

# Commodity Supplemental Food Program (CSFP)



## New CSFP State Agencies' Welcome Packet 2015

USDA Food and Nutrition Service (FNS)

3101 Park Center Drive

Room 500

Alexandria, VA 22302

January 2015

**Welcome to the Commodity Supplemental Food Program (CSFP). This Welcome Packet is intended to provide helpful information as your State gets started operating your new CSFP program and begins serving CSFP participants.**

## **CSFP Contacts**

### **FNS Regional Office (RO) Contacts**

All State agency inquiries should be directed to the appropriate [Regional Office \(RO\)](#). Local Agencies should contact their State agencies for any program assistance.

- **Attachment A** – RO Contact List and Map

### **FNS Headquarters (HQ) Food Distribution Contacts**

Although State agencies should contact the appropriate RO with all concerns, it is also important to know who your HQ CSFP Staff are. You will encounter these individuals, for example, via your RO on telephone calls or emails, through memoranda issued by Headquarters (HQ), at orientation sessions, or at the National CSFP Association Conference. You may also need to contact the WBSCM Help desk directly for user assistance with the Web Based Supply Chain Management (WBSCM) system, which is FNS' automated system for taking food orders from CSFP state agencies.

- **Attachment B** – HQ Food Distribution Organization Chart

## **CSFP Orientation Information**

### **FNS HQ CSFP State Agency Orientation – February 24-25, 2015**

This one-time, in-person orientation meeting for new CSFP States is being offered by FNS HQ. It will provide an important opportunity to meet your FNS counterparts and learn about CSFP. Topics will include CSFP regulations and policy, food ordering and inventory management, caseload management, civil rights requirements, nutrition, and more.

- **Attachment C** – Orientation Agenda

### **National CSFP Association (NCSFPA) Conference**

NCSFPA is an independent advocacy organization whose members are State and local CSFP agency representatives. FNS views the NCSFPA as a valuable program partner, but does not require membership in NCSFPA or endorse its activities. FNS participates in NCSFPA's annual national conference by providing sessions at the request of the NCSFPA. In recent years, the NCSFPA annual conference has been held in the fall. Additional information about the Association and the annual conference is available on NCSFPA website at <http://www.ncsfpa.org/>.

# CSFP Food Package and Food Ordering

## **CSFP Food Package**

Each CSFP participant must receive a full package of USDA Foods (1) each month, or (2) two months of USDA Foods every other month. To determine the amount of these foods you should include in monthly food packages, please consult the [Revised Food Package Monthly Distribution Rates](#), available on the CSFP Home Page at <http://www.fns.usda.gov/csfp/commodity-supplemental-food-program-csfp>.

In determining which USDA Foods to order, State agencies should consult the [USDA Foods Available for 2015 List](#), also available on the [CSFP Home Page](#). This list provides all USDA Foods available for order in CSFP for the year 2015. Periodically, FNS may make temporary food package changes and provide guidance as to availability of foods in the food package.

Please note that while you may see references to women, infants, and children (*w-i-c*) participants in the [Revised Food Package Monthly Distribution Rates](#) and other CSFP documents, you should disregard these sections as only seniors will be eligible to participate in CSFP in your State. *W-i-c* participants were previously eligible to participate in the program, however, the 2014 Farm Bill phases out their eligibility and transitions CSFP to an elderly only program. Only *w-i-c* participants who were enrolled and certified for CSFP as of February 6, 2014, can continue to receive benefits, in those States which were on the program at that time

## **Inventory Levels**

You should order sufficient quantities of food to issue complete packages and maintain your State level inventories within the FNS recommended range and under regulatory limits. FNS recommends an inventory level of 2-2.5 months' worth of food per category. Current federal food distribution regulations prohibit inventory levels from exceeding 6 months on-hand.

You are required to accurately track and maintain your State's inventory levels. While FNS does not prescribe the method for States to use, FNS provides the [CSFP Inventory Calculator](#) as an optional tool to make this task easier. The Calculator is a Microsoft Excel based tool which measures inventory levels by food package category. The calculator comes with [instructions](#) and an [instructional webinar](#), which are both available on the [CSFP website](#).

## **Food Ordering**

Depending on the size of your caseload and your proximity to other USDA Food Distribution Programs in your State (e.g., The Emergency Food Assistance Program, TEFAP), you will order USDA Foods through USDA's multi-food warehouses (multi-food deliveries), through direct deliveries, or through a combination of both depending on the food item. Through multi-food deliveries, States can order a variety of USDA Foods to be delivered in a given truck. Multi-food deliveries are in contrast to "direct deliveries" in which the entire truck contains only one type of USDA Food. While a full truckload may be too great a quantity for your CSFP program, direct deliveries can be "split" or shared with other USDA Food Distribution Programs (FDPs) in your State, such as TEFAP, or with FDPs in nearby States. USDA encourages direct deliveries or split shipments to the degree

possible; however, States should not use direct shipments if it would cause their inventories to significantly exceed recommended levels. Your RO will work with you to determine the appropriate delivery mechanism for your State. USDA Foods are ordered through the [Web Based Supply Chain Management \(WBSCM\) system](#).

With the assistance of your FNS RO, you may have already completed many of the following steps to order USDA Foods:

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

**STEP 2:** New and existing State agencies with warehouses currently receiving USDA Foods for other FDPs should provide all CSFP warehouse entity codes and warehouse locations to your RO. New State agencies and State agencies with new warehouses should forward this information to your RO as soon as you have it available.

**STEP 3:** All State agencies must complete the Recipient Agency Profile Form for each warehouse that will receive CSFP Multi-Food shipments. It should be accompanied with a photo of the facility’s loading dock.

**STEP 4:** All State agencies which do not currently use WBSCM must apply for an [eAuthentication ID](#) in order to access the ordering system.

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

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

- [Form FNS-7 \(Destination Data for Delivery of Donated Foods\)](#). Form must be completed by new State agencies, or for each new warehouse, not currently participating in FDPs and returned to your RO.
- [Recipient Agency Profile Form](#). Form must be completed for each warehouse receiving USDA Foods and returned to your RO as soon as possible. Contact your RO for an electronic copy of the form.

## CSFP Law and Policy

This section provides answers to many of the nuts-and-bolts questions about how CSFP should operate, including who is eligible for CSFP, what steps must be taken to certify an individual for participation, and what benefits and information must be provided to all participants. It includes links to the relevant legislation, regulations, policy, and forms which affect the program. You should immediately familiarize yourself with the CSFP regulations at 7 CFR Part 247 and Food Distribution regulations at 7 CFR Part 250; all States are responsible for fully complying with them as part of their acceptance of Federal resources.

Although this section provides a lot of information about the program, your RO can help answer any remaining questions you might have. Also, the CSFP State Agency Orientation and sessions provided at the NCSFPA Annual Conference will help supplement the information provided here.

### Legislation

- [Agriculture and Consumer Protection Act of 1973](#): This is the authorizing legislation for CSFP.
- [Agricultural Act of 2014](#): Otherwise known as the Farm Bill, this is a comprehensive omnibus bill through which Congress addresses CSFP and may modify the program's authorizing legislation. The Farm Bill is renewed about every five years. The current Farm Bill was enacted on February 7, 2014 and amended the eligibility requirements in CSFP, phasing out the participation of women, infants, and children and transitioning it to a seniors-only program.
- [The Consolidated and Further Continuing Appropriations Act, 2015](#): This Act is the CSFP funding legislation, which provides \$211.482 million for CSFP for Fiscal Year (FY) 2015, including \$2.8 million for new States with approved State plans.

### Regulations

- [CSFP Regulations: Title 7 Code of Federal Regulations Part 247 \(7 CFR 247\)](#). Part 247 contains regulations which specifically govern CSFP. Where Parts 247 and 250 conflict, Part 247 applies (see below).
- [Food Distribution Program Donation of Foods Regulations: Title 7 Code of Federal Regulations Part 250 \(7 CFR 250\)](#). Part 250 contains regulations applicable to all food distribution programs. For CSFP, Part 250 applies where it does not overlap with Part 247.

### Policy Memoranda

- FNS issues policy memoranda when further clarification of program requirements is needed beyond what is included in Federal regulations and statute. A list of policy memoranda impacting CSFP can be found on the CSFP webpage under the "[CSFP Policy](#)" section.

## **Forms**

State agencies are required to submit several regular program reports through the [Food Programs Reporting System \(FPRS\)](#). State agencies should work with your RO contacts to get access to this system as soon as possible.

- SF-269A/SF-425: Financial Status Report. States submit this report annually, within 90 days of the end of the FY, to report the financial status of the program.
- [FNS-153: Monthly Report of the Commodity Supplemental Food Program and Quarterly Administrative Financial Status Report](#). State agencies submit this report on a monthly basis within 30 days of the end of the reporting period. The form includes information on program participation, receipt and distribution of USDA Foods, and other USDA Foods data. Quarterly, State agencies must also report the cumulative amount of administrative funds expended and obligated, and the amount remaining unobligated on this form.
- [FNS-191: Racial/Ethnic Group Participation](#). Local agencies must submit this form annually regarding the racial/ethnic make-up of participants in the program.

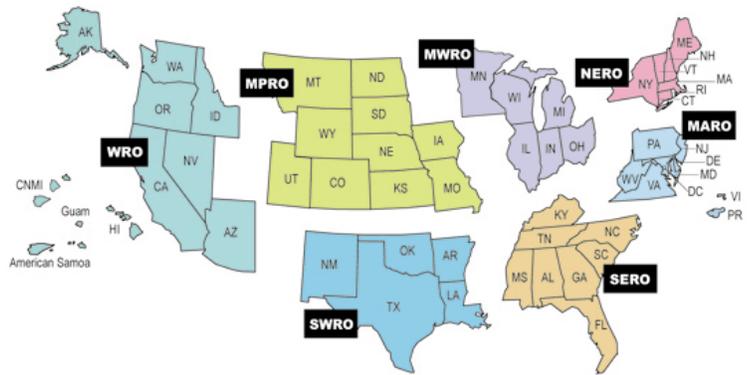
## **Websites**

- [Commodity Supplemental Food Program](#): This website provides information about CSFP, including CSFP policy and regulations, the CSFP inventory calculator, State agency contact information, and more.
- [Food Distribution Programs](#): This website provides information about all Food Distribution Programs and includes links to the USDA Foods Available Lists, instructions and handbooks, food ordering resources, and more.
- [What's Cooking? USDA Mixing Bowl!](#): This website provides USDA Foods Fact Sheets and household recipes for foods offered in CSFP and other Food Distribution programs.
- [Food Safety](#): This website includes information on registering for the USDA State Emergency Notification System and provides links to the National Food Service Management Institute and the Center of Excellence for Food Safety Research in Child Nutrition Programs.
- [FNS WBSCM Information](#): This website provides guidance materials and updates regarding the Web Based Supply Chain Management System (WBSCM) used for ordering USDA Foods.

# FNS Regional Offices: Map & CSFP Contacts

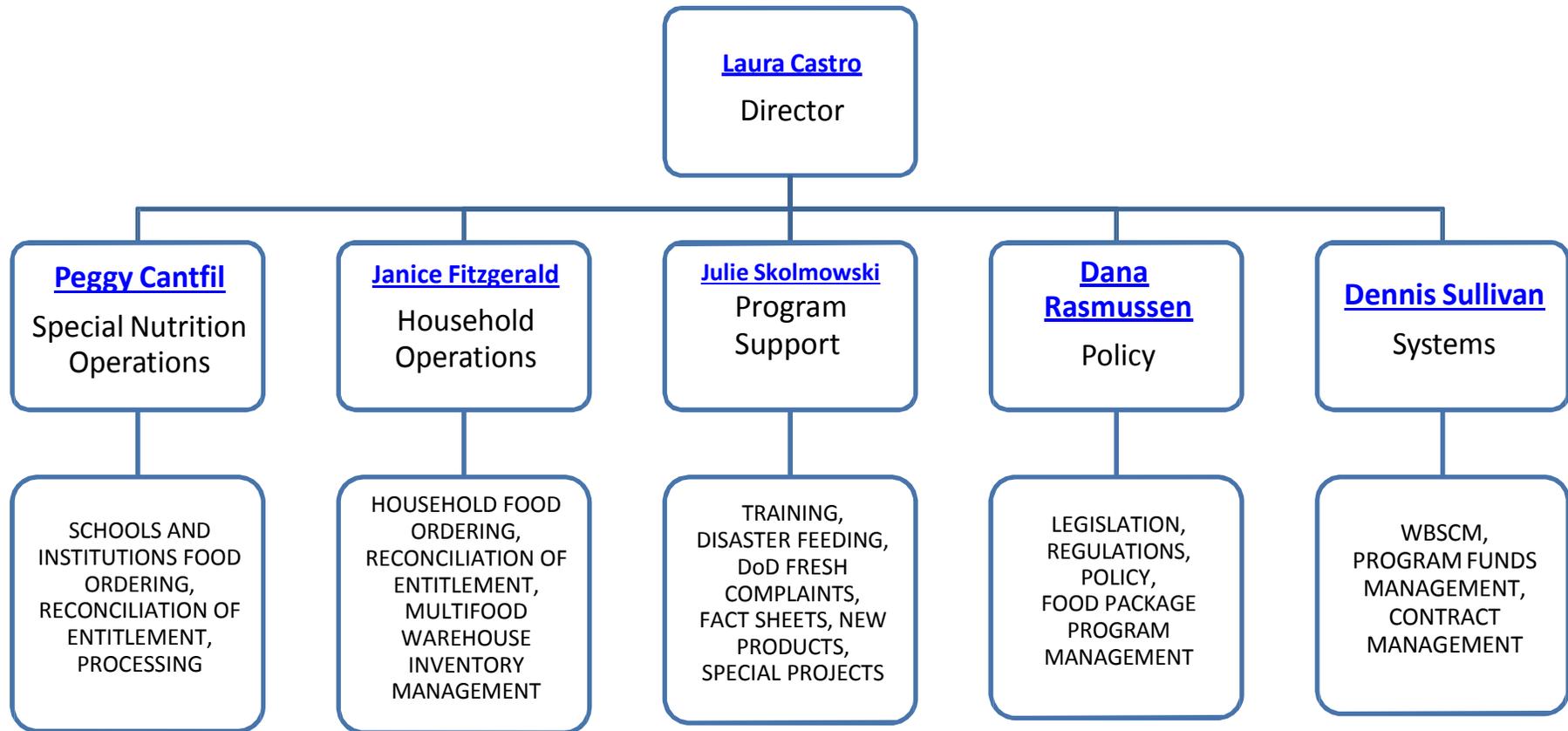
Updated January 2015

<http://www.fns.usda.gov/fns-regional-offices>



REGIONAL OFFICES	NAME	TITLE	PHONE
<b>NERO</b> CT, MA, ME, NH, NY, RI, VT	<b>Candice Stoiber</b>	<b>Regional Director</b>	617-565-6441
	Miranda Miranda	Branch Chief	617-565-6426
	Patti Connolly	Team Lead	617-565-5986
	Adrienne Vingiello	Senior Program Specialist	617-565-6456
<b>MARO</b> DE, DC, MD, NJ, PA	<b>Jim Harmon</b>	<b>Regional Director</b>	<b>609-259-5050</b>
	Tim Walsh	Branch Chief	609-259-5137
	Kim Jabat	Team Lead	609-259-5098
	Paulette Buszko	Senior Program Specialist	609-259-5046
	Donald Farrell	Senior Program Specialist	609-259-5103
<b>SERO</b> FL, GA, KY, MS, NC, SC, TN	<b>Lanna Kirk</b>	<b>Regional Director</b>	<b>404-562-7072</b>
	Steve Hortin	Branch Chief	404-562-3019
	John Hanna	Program Specialist	404-562-1908
	Tim Mote	Program Specialist	404-562-7018
	Santrice Parks	Program Specialist	404-562-7100
	Shenique Bridges	Program Specialist	404-562-1825
<b>MWRO</b> IL, IN, MI, Red Lake ITO (MN), MN, OH, WI	<b>Julie Mikkelson</b>	<b>Regional Director</b>	<b>312-353-1464</b>
	Vista Fletcher	Branch Chief	312-886-5621
	Tamara Larma	Team Lead	312-886-2531
	Jessica Chui	Senior Program Specialist	312-353-5980
<b>MPRO</b> CO, IA, KS, MO, MT, ND, NE, SD, Oglala Sioux ITO (SD), UT	<b>Darlene Sanchez</b>	<b>Regional Director</b>	<b>303-844-0363</b>
	Debby Hammack	Branch Chief	303-844-0362
	Greg Breasher	Lead Program Specialist	303-844-0320
	Catherine Young	Program Specialist	303-844-6211
<b>SWRO</b> AR, LA, NM, OK, TX	<b>Efraim (Eddie) Longoria</b>	<b>Regional Director</b>	<b>214-290-9908</b>
	Rosa Coronado	Branch Chief	214-290-9925
	Katy Foster	Program Specialist	214-290-9881
	Lynn Jackson	Lead Program Specialist	214-290-9922
	Yolanda Gracia	Program Specialist	214-290-9819
<b>WRO</b> AK, AZ, CA, HI, ID, NV, OR, WA	<b>Ronna Bach</b>	<b>Regional Director</b>	<b>415-645-1946</b>
	Sarah Kellogg-Eby	Team Lead	415-437-8608
	Devin Wilcox-McCombs	Program Analyst	415-705-1331
	Katie Clifford	Program Specialist	415-437-8655

# Food and Nutrition Service Food Distribution Division



Revised September 2014

**AGENDA**

**2015 CSFP Orientation for New States**

When: Tuesday, February 24, 2015 and  
Wednesday, February 25, 2015

Where: Hilton Garden Inn, Environment Room  
4271 Campbell Avenue  
Arlington, Virginia 22206

**Tuesday, February 24, 2015**

- 9:00 A.M. **Welcome and Introductions**  
Diane Kriviski, Administrator, SNAS
- 9:15 A.M. **Overview: Program History, Legislation, Regulations, and Policy**  
Erica Antonson, Policy Branch, Food Distribution Division (FDD)
- 10:15 A.M. **Question and Answer**
- 10:30 A.M. **Break**
- 10:45 A.M. **Caseload Allocation Process and Caseload Management**  
Carolyn Smalkowski, Policy Branch, FDD
- 11:45 A.M. **Question and Answer**
- 12:00 P.M. **Lunch**
- 1:30 P.M. **Food Ordering and Web-Based Supply Chain Management (WBSCM)**  
Lauren King-Dillon, Household Operations Branch, FDD  
Special Allen, Household Operations Branch, FDD
- 3:00 P.M. **Question and Answer**
- 3:15 P.M. **Break**
- 3:30 P.M. **CSFP Inventory Management and the CSFP Inventory Calculator**  
Erica Antonson, Policy Branch, FDD  
Carolyn Smalkowski, Policy Branch, FDD  
Lauren King-Dillon, Household Operations Branch, FDD
- 4:30 P.M. **Question and Answer**

**Wednesday, February 25, 2015**

9:00 A.M.      **Nutrition and Older Adults**

***Part I – The Dietary Guidelines for Americans, 2010: Overview and Key Recommendations***

Mary McGrane, PhD, Nutritionist, Center for Nutrition Policy and Promotion (CNPP)

***Part II – What’s Cooking? USDA Mixing Bowl: The USDA Foods Facts Sheets and Recipe Search Database***

Akua White, Nutritionist, Program Support Branch, FDD

10:00 A.M.      **Question and Answer**

10:15 A.M.      **Break**

10:30 A.M.      **Civil Rights**

Michele Sazo, Civil Rights Director, Mid-Atlantic Regional Office

11:30 A.M.      **Food Programs Reporting System (FPRS): FNS-153 and FNS-191 Reports**

Maeve Myers, Program Data Branch, Budget Division

12:30 P.M.      **Lunch**

2:00 P.M.      **FNS Regional Office Role**

Adrienne Vingiello, Community Nutrition Programs, Northeast Regional Office

2:30 P.M.      **State and Local Agency Roles**

Paulette Buszko, Community Nutrition Programs, Mid-Atlantic Regional Office

Donald Farrell, Community Nutrition Programs, Mid-Atlantic Regional Office

3:00 P.M.      **Question and Answer / Wrap Up**