SUPPLEMENTAL FOOD PROGRAM.

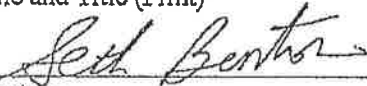
Virginia Department of Agriculture
& Consumer Services
Food Distribution Program

Food Bank

Seth Benton, Administrator

Name and Title (Print)

Name and Title (Print)



Signature

Signature of Agency Administrator

May 13, 2019

Date

Date

CSFP Food Bank Addendum

8. Maintain accurate and complete records for a period of three years, plus the current federal fiscal year, which will be stored in a secure, locked location away from other materials. These records must be accessible and readily available for state, federal and other authorized personnel upon request. The records will include the following:
 - a. Database of all CSFP participants
 - b. Certification forms for all current and past participants in separate files
 - c. A separate file for applicants on a waitlist with completed certification forms
 - d. Monthly signature forms for all food packages issued
 - e. Re-certification forms for all participants
 - f. Site agreement between food bank and all distribution sites
 - g. Ineligible, waiting list, termination and dual participation letters
 - h. Applicants who are removed from CSFP because of death, moved, or entry into a nursing home/hospital
 - i. Completed and signed proxy forms
 - j. IRS tax exempt revocation checked annually
 - k. FNS 191 Racial/Ethnic Group Participation report based on April participants due July 31st.
9. Comply with all civil rights requirements and conduct annual training for all front line staff at each distribution site. All trainees must sign and date an attendance sheet. Display "And Justice for All" posters and the civil rights complaint form. The non-discrimination statement must be printed on program materials.
10. Participate in any conference calls or meetings initiated by USDA or VDACS.
11. The State Agency reserves the right at any time to modify or amend this agreement. It will give the recipient agency written notice of any modification of, or amendment to this agreement and reasonable opportunity to conform its operations to any amendments. This agreement will become effective on the date both parties sign below. Either party hereto may, by giving at least 30 days written notice, terminate this agreement.

Upon receipt of evidence that terms and conditions of this agreement have not been fully complied with by the Recipient Agency, the State Agency may cancel this agreement immediately. Any termination of this agreement for non-compliance with Title VI of the Civil Rights Act of 1964 will be in accordance with applicable laws and regulations.

Agency Number _____

VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Division of Marketing – Food Distribution
P. O. Box 1163, Richmond, VA 23218
Phone (804) 786-3936

AGREEMENT ADDENDUM
Fiscal Year Ending June 30, 2020

In order to fulfill the requirements stated in the agreement between the Food Bank and the Virginia Department of Agriculture & Consumer Services, and the terms and conditions of its agreement with the United States Department of Agriculture the Food Bank agrees to abide by the following requirements:

1. Administer CSFP in accordance with the provisions of 7 CFR 247 and CFR 250.
2. Serve the current allocated caseload of 2500 every month. The caseload issued each month will be reported on monthly inventory form FNS 153 and sent to the Virginia Department of Agriculture & Consumer Services (VDACS). Failure to maintain a caseload between 95% and 100% on a monthly basis may result in a decrease in caseload. Additional caseload may be assigned by VDACS based on your request, the availability of funds and in accordance with the state plan submitted to USDA.
3. Report the following information on the monthly inventory FNS 153 form:
 - a. Beginning and ending physical monthly inventory count, product received, product issued and any damages, loss or transfers to another food bank.
 - b. The FNS 153 form must be submitted to VDACS by the 10th of the month following the distribution.
4. Each agency receiving commodities for distribution is responsible for any loss resulting from improper storage, care or handling of the commodities. Submit food orders with items and quantities by eight business days prior to the pre-approved delivery date. No more than a two and a half month supply will be maintained. Each food bank will accept all scheduled deliveries from the national warehouse. All deliveries from the national warehouse must be receipted in WBSCM within two calendar days.
5. Distribute nutrition education to all participants on a monthly basis and refer participants to other health, nutrition and public assistance programs as appropriate.
6. Distribute commodities in accordance with the approved food package guide rate as determined by USDA.
7. Provide a listing of all distribution and storage sites including name, address and contact information. All distribution sites must have a signed agreement with the food bank. Each distribution site must be monitored by the food bank at least once per calendar year and provide access to VDACS and/or USDA representatives for scheduled or unscheduled monitoring.

VDACS AGENCY NUMBER:
VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Division of Marketing - Food Distribution Program
AGENCY AGREEMENT

Fiscal Year Ending **JUNE 30, 2023**

It is important to send complaints about USDA Foods to your State Agency, so that the State Agency may, in turn, report them to USDA FNS. Sometimes, a complaint involves a food safety concern and sometimes the complaint reflects a quality issue. It is important to have a good feedback system in order to respond quickly to food safety concerns and improve product quality.

Contact Person: Title:

Contact Person's E-Mail Address:

Phone #(1): Phone #(2):

Contact Person: Title:

Phone # (1): Phone #(2):

Contact Person's E-Mail Address:

AMENDMENT OR TERMINATION OF THIS AGREEMENT

The State Agency reserves the right at any time to modify or amend this Agreement. It will give the Recipient Agency written notice of any modification of, or amendment to this Agreement and reasonable opportunity to conform its operations to any amendments. This Agreement will become effective on the date both parties sign below. Either party hereto may, by giving at least 30 days' written notice, terminate this Agreement.

Upon receipt of evidence that terms and conditions of this Agreement have not been fully complied with by the Recipient Agency, the State Agency may cancel this Agreement immediately. Any termination of this Agreement for non-compliance with Title VI of the Civil Rights Act of 1964 will be in accordance with applicable laws and regulations. Upon any termination of this Agreement, the Recipient Agency agrees to transfer all donated foods remaining in its possession or control per the direction of the state agency and to maintain all existing Records and Reports, Right of Inspection, and Audit for a period of three years.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates noted below:

VIRGINIA DEPARTMENT OF AGRICULTURE
& CONSUMER SERVICES, Division of
Marketing, Food Distribution Program

Seth Benton, Administrator
Print Name and Title

Seth Benton
Signature

Date 5/10/22

RECIPIENT AGENCY

Print Name and Title

**Signature of School Superintendent or
Agency Administrator**

Date

VDACS AGENCY NUMBER:
VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Division of Marketing - Food Distribution Program
AGENCY AGREEMENT

Fiscal Year Ending **JUNE 30, 2023**

11. IMPROPER DISTRIBUTION, LOSS, OR DAMAGED FOODS (Continued)

When a claim arises in favor of the Recipient Agency against a warehouseman, distributor, or other person for the loss or damage to USDA donated foods, it is the Recipient Agency's responsibility to take all action necessary to obtain restitution. Any payment received will be used to replace the donated foods lost or paid to the State Agency. Losses or damage to USDA foods attributed to a distributor under state contract will be pursued by the State Agency on behalf of the recipient agencies involved. Any restitution will be prorated to benefit the recipient agencies that incurred the losses.

12. TRANSFER OF FOODS

Any Recipient Agency that cannot properly utilize USDA donated foods allocated to it may request that the State Agency transfer the foods to another agency. Transfer of donated foods from a school district to a non-school recipient agency will be made only with authorization (transfer order) by the State Agency.

The Recipient Agency agrees to release any or all donated foods to the State Agency in case of a state of emergency of any kind declared by the Governor of Virginia or Federal Authorities or when foods are not being properly utilized. The Recipient Agency agrees to abide by USDA's commodity hold/recall procedures as implemented by the State Agency.

13. PROCESSING OF DONATED FOODS

No donated foods will be processed outside the Recipient Agency's premises by converting them into different end products or repackaging them except under written contracts entered into by USDA, the State Agency, or Recipient Agency. Recipient Agency must secure advance written approval by the State Agency of any local agency contract it wishes to enter. Recipient Agency will not release donated foods for any processing without written verification from the State Agency that a contract has been approved with that specific processor. By virtue of this agreement, Recipient Agency may become a party to processing agreements signed between the State Agency and commercial processors.

14. EMPLOYMENT OF FOOD SERVICE COMPANIES

SCHOOLS: The Recipient Agency will not employ the services of a Food Service Management Company unless the contract with such a company is approved by the State Department of Education before the date of service begins. The Recipient Agency will designate an appropriate school division official (official must be employed by the city or county government) to order commodities and maintain records for the USDA Commodity Program. **INSTITUTIONS:** The contract must be approved by the State Agency. Such contracts will not be for more than one year, but may be extended for four additional one year periods. A copy of any food service management contract in effect must be submitted to the State Agency with renewal of this agreement.

15. COMPLIANCE WITH SINGLE AUDIT ACT REQUIREMENTS

Recipient Agency non-profit institutions will obtain an audit in accordance with OMB Circular A-133 when total federal financial assistance including, but not limited to, USDA foods expended exceeds \$750,000 per year. This includes Recipient Agencies under Virginia local governments. City, County or State Agency audits must include all Recipient Agencies under their cognizance to determine if total federal assistance expended meets the \$750,000 threshold. A copy of any audit reports required because of the expended value of USDA donated foods will be provided to the State Agency.

16. COMPLIANCE WITH VDACS RECALL POLICY

VDACS AGENCY NUMBER:
VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Division of Marketing - Food Distribution Program
AGENCY AGREEMENT

Fiscal Year Ending **JUNE 30, 2023**

Recipient Agency personnel will promptly investigate complaints received in connection with the receipt, storage, utilization, and distribution of donated foods, correct any irregularities and promptly report each instance to the State Agency. Recipient Agency will maintain on file evidence of such investigation and actions. The State Agency and the USDA reserve the right to investigate and will have the final determination as to when a complaint has been properly adjusted.

7. USE OF DONATED FOODS

Donated foods received from the State Agency will be used solely for the benefit of the intended persons in or served by the Recipient Agency. Normal food expenditure will not be reduced because of the receipt of donated foods.

The Recipient Agency will assure that donated foods will not be used as a means for furthering political interest of any individual or party, and that there will be no discrimination in the distribution and use of donated foods. **USDA donated foods will not be sold, exchanged, or traded.** USDA donated foods transferred or otherwise disposed of will be documented in accordance with good inventory management/control practices.

To ensure that the value of USDA Donated Foods allocated to the Recipient Agency for use in its eligible feeding program benefits the intended recipients, the following conditions must be met if the Recipient Agency or its Agent uses its facilities to prepare meals for another party not authorized to receive USDA foods and by virtue of common preparation of meals, USDA foods are used in these outside meals:

- a. The price charged to the other party will be sufficient to cover the average value of USDA foods that are used in these meals.
- b. Revenue received by Recipient Agency will be deposited in the Recipient Agency's Food Service Account.
- c. Sufficient quantities of commercial foods in like kind will be purchased to replace the donated foods.

8. STORAGE

The Recipient Agency will provide storage facilities which insure USDA donated foods are stored at proper temperatures (refrigerators/coolers should be kept between 32° and 40°, freezers should be maintained at 0° or below), under sanitary conditions which are free from rodent, bird, insect, or other animal infestation, in well ventilated areas safeguarded against theft, spoilage and other losses, stored on pallets, shelves, or racks, and organized to provide access to foods. Donated foods will be rotated using the oldest first. Temperatures of freezers and coolers will be checked no less than three times each week, and records of such checks maintained. This includes periods of agency closure such as weekends, Holidays, and summer break. Storage facilities will be maintained to insure the above requirements are met.

9. STORAGE AND TRANSPORTATION COSTS

The Recipient Agency will be responsible for the cost of storing and transporting donated foods allocated by the State Agency.

10. Distribution Assurance

Food banks will assure distribution of donated foods to eligible recipient agencies in a timely manner, in optimal condition, and in amounts for which such recipient agencies are eligible.

11. IMPROPER DISTRIBUTION, LOSS, OR DAMAGED FOODS

USDA foods become the responsibility of the Recipient Agency upon receipt. If there is an improper distribution, use, loss, or damage to donated foods through the Recipient Agency's failure to provide proper storage, care, or handling, including lack of required records to demonstrate proper use or distribution, a claim determination will be made by the State Agency. The school Recipient Agency can dispose of damaged donated foods as necessary.

VDACS AGENCY NUMBER:
VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Division of Marketing - Food Distribution Program
AGENCY AGREEMENT
Fiscal Year Ending **JUNE 30, 2023**

4. STATE OFFICE PERSONNEL

It will maintain a State Agency office administrative staff to assist the Recipient Agency with USDA food utilization, storage, record keeping, transfers, investigations, complaints, product holds/recalls and applicable processing options for USDA commodities.

THE RECIPIENT AGENCY AGREES THAT:

All distribution activities will conform to USDA program regulations, 7CFR Parts 250 and 251, as amended where applicable. These regulations can be found at USDA.gov.

1. PROPER AUTHORITY & Use of Administration Funds

It will supervise the storage, distribution, and utilization of all donated foods received in such manner as will insure compliance with the terms and conditions hereinafter set forth and any additional instructions provided by the State Agency. The Recipient Agency will request food quantities which can be consumed without waste. The Recipient Agencies receiving Administration Funds are responsible for the misuse of the program funds.

2. PERSONNEL

It will assume full responsibility for the total operation of their program and will appoint personnel who will make necessary required reports and supervise the program. Changes in key personnel, such as the Superintendent, Administrator, or Food Service Director, must be reported to the State Agency at the time of the personnel change.

3. RECORDS AND REPORTS

Accurate records will be maintained by the Recipient Agency for a period of not less than three years following the close of the fiscal year or longer if the records are related to unresolved claims, actions, audits, or investigations, to which they pertain. These records will contain information pertaining to all transactions relating to the receipt, storage, distribution, use and disposal of donated foods. The Public School Recipient Agency will track submission of rebates and the revenue received. The Recipient Agency will submit information and reports covering operations as required by the State Agency. Recipient Agency personnel will be familiar with the Agency Handbook of Instructions published by the State Agency.

Institutions (agency numbers that start with 31, 41, 50, 60, 67, 70 or 80), such as charitable agencies, hospitals, correctional facilities, food banks, summer camps, and summer feeding programs must maintain perpetual inventory records at each preparation and/or storage site.

4. RIGHT OF INSPECTION & AUDIT

Representatives of the State Agency, USDA, and other authorized personnel may audit, review, and inspect donated foods, facilities, records, and procedures and methods used in carrying out the requirements of this program at any reasonable time and place.

5. CIVIL RIGHTS COMPLIANCE

The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

All feeding sites must have the "And Justice for All" Poster displayed where recipients of the food can read it.

6. COMPLAINTS

VDACS AGENCY NUMBER:
VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Division of Marketing - Food Distribution Program
AGENCY AGREEMENT
Fiscal Year Ending **JUNE 30, 2023**

In order to effectuate the purpose of the Food Distribution Program and to carry out the terms and conditions of an agreement made between the United States Department of Agriculture (USDA) and the Virginia Department of Agriculture and Consumer Services (VDACS), Food Distribution Program, or State Distributing Agency, referred to hereinafter as the State Agency, this agreement is entered into by the State Agency, and:

hereinafter referred to as the Recipient Agency.
(Agency Name)

Mailing Address:
Street/PO Box City State Zip

County or City Where Your Agency Is Located:

Administrator/Superintendent: Phone #:

Administrator/Superintendent's Email Address:

Contact Person: Phone #:

Contact Person's E-Mail Address:

Contact Person's Title: Fax #:

Federal Identification Number (FIN) or tax exempt number:

Number of schools/sites where USDA foods are prepared:

Number of schools/sites where USDA foods are served (or distributed):

Average Daily Participation (ADP) or Caseload Served:

****IS A FOOD SERVICE MANAGEMENT COMPANY USED? YES / NO Refer to the paragraph entitled Employment of Food Service Companies on the last page of this agreement.**

WITNESSETH: That, in consideration of the stipulations and agreements herein contained, the parties hereto agree as follows:

THE STATE AGENCY AGREES THAT:

All distribution activities will conform to USDA program regulations, 7CFR Parts 250 and 251, as amended where applicable. These regulations can be found USDA.gov.

1.ALLOCATION OF COMMODITIES

It will offer and allocate donated foods to the Recipient Agency if and when they are made available by the United States Department of Agriculture (USDA). Donated foods will be allocated according to quantities offered to the State Agency with consideration being given to Recipient Agency's requests, refusals and remaining entitlement.

2.PROGRAM MATERIAL

It will provide the Recipient Agency with Information and Instructions needed to operate the program.

3.AUDIT, INSPECT, AND REVIEW

It will audit, inspect and review records, storage, utilization and operation of the Recipient Agency at reasonable times. It will provide a yearend summary of the quantities/value of USDA foods allocated (federal financial assistance) and reconcile records with the Recipient Agency.

Commodity Supplemental Food Program (CSFP) Agreement
VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Division of Marketing - Food Distribution Program
SUB AGENCY AGREEMENT

- Agency agrees to distribute a complete CSFP Box each month to each Senior that has been certified and approved by the Food bank.
- Agency agrees to have each senior present identification and sign the signature sheet acknowledging receipt of their box every month, and submit the completed signature sheet to the Food Bank within one week of the monthly distribution.
- Agency will notify Food Bank of any income changes for participants within 10 days of change.
- Agency will certify recipients (Annual Applications), at your site every twelve (12) months.
- Agency will display the "And Justice for All" poster and all required CSFP information at your site of distribution.
- Agency will serve all approved recipients regardless of race, age, color, national origin, sex, sexual preference, or disability.
- Agency will have available at distribution nutrition education materials as made available by the Food Bank.
- The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

By signing, I agree that the information provided on this application is complete and accurate to the best of my knowledge.

Name: _____

Title: _____

Date: _____

USDA is an equal opportunity provider and employer.

Commodity Supplemental Food Program CSFP Agreement

Virginia Department of Agriculture & Consumer Services

Division Of Marketing – Food Distribution Program

SUB AGENCY AGREEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Signature of Agency

Date

07/25/2022

PRE-AWARD CIVIL RIGHTS QUESTIONNAIRE -- COMMODITY SUPPLEMENTAL FOOD PROGRAM

Instructions

The following questionnaire must be submitted by all applicant agencies. The questionnaire must be answered in its entirety and signed by an authorized official prior to submission. Please be informed that failure to comply with this procedure may delay the application process.

Purpose

Civil rights laws and regulations ensure equal access to federally assisted programs regardless of a person's race, color, national origin, age, sex or disability. Organizations that apply for the opportunity to operate federally assisted programs must demonstrate their ability to comply with such civil rights laws and regulations *prior* to receiving approval to conduct the programs.

Questions

1. What method(s) will be used to recruit participants? (Some examples may include, but are not limited to, applications, open enrollment, referrals from social welfare, courts, etc.)

2. Is the FNS nondiscrimination statement appropriately included in the agency's admissions requirements? Please provide a sample document.

3. Provide examples of how the program will be publicly announced to all potential participants regardless of race, color, national origin, age, sex or disability. Attach copies of relevant brochures, news articles, bulletins, television and/or radio ads, etc. Include documentation of efforts to inform community organizations about the program, including copies of letters, lists of organizations contacted.

4. Does the present location of the facility deny potential participants access to benefits on the basis of race, color, national origin, age, sex or disability?

5. Using the following definitions of ethnicity and race, provide an estimate (in percentages) of the ethnic and racial makeup of the population to be served. This data can be obtained online at <http://quickfacts.census.gov/qfd>.

Ethnicity

- *Hispanic or Latino.* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."
- *Not Hispanic or Latino.*

Race

- *American Indian or Alaskan Native.* A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- *Asian.* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- *Black or African American.* A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
- *Native Hawaiian or Other Pacific Islander.* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- *White.* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnicity

Hispanic or Latino	Not Hispanic or Latino

Race

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White

6. Provide the ethnic and racial makeup of enrolled participants.

Ethnicity

Hispanic or Latino	Not Hispanic or Latino

Race

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White

7. Provide the ethnic and racial makeup of any planning or advisory committees.

Ethnicity

Hispanic or Latino	Not Hispanic or Latino

Race

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White

8. How will the organization handle applicants and participants who do not speak English as their primary language and who have a limited ability to read, write or understand English?

9. Has there ever been a complaint or civil rights lawsuit filed against the organization? If so, explain the nature of the complaint, how it was resolved and how the proper Federal authorities were notified.

10. Has the organization ever been found out of compliance with civil rights requirements? If so, explain the area of noncompliance and how it was resolved.

11. Provide a brief description of any pending applications to other Federal agencies for assistance. Include a description of any Federal assistance being provided at the time of application.

Signature and Title of Authorized Official

Name of Agency

Agency Address

FOR STATE AGENCY USE ONLY

Date: _____

Approved ()

Disapproved ()

Reviewed by: _____

**Commodity Supplemental Food Program (Virginia)
Application**

Name of Applicant: _____ Male _____ Female _____

Date of Birth: ____/____/____ Identification Document Provided _____

Street Address: _____ City: _____ Zip: _____

Phone Number: _____

Household Income: _____ Per: Week _____ Month _____ Year _____

Number of Persons in Household: _____

Participants must report changes in household income or changes to the number of persons in household within 10 days after the change becomes known to the household.

"This application is being completed in connection with the receipt of Federal assistance. Program officials may verify information on this form. I am aware that deliberate misrepresentation may subject me to prosecution under applicable State and Federal statutes. I am also aware that I may not receive both CSFP and WIC benefits simultaneously, and I may not receive CSFP benefits at more than one CSFP site at the same time. Furthermore, I am aware that the information provided may be shared with other organizations to detect and prevent dual participation. I have been advised of my rights and obligations under the program. I certify that the information I have provided for my eligibility determination is correct to the best of my knowledge.

I authorize the release of information provided on this application form to other organizations administering assistance programs for use in determining my eligibility for participation in other public assistance programs and for program outreach purposes. (Please indicate decision by placing a checkmark in the appropriate box.)

YES [] NO []

Data in this section is a USDA statistical requirement for the program. Responses will not affect consideration of this application.

1. Are you Hispanic or Latino? _____ Yes _____ No

2. What is your race? (Select one or more)

_____ American Indian or Alaska Native

_____ Asian

_____ Black or African American

_____ Native Hawaiian or Other Pacific Islander

_____ White

Program standards are applied without discrimination by race, color, national origin, age, sex or disability.

USDA Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Signature of Applicant

Date:

Program standards are applied without discrimination by race, color, national origin, age sex or disability

07/25/2022

Commodity Supplemental Food Program (Virginia)

Proxy Form

Date _____

I, _____ hereby authorize _____
(Client -- Print Name) (Proxy -- Print Name)

to pick up and deliver my CSFP food box to me.

Client Signature

Proxy Signature

Proxy Identification verified by _____
(Print Name)

Food Bank Representative Signature

Program standards are applied without discrimination by race, color, national origin, age,
sex or disability.

I have read the non-discrimination statement on the back of this form. _____

USDA Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

07/25/2022



UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
Program Discrimination Complaint Form

First Name: Middle Initial: Last Name:

Provide Your Full Mailing Address
Number and Street, PO Box, Road, or Route:

Apartment Number (if applicable):

City, State and Zip Code:

Email Address:

Telephone Number (with area code):

Alternate Telephone (with area code):

Best Way to Reach You (select one)

Mail: Phone: E-mail: Other:

Do you have a representative (lawyer or other advocate) for this complaint?

Yes: No:

If Yes is selected, please provide the following information about your representative:

Representative First Name: Last Name:

Number and Street, PO Box, Road or Route:
Apartment Number:

City, State and Zip Code:

Telephone: Email:

1. Who do you believe discriminated against you? Use additional pages, if necessary.
Name(s) of person(s) involved in the alleged discrimination (if known):

Please name the program you applied for (if known/if applicable):

USDA will determine if it has jurisdiction under the law to process the complaint on the bases identified in the complaint and in the programs indicated in the complaint. Reprisal that is based on prior civil rights activity is prohibited.

PROPERTY ADDRESS: If this complaint involves a farm or other real estate property that is not your current address, write in the address for that farm or real estate property. Otherwise, this part of the form can be left blank.

**PLEASE READ IMPORTANT LEGAL INFORMATION BELOW
CONSENT**

This USDA Program Discrimination Complaint Form is provided in accordance with the Privacy Act of 1974, 5 U.S.C. §552a, and is used to provide the information to which this notice is attached. The United States Department of Agriculture's Office of the Assistant Secretary for Civil Rights (USDA) requests this information pursuant to 7 CFR Part 15.

If the completed form is accepted as a complaint case, the information collected during the investigation will be used to process your program discrimination complaint.

REPRISAL (RETALIATION) PROHIBITED:

No Agency, officer, employee, or agent of the USDA, including persons representing the USDA and its programs, shall intimidate, threaten, harass, coerce, discriminate against, or otherwise retaliate against anyone who has filed a complaint of alleged discrimination or who participates in any manner in an investigation or other proceeding raising claims of discrimination.

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)

USDA Program Discrimination Complaint Form Instructions

(The complaint form is below the instructions)

PURPOSE: This form may be used if you believe you have been subjected to discrimination in any USDA program or activity and you wish to file a complaint of discrimination. The form can be used to file a complaint of discrimination based on race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from public assistance program and political beliefs. If you need assistance filling out the form, you may call any of the telephone numbers listed at the bottom of the complaint form. You are not required to use the complaint form. You may write a letter instead. If you write a letter it must contain all of the information requested in the form and be signed by you or your authorized representative.

You may also send a complaint by FAX or United States Postal Service Mail. We must have a signed copy of your complaint. Incomplete information or an unsigned form will delay the processing of your complaint.

FILING DEADLINE: A program discrimination complaint must be filed not later than 180 days of the date you knew or should have known of the alleged discrimination, unless the time for filing is extended by USDA. Complaints sent by mail are considered filed on the date the complaint was signed, unless the date on the complaint letter differs by seven days or more from the postmark date, in which case the postmark date will be used as the filing date. Complaint documentation or Complaint Forms sent by fax or mail will be considered filed on the day the complaint is faxed or mailed. Complaints filed after the 180-day deadline must include a 'good cause' explanation for the delay. For example, if:

1. You could not reasonably have been expected to know of the discriminatory act within the 180-day period;
2. You were seriously ill or incapacitated;
3. The same complaint was filed with another Federal, state, or local agency and that agency failed to act on your complaint.

USDA POLICY: Federal law and policy prohibits discrimination against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs).

USDA Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

07/25/2022

Commodity Supplemental Food Program (CSFP)

Discontinuation Letter

Client's Name: _____ Date: _____

Distribution Site: _____ Effective Date: _____

This letter is to inform you that your service through the CSFP program is being (Discontinued) from the Active CSFP program for the following reason/reasons:

- Intentionally making false statements orally or in writing
- Intentionally withholding information to qualify you for the program
- Physical abuse or threat of physical violence against program staff
- Selling CSFP commodity food items
- Other _____

Your name will be removed from the current CSFP list. You are not eligible to participate in the remainder of the current registration year.

Please note:

You have the right to appeal this decision. To do so please contact your service provider at:

Program standards are applied without discrimination by race, color, national origin, age, sex or disability.

- I have read the non-discrimination statement on the back of this form. _____

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Commodity Supplemental Food Program (CSFP)

Status Change Letter

Client's Name: _____ Date: _____

Distribution Site: _____ Effective Date: _____

This letter is to inform you that your status in the CSFP program is being (Changed) from the Active CSFP program client list for the following reason/reasons:

- Inactivity (Have not received a package for two (2) consecutive months)
- Dual Participation
- Decrease in assigned case load (Send letter to Proxy and/or family member)
- Program Violation
- Other _____

Your name will be placed on the current waiting list and you will be notified of any changes in your status.

***** As a reminder, you are still eligible for the CSFP and may possibly receive a food package in accordance with the wait list procedures.**

Wait List Procedures:

On the day of food distribution at your current location, please contact your service provider during hours of distribution. You will be notified at that time if a food package is available for a one time distribution. Proper identification will be required. Your name will remain on the wait list until you are contacted to be placed on the active list of participants of the CSFP program.

Program standards are applied without discrimination by race, color, national origin, age, sex or disability.

- I have read the non-discrimination statement on the back of this form. _____

USDA Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Signature of Client

Date:

Program standards are applied without discrimination by race, color, national origin, age sex or disability

07/25/2022

Commodity Supplemental Food Program (CSFP)

Acceptance Letter

Client's Name: _____ Date: _____

Distribution Site: _____ Effective Date: _____

Congratulations! This letter is to inform you that you have been accepted in the CSFP program. Distribution of food packages will be distributed at this location once a month.

Site: _____

As a new client, your current status in the CSFP program is:

- Active
- Wait List

Your next distribution date will be _____.

Your current Proxy is: _____.

Please remember:

- When picking up your food package present proper identification at time of pickup
- All food packages must be signed for the day of distribution.
- Store all food items as recommended on package
- Be sure to ask about your next food distribution date.

Program standards are applied without discrimination by race, color, national origin, age, sex or disability.

USDA is an equal opportunity provider and employer.

I have read the non-discrimination statement on the back of this form. _____

Please select the USDA Agency below that conducts the program or provides Federal financial assistance for the program (if known):

Farm Service Agency

Rural Development

Forest Service

Food and Nutrition Service:

Natural Resource Conservation Service

Other: _____

2. What happened to you? State the date when the alleged discrimination occurred and then describe what happened. If the alleged discrimination occurred more than once, please provide the other dates and describe what happened. Use additional pages, if necessary, and please include any supporting documents that would help show what happened.

3. Where did the discrimination occur?
Address of location where incident occurred:

Number, Street, PO Box, Road, Route

City

State

Zip Code

4. It is a violation of the law to discriminate against you based on the following: race, color, national origin, religion, sex, disability; age, marital status, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs) Reprisal is prohibited based on prior civil rights activity.

I believe I was discriminated against based on my

5. Remedies: How would you like to see this complaint resolved?

6. Have you filed a complaint about the incident(s) with another federal, state, or local agency or with a court?

Yes: No:

If yes, with what agency or court did you file? _____

When did you file? _____
Month Day Year

Signature: _____

Date: _____

Mail Completed Form To:

USDA
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave, SW, Stop 9410
Washington, D.C. 20250-9410

Telephone Numbers:

Local area: (202) 260-1026
Toll-free: (866) 632-9992
Local or Federal relay: (800) 877-8339
Spanish relay: (800) 845-6136
Fax: 1-833-256-1665

PAPERWORK REDUCTION ACT AND PUBLIC BURDEN STATEMENTS:

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.) requires us to inform you that this information is being collected to ensure that your complaint contains all the information required to file a complaint. The Office of the Assistant Secretary for Civil Rights will use the information to process your complaint of program discrimination.

Response to this request is voluntary. The information you provide on this form will only be shared with persons who have an official need to know, and will be protected from public disclosure pursuant to the provisions of the Privacy Act, 5 U.S.C. § 552a(b).

The estimated time required to complete this form is 60 minutes. You may send comments regarding the accuracy of this estimate and any suggestions for reducing the time for completion of the form to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Washington, DC 20250-9410.

An Agency may not conduct or sponsor, nor is a person required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The OMB Control Number for this form is 0508-0002.

Commodity Ordering Guide with Quantities per Truck

Commodity	Pack size	Full truck	Units	1/2 truck	units	1/3 truck	Units	1/4 truck	Units
Meat									
Beef, Chili, Stew	24	1,000	24,000	500	12,000	333	8,000	250	6,000
Chicken, Pouch	36	1,600	57,600	800	28,800	533	19,200	400	14,400
Chicken, Can	24	1,600	38,400	800	19,200	533	12,800	400	9,600
Salmon, Can	24	1,620	36,480	760	18,240	507	14,160	380	9,120
Tuna, Can	24	1,800	43,200	900	21,600	600	14,400	450	10,800
Vegetables									
Vegetarian Beans	24	1,530	36,720	765	18,360	510	12,240	383	9,180
Lt. Red Kidney Beans	24	1,530	36,720	765	18,360	510	12,240	383	9,180
Spaghetti Sauce	24	1,620	38,880	810	19,440	540	12,960	405	9,720
Spinach	24	1,615	38,760	808	19,380	538	12,920	404	9,690
Green Beans	24	1,620	38,880	810	19,440	540	12,960	405	9,720
Carrots	24	1,620	38,880	810	19,440	540	12,960	405	9,720
Cream Corn	24	1,620	38,880	810	19,440	540	12,960	405	9,720
Whole Corn	24	1,530	36,720	765	18,360	510	12,240	383	9,180
Peas	24	1,620	38,880	810	19,440	540	12,960	405	9,720
Sliced Potato	24	1,530	36,720	765	18,360	510	12,240	383	9,180
Tomato, Diced	24	1,620	38,880	810	19,440	540	12,960	405	9,720
Vegetables, Mix	24	1,620	38,880	810	19,440	540	12,960	405	9,720
Dry Beans									
Dry Beans	12	1,680	20,160	840	10,080	560	6,720	420	5,040
Peanut butter	12	2,880	34,560	1,440	17,280	960	11,520	720	8,640
Fruits									
Apple sauce	24	1,620	38,880	810	19,440	540	12,960	405	9,720
Plums	24	1,620	38,880	810	19,440	540	12,960	405	9,720
Peaches/ Pears	24	1,620	38,880	810	19,440	540	12,960	405	9,720
Mixed Fruit									
Mixed Fruit	24	1,620	38,880	810	19,440	540	12,960	405	9,720
Juice									
Juice	8	1,025	8,200	513	4,100	342	2,733	256	2,050
Dairy									
Cheese	12	1,650	19,800	825	9,900	550	6,600	413	4,950
Milk 1% UHT	12	1,500	18,000	750	9,000	500	6,000	375	4,500
Milk Instant NDM	12	1,400	16,800	700	8,400	467	5,600	350	4,200
Milk Instant NDM (NEW)	24	1,560	37,440	780	18,720	520	12,480	390	9,360
Cereal									
Grits	8	1,071	8,568	536	4,294	357	2,856	268	2,142
Oats, rolled	12	1,112	13,344	556	6,672	371	4,448	278	3,336
Corn flakes	12	1,080	12,960	540	6,480	360	4,320	270	3,240
Oat Circles	12	1,344	16,128	672	8,064	448	5,376	336	4,032
Corn and Rice Bisc	14	1,080	15,120	540	7,560	360	5,040	270	3,780
Rice Krisp	16	1,008	16,128	504	8,064	336	5,376	252	4,032
Wheat Bran Flakes	14	1,344	18,816	672	9,408	448	6,272	336	4,704
Corn Squares	14	1,344	18,816	672	9,408	448	6,272	336	4,704
Wheat Shredded	10	2,160	21,600	1,080	10,800	720	7,200	540	5,400
Farina	10	3,400	34,000	1,700	17,000	1,133	11,333	850	8,500
Grains									
Rice long/med	30	700	21,000	350	10,500	233	7,000	175	5,250
Rice long/med	24	875	21,000	438	10,500	292	7,000	219	5,250
Whole grain rotini	12	2,700	32,400	1,350	16,200	900	10,800	675	8,100
Spaghetti 16 oz.	20	1,840	36,800	920	18,400	613	12,267	460	9,200
Elbows 16 oz.	20	1,776	35,520	888	17,760	592	11,840	444	8,880

Attachment A

COMMODITY SUPPLEMENTAL FOOD PROGRAM
MAXIMUM MONTHLY DISTRIBUTION RATES

Effective October 1, 2020

Food Package Category	Food Item	Amount Each Month
Fruits and Juice	Canned Fruit (15.5 oz) Juice (64 oz) Raisins (15 oz)	<ul style="list-style-type: none"> • 1 juice and 3 cans fruit; or • 2 juices and 2 cans fruit; or • 1 package raisins, 1 juice, and 2 cans fruit; or • 1 package raisins, 2 juices and 1 can fruit.
Vegetables	Canned Vegetables or Soup (10.5 to 15.5 oz) Dehydrated Potatoes (1 lb)	<ul style="list-style-type: none"> • 8 cans vegetables or soup; or • 6 cans vegetables or soup, and 1 package dehydrated potatoes.
Cheese	Cheese (2 lb)	<ul style="list-style-type: none"> • 1 package cheese.
Milk	UHT Fluid Milk 1% (32 oz) Instant Nonfat Dry Milk (12.8 oz)	<ul style="list-style-type: none"> • 2 UHT milk; or • 1 UHT milk and 1 (12.8 oz) Nonfat Dry Milk
Meat, Poultry, and Fish	Beef, Beef Stew, or Chili* (24 oz) Chicken (10 to 15 oz) Beef Chili with Beans (15 oz) Tuna (12 oz) Salmon (14.75 oz)	<ul style="list-style-type: none"> • 1 (24 oz) shelf-stable package meat and 1 (10 to 15 oz) shelf-stable package beef, poultry or fish; or • 3 (10 to 15 oz) shelf-stable packages beef, poultry and/or fish of any combination.
Plant-Based Protein	Canned Beans (15.5 oz) Dry Beans or Lentils (1 to 2* lb) Peanut Butter (16 to 18* oz)	<ul style="list-style-type: none"> • 3 units of any combination of canned beans, (1 lb) dry beans or lentils, and peanut butter; or • 1 (2* lb) unit dry beans or lentils, and 1 unit of canned beans, peanut butter, or (1 lb) dry beans or lentils.
Cereals	Cereal, Dry Ready-to-Eat, (12 to 18 oz) Farina (18 oz) Rolled Oats (18 to 48* oz) Grits (2 to 5* lb)	<ul style="list-style-type: none"> • 2 units of any combination of cereal, farina, (18 oz) rolled oats, and (2 lb) grits; or • 1 (42* to 48* oz) unit rolled oats; or • 1 (5* lb) unit grits (every other month).
Pasta and Rice	Pasta (1 lb) Rice (1 to 2* lb)	<ul style="list-style-type: none"> • 2 units of any combination of pasta and (1 lb) rice; or • 1 (2* lb) unit rice

* Indicates larger package size or product which is being phased out of the food package.

OVER, SHORT AND DAMAGED FORM

VDACS – Food Distribution

This form must be submitted electronically (fax or email) to your RCM within 3 business days of item being received.

Distributor/Foodbank: _____

Sales Order #: _____

Material #: _____ Material Description: _____

(Check One) Over Short Damaged _____

Amount that should have shipped: _____ / _____
Cases Pounds

Amount actually received: _____ / _____
Cases Pounds

Difference (+/-): _____

Date Truck was received: _____

Date Order Received in WBSCM: _____

Agency Adjustments (only required for distributors):

<u>Agency Name</u>	<u>Agency #</u>	<u>Original Number Of Cases On Order</u>	<u>Case Adjustment</u>	<u>Total Cases Received</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Distributor/Foodbank Signature

Date

Any processing items that arrive over, short or damaged, please call Lamont White at 804-786-0665.

PURPOSE:

The USDA Foods Transfer/Redonation Form is intended to be used to document the transfer, redonation, and/or subsequent replacement (if applicable) of USDA Foods between unlike recipient agencies which have been provided as part of an approved food package or authorized level of assistance, e.g.; from TEFAP to CSFP or from TEFAP to NSLP.

State Distributing Agencies and Local Agencies must receive prior approval from their FNS Regional Office to transfer USDA Foods between unlike recipient agencies; i.e. from schools to charitable institutions. In addition, whenever a distributing agency has any donated food on hand which it cannot efficiently utilize, it shall immediately make a request to the appropriate FNSRO, in writing, for instructions as to the disposition of such donated food. SDAs and Local Agencies must document transfers, redonations and/or subsequent replacements on all appropriate inventory reports and must document any costs associated with the transfer, redonation, and/or subsequent replacement. Records must be maintained on file for three years and must be provided for review purposes upon request. Under no circumstances will a transfer be made between unlike agencies without prior approval from the cognizant Food and Nutrition Service Regional Office (FNSRO).

Reference: FNS Regulations 7CFR 250.13 (a) (iii) and 7CFR 250.13 (h).

PROCESS:

Prior to completion of this form: SDAs must communicate their transfer/replacement request with the FNSRO via email, phone, or fax. The FNSRO will consider the request and investigate all options prior to approval of request. Upon approval, the Sending Agency will complete their portion of the form and forward to the Receiving Agency for completion and subsequent forwarding to the FNSRO.

Instructions:

Indicate whether this activity is a: Transfer; Transfer with Replacement*; or Redonation.

Enter Food Item, Quantity (in cases), Units (for CSFP only), Pack Date/Lot Number, and a brief description of the reason for the transfer/replacement.

* NOTE: Replacement USDA Foods should be of the same or similar quality, type, and value when possible. Please contact the FNS Regional Office if you have any questions about replacement product(s).

Sending Agency

Provide Contact Information of SDA Authorized Representative, USDA Program, signature, and date of transfer of USDA Foods. Please include email address of primary contact.

Receiving Agency

Provide Contact Information of SDA Authorized Representative, USDA Program, signature, and date of receipt of USDA Foods. Please include email address of primary contact.

FNS Regional Office Approval

Provide FNSRO, Contact Information of Approving Official, and Date of Approval of Request.

Status

The Receiving Agency will notify the FNSRO within 30 days of completion of the transfer/replacement process. In addition, all applicable associated costs and/or credit to entitlement will be accomplished in accordance with FNS Regulation 7CFR 250 by all agencies involved.

REFERENCES:

7CFR 250.13 (a) (iii) *Transfers*. Donated foods which are provided as part of an approved food package or authorized level of assistance may be transferred between like recipient agencies only with prior authorization of the distributing agency. Donated foods which are provided in addition to the State's authorized level of assistance may be transferred between recipient agencies which are eligible to receive such foods with the prior authorization of the distributing agency. However, the transfer of donated foods between unlike recipient agencies (e.g., from schools to charitable institutions), which have been provided as part of an approved food package or authorized level of assistance, must be approved by the appropriate FNSRO.

7CFR 250.13(h) *Redonations*. Whenever a distributing agency has any donated food on hand which it cannot efficiently utilize, it shall immediately make a request to the appropriate FNSRO, in writing, for instructions as to the disposition of such donated food. Distributing agencies requesting authority from the Department to make redonation of any donated foods shall, upon the Department's request, have such donated foods federally inspected. Expenditures incurred by the distributing agency as a result of redonation shall be handled in accordance with §250.15(e).

USDA FOODS TRANSFER/REDONATION FORM

Tracking No: _____
(FNSRO assigns)

Date: ___/___/___

TRANSFER TRANSFER W/REPLACEMENT REDONATION

Item/Commodity Code Ex. EVAP 24/B117 or Milk Evap Can 24/12 100051	QUANTIT Y (cases)	UNITS (CSFP)	PACK DATE/ Lot Number	VALUE	REASON

• Enter Additional Items on Next Page

SECTION I

Sending Agency

I acknowledge the transfer/redonation of the above listed USDA Food(s) and certify that the applicable inventory record has been adjusted to reflect the transfer/redonation.

Sending Agency		Program (TEFAP, CSFP, etc.):
Address		Email Address
		Phone No.
		Fax No.
Contact Person/Title	Signature	Date of Transfer

SECTION II

Receiving Agency

I acknowledge the transfer/redonation of the above listed USDA Food(s) and certify that this additional product will not result in more than a six-month Inventory and that the applicable inventory record has been adjusted to reflect the transfer/redonation of the USDA Food(s).

Receiving Agency		Program (TEFAP, CSFP, etc.):
Address		Email Address
		Phone No.
		Fax No.
Contact Person/Title	Signature	Date of Receipt

FNS Regional Office Approval

This certifies that the transfer/redonation of USDA Foods has been approved in accordance with 7CFR 250.

FNSRO	Contact Person/Title	Date Approved
Signature		
Email Address	Phone No.	Fax No.

STATUS:

Replacement Completed: Yes ___ No ___ NA ___ If No, provide reason _____

Transportation or other Costs Incurred? Yes ___ No ___ Amount _____

Entitlement Credited/Debited? Yes ___ No ___ NA ___ Amount _____

Initial and Date: Sending Agency: ___/___/___ Receiving Agency: ___/___/___ FNSRO: ___/___/___

INSTRUCTIONS

This report will be prepared annually covering the month of April.

LOCAL AGENCIES - Must submit the data to the State agency by the due date established by the State.

STATE AGENCIES - Must determine that the data has been received from all local agencies. The data must be submitted to the appropriate FNS Regional Office by the 31st of July.

FNS REGIONAL OFFICES - Must determine that the data has been received from all State and local agencies. The FNS Regional Office must ensure that all data is posted into the Food Programs Reporting System database by the 19th of September.

Item 1. Self-explanatory.

Item 2. For the State agency, enter the seven-digit State agency code. For the local agency, enter the 10-digit identification number assigned by FNS. New local agencies must obtain an identification number from FNS. Enter the number (001 or more) of sites under each local agency's supervision.

Items 3, 4 and 16. Self-explanatory.

Items 5-15. Report for each racial group the number of participants who received program commodities in April. For purposes of this form, "Hispanic or Latino" is an ethnic group, not a race. In Column A, report the total number of participants by race, including individuals of Hispanic or Latino origin. In Column B, report only participants of Hispanic or Latino origin by race. The form is requesting separate counts for participants who chose only one race and those who chose more than one race.

For item 14, report the total number of participants who chose racial combinations that are *not included* in items 10 through 13.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0025. The time required to complete this information collection is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE

RACIAL/ETHNIC GROUP PARTICIPATION
COMMODITY SUPPLEMENTAL FOOD PROGRAM

FNS INSTRUCTION 113-1

1. STATE	<input type="text"/>	2. STATE #	<input type="text"/>	L/A #	<input type="text"/>	NO. OF SITES	<input type="text"/>
3. REPORTING	LOCAL AGENCY NAME <input type="text"/>						
	ADDRESS <input type="text"/>						
	CITY <input type="text"/>						
	STATE <input type="text"/>			ZIP CODE <input type="text"/>			
	TELEPHONE NUMBER <input type="text"/> <input type="text"/> <input type="text"/>						

4. REPORTING YEAR: APRIL

PARTICIPANTS FOR THE MONTH OF APRIL		COLUMN A	COLUMN B
		TOTAL NUMBER OF PARTICIPANTS BY RACE	NUMBER OF HISPANIC OR LATINO PARTICIPANTS REPORTED IN COLUMN A BY RACE
PARTICIPANTS WHO MARKED ONLY ONE RACE	5. AMERICAN INDIAN OR ALASKA NATIVE	<input type="text"/>	<input type="text"/>
	6. ASIAN	<input type="text"/>	<input type="text"/>
	7. BLACK OR AFRICAN AMERICAN	<input type="text"/>	<input type="text"/>
	8. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	<input type="text"/>	<input type="text"/>
	9. WHITE	<input type="text"/>	<input type="text"/>
PARTICIPANTS WHO MARKED TWO RACES	10. AMERICAN INDIAN OR ALASKA NATIVE AND WHITE	<input type="text"/>	<input type="text"/>
	11. ASIAN AND WHITE	<input type="text"/>	<input type="text"/>
	12. BLACK OR AFRICAN AMERICAN AND WHITE	<input type="text"/>	<input type="text"/>
	13. AMERICAN INDIAN OR ALASKA NATIVE AND BLACK OR AFRICAN AMERICAN	<input type="text"/>	<input type="text"/>
	14. BALANCE REPORTING MORE THAN ONE RACE	<input type="text"/>	<input type="text"/>
	15. TOTAL (ADD ITEMS 5 THRU 14)	<input type="text"/>	<input type="text"/>

16. REMARKS

DATE	TITLE	SIGNATURE
<input type="text"/>	<input type="text"/>	<input type="text"/>



