

# COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP) MANUAL

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Revised May 2011



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## General Information

The Commodity Supplemental Food Program (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.

The USDA maintains a web site with pertinent information about its Food Distribution Programs. Individual USDA Program Home Pages are updated on a regular basis providing a source of current information. To access the Federal Regulations, Commodity Fact Sheets, WBSCM, and other information of interest, log on to [www.fns.usda.gov/fdd](http://www.fns.usda.gov/fdd).

The CSFP works to improve the health of low-income pregnant and breast feeding mothers, other new mothers up to one year postpartum, infants, children up to age six (6), and elderly people at least sixty (60) years of age by supplementing their diets with nutritious USDA Foods. It provides food and administrative funds to States to supplement the diets of these groups.

In Michigan, over 90% of the CSFP participants are 60 years of age or older. The other population served by CSFP is similar to those participating in USDA's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). WIC provides food vouchers rather than food. Individuals may not participate in WIC and CSFP at the same time.

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.

State and local agencies order food using the USDA Web Based Supply Chain Management system (WBSCM). USDA allocates funds as provided by Congress to help offset administrative costs. Local agencies determine the eligibility of applicants, distribute the foods, and provide nutrition education. Local agencies also provide referrals to other welfare, nutrition, and health care programs such as the Supplemental Nutrition Assistance Program (SNAP – formerly known as the Food Stamp Program).

### **State and Local Authorization**

The Michigan Department of Education (MDE) has been designated by the Governor as the state agency responsible for CSFP. The MDE office of Grants Coordination and School Support, Food Distribution Unit administers all USDA food distribution programs including the National School Meals Program and The Emergency Food Assistance Program (TEFAP).

MDE amends the CSFP State Plan to USDA as necessary. A copy of the plan is available upon request.

The CSFP in Michigan is administered locally by the following nonprofit entities:

Area Community Service Employment & Training Council (ACSET) of Kent County  
Baraga-Houghton-Keweenaw Community Action Agency, Inc.

Capital Area Community Services

Community Action Agency of South Central Michigan

Dickinson-Iron Community Service Agency

Five CAP, Inc.

Focus: HOPE, a metropolitan Detroit service organization

Genesee County Community Action Agency

Gogebic-Ontonagon Community Action Agency

Human Development Commission

Kalamazoo Loaves and Fishes

Mid Michigan Community Action Agency

Monroe County Opportunity Program

Northeast Michigan Community Service Agency, Inc.

Northwest Michigan Human Services Agency

Oakland-Livingston Human Services Agency

Ottawa County Community Action Agency

Southwest Michigan Community Action Agency

An agency directory is available on MDE's Food Distribution web page at

[www.michigan.gov/mde](http://www.michigan.gov/mde).

Agencies submit electronic agreements, through the Child Nutrition Application Program (CNAP), at the beginning of each fiscal year (October 1). This document specifies the responsibilities of both the local agency and MDE. The Agreement text is available on the Food Distribution web page.

## **Eligibility and Certification**

### **Recipient Categories**

Certification for an individual to participate requires categorical eligibility as one of the following:

- pregnant, breast-feeding, or postpartum women (up to 12 months after termination of pregnancy);
- infants age 0 to 12 months of age;
- children age 1 through 5 years of age (up to their 6th birthday); or
- persons age 60 years and older.

Categorical eligibility is established by the dates of confinement for pregnant and postpartum women, and by birth dates for infants, children, and the elderly.

## **Income Guidelines**

The income criteria used to determine CSFP eligibility for mothers, infants, and children is 185% of the Federal Poverty Income Guidelines published annually by the United States Department of Health and Human Services.

Seniors (age 60 and older) must have a household income at or below 130% of the current Federal Poverty Income Guidelines. Current income guidelines are available on the Food Distribution web page.

## **Certification Procedures**

Eligibility determinations are conducted at local agencies by authorized certifying personnel. All certification data is recorded on an intake or application form.

An applicant must provide the following information:

- name and address, including some form of identification for each applicant;
- household income, except where applicant is determined automatically eligible (mothers, infants and children receiving food stamp or TANF benefits);
- household size; and
- other information related to eligibility, such as age or pregnancy.

The certification form must also include a nondiscrimination statement that informs the applicant that program standards are applied without discrimination by race, color, national origin, age, sex, or disability.

Applicants must be informed of their rights and responsibilities in writing or orally as follows:

- the local agency will provide notification of a decision to deny or terminate CSFP benefits and of an individual's right to appeal this decision by requesting a fair hearing;
- the local agency will make nutrition education available to all adult participants, and to parents or caretakers of infant and child participants, and will encourage them to participate;
- the local agency will provide information on other nutrition, health, or assistance programs, and make referrals as appropriate;
- improper use or receipt of CSFP benefits as a result of dual participation or other program violations, may lead to a claim against the individual to recover the value of the benefits, and may lead to disqualification from CSFP; and
- participants must report changes in household income or composition within ten (10) days after the change becomes known to the household.

The following statement must be read by or to the applicant before signing:

“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 the 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 [ ]

Certification forms should also include the:

- signature and title of the person making the eligibility determination;
- name of participant’s proxy; and
- date the application is initiated and the date of certification or denial.

The form may be used for other local agency programs as long as the elements required for CSFP are present and the applicant has the opportunity to allow or refuse the release of information to other organizations administering assistance programs.

Copies of income documentation are **not** required to be maintained on file as the intake staff’s signature certifies income is at or below guidelines.

Certification forms should be available at sites during each distribution for completion by new participants.

## **Income Verification**

Income refers to total cash receipts before taxes. Eligibility should be based on current income status, defined as cash receipts for the current month.

For eligibility purposes, the following are counted as income:

- wage and salaries before any deductions;
- receipts from non-farm and farm self-employment, defined as receipts from a person's own business or farm after deductions for business or farm expenses;
- regular payments from Social Security, railroad retirement, unemployment compensation, strike benefits, veterans' benefits, public assistance, including Supplemental Security Income (SSI), training stipends, alimony, private pensions, government employee pensions, and regular insurance or annuity payments;
- income from dividends, interest, rents, royalties, or periodic receipts from estates or trusts; and
- child support payments.

For eligibility purposes, income does **NOT** include the following:

- capital gains;
- any assets acquired through withdrawals from a bank account or the sale of property, house, or car;
- tax refunds, gifts, lump-sum inheritance, one-time insurance payments or compensation for injury;
- Medicare Part D deductions;
- food or rent received in lieu of wages;
- the value of food and fuel produced and consumed on farms, and the imputed value of rent from owner occupied non-farm and farm housing;
- federally funded student financial assistance;
- student loans; and
- any special designations made by USDA. USDA allows the embryo or fetus in utero to be counted as a household member if the woman and her family would not otherwise meet the established income eligibility standards.

## **Age Verification**

Proof of age should be established by birth certificates. If birth certificates are not available, church, school, or medical records are acceptable.

In the senior program, proof of age may also be established by a driver's license, family records, Social Security or Civil Service award letters, and Medicaid or Medicare cards.

## **Residency Requirements**

Eligibility requires a determination of the residence of the applicant. Residence is established by recent utility bills, driver's license or state identification card, or Medicaid or Medicare cards. The local agency may not require that an individual reside within its geographic area for a fixed period of time.

## **Special Cases**

- Students – Students who live on their own and support themselves are treated like any other applicant. However, federal student grants and loans are not considered income. If the student lives with a family or others and buys, stores, prepares, and consumes his/her own food (or the food for his/her children), he/she is eligible as an independent household.
- Homeless Individuals – Local agencies may waive residency requirements for homeless individuals. However, homeless individuals must be able to store, prepare, and consume their food separately from other individuals at their temporary shelter. The homeless individual may not receive food on behalf of a shelter.
- Children in Foster Homes – Children in foster homes are treated as a household of one. Court allocated money to the child is counted as the income. The income of the foster family is not counted. The local agency is responsible for making sure that the program benefits are transferred should the child need to be moved to a different home.
- Foreign Nationals – Citizenship is not a prerequisite for participation in CSFP, but an individual must be a legal resident of the United States. Verification of documents is not required.
- Disabled Individuals – Disabled individuals must meet the same eligibility criteria required of all programs recipients.

## **Civil Rights Notification**

Current "And Justice for All" posters should be prominently placed in all intake offices and distribution sites. The 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 Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.**

**To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.**

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."**

In conjunction with federal regulation review requirements, MDE conducts a civil rights review of each CSFP agency. State and local agencies must comply with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Titles II and III of the Americans with Disabilities Act of 1990. State and local agencies must also comply with the Department's regulations and nondiscrimination (7 CFR, Parts 15, 15a, and 15b), and with the provisions of FNS Instruction 113-1, including the collection of racial/ethnic participation data and public notification of the 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.

Civil Rights Training for Staff and Volunteers: State and local agencies must also comply with USDA's regulations on nondiscrimination (7 CFR, Parts 15, 15a, and 15b), and with the provisions of FNS Instruction 113-1, including civil rights training. Annual civil rights training for staff and volunteers is mandatory and should be clearly documented with the date, materials covered, and sign-in sheets. Specific requirements and guidance for training staff and volunteers may be found at [www.fns.usda.gov/cr/documents/113-1](http://www.fns.usda.gov/cr/documents/113-1).

## **Fair Hearing Notification**

At the time of certification and re-certification, applicants must be informed that they have a right to a fair hearing and may appeal any decision made by the local agency regarding denial or termination from the program. An appeal may be made verbally or in writing at the administering agency headquarters. Participants may arrange for a hearing held before the food program director and have a right to an appeal and a hearing before the Executive Director of the agency. Each agency should have a written policy that explains its fair hearing procedure.

## **Provisions for Non-English or Limited-English Speakers**

If a significant proportion of the population in an area is comprised of non-English or limited-English speaking persons with a common language, local agencies must ensure that such persons are informed of their rights and responsibilities in the program in an appropriate language. The agency must also provide program information to such persons in the appropriate language.

## **Dual Participation**

An individual **may not** participate in both WIC and CSFP at the same time. Applicants must certify on their application that they understand that concurrent participation in the CSFP program and WIC is prohibited. However, within a family, individual family members may be participating in either program. Local CSFP and WIC staff must work together to help individuals participate in the program that best meets his/her needs.

Dual participation may be verified through the sharing of enrollment lists, by phone, by mail, or by the electronic transfer of information. When checking dual participation, only the participant's enrollment status may be shared between WIC and CSFP staff. Any other information about the participant must be obtained directly from the participant or with his/her explicit consent.

If a person is terminated from WIC during the first half of the month (1<sup>st</sup> to 15<sup>th</sup>), she/he may receive CSFP food for that month. If the individual is terminated from WIC after the 15<sup>th</sup>, she/he is ineligible to receive CSFP food for that month.

## **Health and Social Service Referrals**

During the certification procedure, each individual should be given information to obtain specific needed assistance and services. In addition to the personal interview intake procedure, each agency should have printed information about various programs displayed in its offices and/or distribution centers. Information should be made available to all participants about the Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp Program).

## **Certification Periods**

- Pregnant women are certified for the duration of their pregnancy and for up to six (6) weeks postpartum.
- Postpartum and breast-feeding women, infants, and children are certified for six (6) month intervals.
- Elderly persons shall be certified at intervals of every six (6) months. The odd number certification must be based on an assessment of newly submitted information (except that age only needs to be established at the first certification). As permitted by regulation, the State agency authorizes local agencies to certify elderly participants at the even number certification periods without a formal review of eligibility data as long as the person's address and continued interest in receiving program benefits are verified.

## **Waiting Lists**

Local agencies should contact the MDE CSFP consultant before placing potential clients on a waiting list, as additional slots may be available. MDE has a responsibility to ensure that the State's assigned caseload is fully maximized. Therefore, caseload assignments to local agencies may be shifted to ensure 100% statewide participation.

## **Nutrition Education**

The goal of Michigan's CSFP agencies' nutrition education program is to enable participants to obtain better nutrition status through increased understanding of basic nutrition principles and through effective use of food products. The local agency must make nutrition education available to all adult participants and to parents or caretakers of infants and child participants.

## **Annual Nutrition Plan**

Each local agency must submit its nutrition education plan for the fiscal year by October 1<sup>st</sup>. The plan must address the following points:

- the agency's CSFP nutrition education goals for the year;
- the action plan for achieving the goals, including a nutrition topic and recipe for each month; and
- a summary of resources that will be used to obtain the nutrition information.

The nutrition education must be easily understood by participants and related to their nutritional needs and household situations. It should take into account specific ethnic and cultural characteristics whenever possible. Local agencies are encouraged to make nutrition education available to children, where appropriate.

Nutrition education may include:

- the nutritional value of CSFP foods, and their relationship to the overall dietary needs of the population groups served;
- nutritious ways to serve 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; and
- the importance of the use of the foods by the participant, and not by another person.

## **Evaluation**

Agencies are required by regulation to implement an evaluation procedure to determine the effectiveness of the nutrition education. The process must allow for participant input and may be conducted by the agency or by a contracted nutritionist or other professional determined by the State to be qualified to perform the evaluation procedure. Evaluations should be done annually and may be a random sample of the clientele. Keep surveys short if possible and to the point. Use a large font print size for easy reading.

Agencies are encouraged to work with their local Michigan State University Extension (MSUE) representative to develop materials and presentations meaningful to the agency's clientele.

## **Nutrition Education Resources**

- **Food Distribution Programs** – [www.fns.usda.gov/fdd](http://www.fns.usda.gov/fdd)  
This USDA sponsored web page is the first ever one-stop Federal website that provides direct access to many of the resources available. USDA Foods Fact Sheets and the Food Safety Connection may be accessed through this page.
- **Food and Nutrition Information Center** – [www.nal.usda.gov/fnic/index.html](http://www.nal.usda.gov/fnic/index.html)  
This site is a clearing house of nutrition information. Materials are in easy-to-read formats with large print.
- **Michigan State University Extension** – [www.msue.msu.edu/portal](http://www.msue.msu.edu/portal)  
Click on Health & Wellness for a variety of nutrition, health, and food safety materials.
- **National Diabetes Education Program** - [www.ndep.nih.gov](http://www.ndep.nih.gov)  
Site provides information on diabetes control. Materials are offered in Spanish and various Asian languages.

## Commodity Distribution Procedures

### **Food Package Requirements**

USDA Foods distributed by CSFP include a variety of cereals, canned meats, fruits, juices, vegetables, peanut butter, dry beans, nonfat dry milk, Ultra High Temperature (UHT) milk, rice, dehydrated potatoes or pasta, and cheese. Infant formula is available for babies. The 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; i.e., calcium, iron, protein, and vitamins A and C.

The infant packages follow infants' developmental needs and current pediatric feeding recommendations. Packages are also designed to complement the eating patterns for preschool children, and supplement the special requirements of pregnant and breast-feeding women.

### **Tailored Food Packages**

Since CSFP is a supplemental food program, tailoring of the food packages is encouraged. Following are some common situations where tailored food packages are appropriate. If other situations are encountered where a tailored package may be needed, please contact the MDE consultant for CSFP.

**Breastfed infants:** Breastfed infants who do not require any infant formula may receive juice and infant cereal beginning at four (4) months.

**Infant formula after first year:** Occasionally, a child will reach his or her first birthday and not be able to tolerate milk. These children may continue to receive formula past their first birthday if a letter is provided from a health or nutrition professional stating the reason for continuing formula, the expected month when milk will be introduced, and whether the child should remain on infant foods ("B" package) or may tolerate regular foods ("C" package with formula in place of milk). Regardless of the food package given, the child is still counted as a child in enrollment and participation data.

**Vegetarian:** Individuals choose diets without meat for a variety of reasons, including ethical, religious, and health concerns. At this time, a CSFP participant who is a vegetarian may decline the meat, but may not receive peanut butter or dry beans instead of meat because these foods are in different categories. He/she may receive the 18 ounce container of peanut butter or dry beans during the months when these foods are being issued.

**Low sodium:** Some seniors may request a low sodium food package. USDA is committed to purchasing only low sodium vegetables. Participants may lightly rinse canned vegetables before heating if desired.

**Low sugar or diabetic:** USDA fruits are packed in light sugar syrup. Participants may lightly rinse canned fruits to remove most of the syrup.

**Low cholesterol or low fat:** Cholesterol is only found in foods of animal origin while fat is found in most animal foods as well as in nuts, vegetable oils, and margarine. Some individuals may request a low fat or low cholesterol food package. Dry beans may be substituted for peanut butter. Participants should be advised that most of the fat in the meat products can be removed by refrigerating the canned meat, which will solidify the fat making it easy to skim off.

## **Food Distribution Procedures**

CSFP agencies distribute food to participants on a monthly basis. All food centers must be barrier free and accessible to the handicapped.

Do not facilitate clients sharing unwanted USDA Foods by providing a collection table. Refused items must be returned to the agency inventory.

Agencies should emphasize to clients that the USDA Foods are for their personal use.

Local agencies' distribution systems vary. Distribution methods include:

- shopping - clients select the variety of foods within each category that meet the requirements of their food package;
- pre-packaged boxes of food. May be distributed:
  - off the back of a truck to each participant after he/she signs the roster; or
  - from a senior center or residential building.
- Some agencies offer both shopping and pre-packaged boxes.

## **Client Signature Procedures**

Participants must provide a signature at each distribution to verify receipt of their food package. Agencies may use a computer printout listing all eligible participants with a line for a signature when the participant picks up his/her food. Agencies with shopping distribution systems may have their participant sign their shopping list.

Participants that may have trouble obtaining their USDA Foods at normal distribution times may designate a proxy when they are certified. For emergency situations, the participant may send a new proxy with a signed note requesting the pick-up of the food.

When the food package is picked up by a proxy, the proxy signs his/her own name next to the participant's name.

## Ordering and Receiving USDA Foods

### Food Ordering Overview

MDE and local CSFP agencies order USDA Foods utilizing the USDA's Web Based Supply Chain Management system (WBSCM). WBSCM provides details for ordering available foods, possible ship dates, and the last date to place an order. CSFP agencies place orders for either a direct shipment from the vendor (1/4 truck load or more) or multi-food shipments from the USDA contracted warehouse.

DIRECT SHIPMENTS are deliveries of a single USDA Food item direct from the vendor. An agency must accept receipt of a minimum ¼ truck load. Most food orders are placed quarterly. Some canned fruits, vegetables and dairy products are ordered for direct shipment only once or twice a year to maximize the USDA's purchasing power. Direct shipments are generally the most cost effective way to receive USDA Foods.

MULTI-FOOD SHIPMENTS are available when less than a ¼ truck is needed of a particular USDA Food. Each local agency may place an order monthly in WBSCM to be delivered on its assigned delivery date. Agencies may place and/or revise orders up to eight business days prior to their delivery date.

TRANSFERS of USDA Foods from one local CSFP agency to another must be requested in writing by fax or e-mail to MDE. Transfers are used when a food is needed to complete the food package before the next scheduled USDA delivery or if a dated product (such as infant formula or cereal) can be distributed more quickly by another agency before the expiration date.

USDA recommends that warehouses maintain no more than a three (3) month supply of any one USDA food group. USDA Food orders are placed through WBSCM. Agencies with a caseload of 2,000 or more clients and with ample storage space are encouraged to order USDA Foods for direct shipment. Multi-food shipments are available to agencies on a monthly basis. These are geared to agencies with smaller caseloads, operating smaller warehouses and to supplement specific food needs (like infant formula) for all agencies. On-line guidance to place orders for USDA Foods is available on the WBSCM web page. Individuals authorized to place orders must have a login and password.

Agencies control their inventory by following sound ordering procedures. USDA Foods are received as a direct shipment, as a multi-food shipment, or through a transfer from another agency.

## **Procedures to Accept Deliveries**

Vendors and their dispatchers make delivery appointments no later than 24 hours before the anticipated delivery. Before scheduling a delivery appointment, warehouse staff must verify that the USDA Food belongs to that warehouse with a WBSCM generated Advanced Shipment Notification (AFN). Agencies receiving a multi-food load have preset delivery dates with the contracted warehouse. **Do not unload a truck unless you are certain the food belongs to your agency.**

Check amounts delivered for accuracy. Count cases not skids, as the number of cases per skid may vary based on the agency's order, the packer, or for other reasons. Also, different products may be stacked differently because of case size. **It is important to document accurate counts.** Often a vendor shipment will have two stops and a final drop. Warehouses have two (2) hours to unload palletized deliveries, six (6) hours for non-palletized.

All local agencies should have a copy of the USDA Handbook: **Receipting for USDA Commodities**, Direct Shipment Version, (Shipments to State Facilities), September 2001. This booklet describes the responsibilities of the vendor, the receiving warehouse, and provides a useful resource for training warehouse staff. Additional copies of this handbook may be requested from MDE.

## **Processing Paperwork**

Warehouse staff should be trained in the methodology of receipting USDA Food deliveries in WBSCM. The process includes documenting damaged, spoiled, lost, or excess product.

## **Warehouse Management**

Storage facilities that handle, store, and distribute donated foods shall obtain all required Federal, State, and/or local health inspections and/or approvals and these must remain current. Facilities must be structurally sound and provide protection from the elements and extremes of temperature.

Storage facilities shall:

- be sanitary and free from rodent, bird, insect and other animal infestation, best achieved by contracting with a professional service for effective pest control;
- have safeguards against theft, spoilage, and other loss;
- maintain foods at proper storage temperatures; recommended temperature levels are:
  - 50° to 70° range for dry storage areas; and
  - 36° to 40° range for refrigerated storage areas;
- have reliable thermometers to insure that proper temperatures are maintained and temperature logs should be maintained on coolers and freezers;

- proper ventilation is an important factor in protecting foods. Use fans to improve circulation and reduce temperatures if necessary;
- stack and space USDA Foods in a manner that allows easy identification at a distance of at least 24 inches. This will also facilitate accurate and quick counting;
- store USDA Foods off the floor on pallets and away from walls to allow for adequate ventilation:
  - USDA Foods must be 18 inches from any walls and at least 2 feet from the ceiling;
  - USDA Foods must not be stacked to a height that would create unstable pallets, thus damaging products on the bottom, or that would endanger the food handlers;
- take other protective measures as may be necessary; and
- follow First In, First Out (FIFO) principles and do not exceed a three (3) month supply of any one food group.

The Michigan Department of Agriculture (MDA) is the state agency responsible for the licensing of food establishments that store and distribute prepackaged food. Warehouse staff must work with its regional MDA office to insure compliance with the most current Michigan Unified Food Law.

#### OSHA Regulations

Warehouses must follow the most current Occupational Safety and Health Administration (OSHA) standards for forklift operation as well as other heavy equipment. Employers are required to implement a training program that includes general principles of safe truck operation, site-specific information, and an evaluation of the employee's (operator's) knowledge and performance in operating the forklift. Its purpose is to reduce the number of injuries that occur as a result of inadequate operator training. In Michigan, the Department of Labor and Economic Development (DLEG) has resources available to help meet training requirements. Agencies should contact DLEG at 517-322-1809 or 800-866-4674 or [www.michigan.gov/cetrca](http://www.michigan.gov/cetrca) to request Consultation, Education, and Training (CET) Services.

## Inventory Controls

Each agency must complete a physical inventory of all USDA Foods at the end of each month or after the last day of distribution for that month. Guidelines to produce an accurate monthly inventory and maintain optimal inventory control include:

- use Pallet Labels. USDA Foods must be labeled with the product name, USDA code, date the product was received, pack date of the product, number of cases on the pallet, and number of units in each case;
- follow First In, First Out (FIFO) principles. When planning the monthly distribution menu, use the item in each USDA food group with the oldest pack date first, even if the item was received after items with a later pack date. Pack date takes priority over date received. USDA Foods received on multi-food shipments often have an older pack date than direct-ship USDA Foods; and
- organize USDA Foods by food group and if possible arrange in the same order as the FNS-153 Report.

## Theft Prevention

A well organized warehouse has less propensity for both internal and external theft. Missing items are sighted more easily when product is stored in an orderly fashion. Warehouses must be secured with reliable lock systems. Electronic alarm systems are preferable.

Consideration should be given to the placement of certain more desirable food items such as peanut butter, canned chicken, and cheese. Do not make it easy for visitors (packers, volunteers, and staff) to walk off with food items.

Agencies must have tracking procedures that document:

- the number of pre-packs sent to each site;
- the number of client signatures indicating receipt of the USDA Foods at each site; and
- the number of undelivered pre-packs returned to the warehouse.

The number of pre-packs sent to a site should equal the number of signatures plus the number of returned pre-packs. USDA Foods in undelivered pre-packs or food items declined by clients must be returned to the inventory.

## **Damaged/Mishandled Food**

Product damage discovered during the delivery should be reported in WBSCM at the time of delivery.

Product damage hidden until pallets are dismantled or discovered as cases of food are opened must be reported to MDE. The agency may be directed to complete a Complaint Form available on the Food Distribution web page, or to contact the USDA Complaint Hotline directly. The Complaint Form may be used to report USDA Foods that are damaged, out-of-condition, or have a quality problem. Be as specific and thorough as possible.

Incidental product damage during pre-packing and/or distribution can be avoided and must be an on-going concern to all agencies. Food loss due to carelessness expends valuable resources. Pre-packing lines must be set up in a secure manner that prevents product damage. Agencies must impress on volunteers and staff the importance of handling the commodities with care. The staff assigned to unloading trucks and moving inventory in the warehouse need to handle USDA Foods responsibly.

## **Disposal Authorization**

**Disposal Authorizations must be signed by MDE prior to the disposal of damaged USDA Foods.** USDA's FNS Instruction 410-1, Non-Audit Claims – Food Distribution Programs indicates that MDE must:

- pursue a claim on any loss in which the value of the loss is \$250 to \$500;
- transmit the claims action to the USDA Regional Office (MWRO), fully documented, after losses from any one distributing agency, warehouse, carrier, or other entity reach a cumulative total that exceeds \$100,000 during the fiscal year; and
- make on-site reviews where significant or frequent losses occur.

The Instruction prompts states to take action on losses on a regular basis. Disposal Authorization forms must be submitted with the monthly FNS-153 Report.

## Reports and Record Keeping

**All records must be retained for a period of three (3) years from the end of the fiscal year to which they pertain, or until all open audits or investigations are closed and permission to destroy is received.**

### **FNS-153 Report**

The FNS-153 is an inventory and participation report that must be filed with MDE monthly. The FNS-153 is the primary means of communication among local CSFP agencies, MDE, and USDA. The local agencies' reports are compiled by MDE into one monthly FNS-153 report submitted to USDA. Local agencies are required to submit their FNS-153 to MDE by the 15<sup>th</sup> of the month after the activity occurred, which allows MDE to meet the USDA deadline for submission of the consolidated state report. It documents:

- a summary of participation data by category;
- receipts and transfers of individual USDA Foods;
- the current physical inventory; and
- distribution accuracy by tracking of over and under issuance.

Supporting documentation must accompany the FNS-153. This includes:

- Losses and Gains Report. This report indicates USDA Foods donated to pantries or documented on the Reconciliation columns on the FNS-153 as a positive or negative number;
- Disposal Authorization Form;
- Transfer Authorization Form; and
- agencies should provide explanation of Positive or Negative Reconciliation in the Remarks section on page three (3).

Page four (4) of the FNS-153 is a management tool for agencies. Large numbers in the Over/Under Issuance column should alert program managers to possible problems with pre-packing procedures. The number of distributions in the Inventory on Hand column provides guidance for determining USDA Food ordering needs.

The FNS-153 must be reviewed and signed by an agency official other than the one who prepared the report.

## **CSFP Cost Report**

The CSFP Cost Report is submitted to MDE quarterly and reflects the expenditures associated with the program. The Cost Report provides the necessary documentation to assure fiscal integrity. Administrative funds are used to cover the costs that are necessary to ensure the efficient and effective administration of the program. Agency finance managers and auditors must be familiar with the federal guidance referenced in Office of Management and Budget (OMB) Circulars A-87 (Cost Principles for State, Local, and Tribal Governments) and A-122 (Cost Principles for Non-Profit Organizations), which set out the principles for determining whether specific costs are allowed. All records, except medical case records of participants (unless they are the only source of certification data), must be available during normal business hours for representatives of MDE, USDA, and the General Accounting Office (GAO) to inspect, audit, and copy.

The CSFP Cost Report must be reviewed and signed by an agency official other than the one who prepared the report.

The state and local agencies' fiscal operations are required to be in accordance with the requirements of the FNS-74 and the OMB circulars, A-102, and A-110, where applicable. Local agencies should maintain general and subsidiary ledgers. Bank reconciliations should be prepared monthly on all accounts by an employee independent of check-signing, cash recording, and receiving or disbursing functions. All disbursements, aside from minor petty cash purchases, should be made by check. Petty cash purchases should be validated by receipt. All disbursements must be approved by the Program Director and supported by purchase orders, invoices, or other documents. Checks must be signed by two (2) authorized officials. Voided and spoiled checks should be retained on file in sequence. All deposits should be made by an individual other than the person making the disbursement at the local agency to ensure fiscal control.

Time reports and attendance records must be maintained for hourly employees. Payroll checks must contain details supporting gross pay and deductions. Tax forms relating to payroll for federal, state, and city governments should be filed on a timely basis with the accompanying deposits. Employee time sheets and payroll records are needed to prepare the CSFP Cost Report line item, Full-Time Equivalents. Since CSFP may be one of many projects operated by the local agency, separate financial records must be maintained and all transactions clearly defined.

## **FNS-191 Racial/Ethnic Group Participation Form**

USDA requires State agencies to submit data on the racial/ethnic categories of persons receiving CSFP. Local agencies collect the requested information on the client's application. Data is reported for the distribution occurring in April each year. The forms for reporting data are provided by USDA. The completed form is due annually to MDE by June 1<sup>st</sup>.

## **Application/Agreement**

The Application/Agreement is renewed each fiscal year electronically on the Child Nutrition Application Program (CNAP) system. Agencies indicate the sites providing client certification, food distribution, and food storage. Agencies may also upload their Distribution Calendars and Nutrition Education Plan for the new Fiscal Year.

## **Other Reports**

Commodity Value Reports for each agency currently are available through WBSCM. These reports detail the value of the commodities received each quarter.

Commodity Food Values are on the MDE web site. The site provides the average cost of each USDA Food during a specific time period.

## **Capital Purchases**

Capital expenditures with a cost per unit of at least \$5,000 must be approved prior to purchase. The agency must request in writing permission to purchase the item(s) and provide documentation of three (3) bids. These purchases may require approval from MDE.

## **Unusual Incidents**

It is recommended that agencies record all unusual incidents involving clients, volunteers, or program staff so that adequate documentation will be available in the event of controversy or litigation. No matter how small an incident may seem, put the particulars of the event in writing, sign, and date. If feasible, have both parties involved in the incident and a witness date and sign the document.

## **Outreach and Use of Volunteers**

### **Outreach Activities**

Every attempt should be made to provide information about CSFP to all segments of the eligible population. Referrals should be solicited from other service agencies that are also in contact with low-income families and individuals. Building participation through a network of existing service groups also helps to ensure that program beneficiaries receive food in combination with other forms of assistance.

An important part of outreach is keeping community leaders informed about the agency's activities. This should include elected representatives on the local, state, and federal levels. Congressional representatives and their aides should be invited to visit agency distribution sites and be kept informed on how many of their constituents benefit from the program. Congress provides the funding for CSFP.

Examples of outreach activities include:

- public service announcements on local television and radio stations;
- professionally designed posters placed in public transportation, social service outlets, doctors' offices, clinics, child care centers, senior housing units, hospitals, churches, and unemployment offices;

- staff presentations at community-based health fairs and workshops sponsored by medical clinics, religious groups, Head Start programs, community service agencies, senior housing units, and grassroots organizations;
- program pamphlets with information on certification and distribution sites. The pamphlet should contain the agency's address, telephone number, and hours of operation. Other useful information would include eligibility requirements, methods of food package pick-up available to participants, and types and quantities of available food; and
- Civil Rights regulations require that in areas with large ethnic populations, program information be translated into the appropriate language and distributed at cultural centers and service agencies.

The agency name and "Commodity Supplemental Food Program" should appear on **all** printed materials and signs promoting the program. Federal regulations require that all printed materials regarding USDA household food programs produced by the local agency for the public also include one of the civil rights statements found on page eleven (11). Agency vehicles should advertise the commodity supplemental food program.

**It is very important that clients know which agency is serving them and the name of the program.**

### **Recruiting Volunteers**

Outreach activities can also be an effective way of locating volunteers. Volunteers provide critical support for the operation of the CSFP. Recruiting, training, and retaining volunteers are ongoing challenges.

There are a variety of sources where recruiting may be successful, including corporate/business volunteers, client volunteers, the Salvation Army, juvenile detention centers, word-of-mouth, high school and college student groups looking for community service projects, churches, and community groups such as the Lions Club and Kiwanas. Agencies might also contact the county sheriff's department. They may refer individuals with community service obligations to the agency.

### **Training Volunteers**

Volunteer services may be used in a variety of ways. The type and length of training depends on the activity they will perform. It is recommended that local agencies have a procedures handbook to guide the orientation of volunteers. All volunteers should be given a brief overview of CSFP. Relay to volunteers the value of their contribution to the success of the program in their community. Training must include an annual documented session on Civil Rights responsibilities.

## Volunteer Training Notes for Specific Tasks

Pre-packers should be trained on:

- who the products are for (people like their grandparents);
- why it is important that all of the required items must be included in the pack (good nutrition helps maintain good health); and
- the importance of careful food handling (it is NOT free food).

Assistants at the site distributions must wear a smile and treat clients with dignity (just as they would want to be treated).

Intake workers must only be the most experienced and trusted volunteers. Confidentiality must be maintained as client information is not part of the public domain.

## **Volunteer Appreciation**

CSFP volunteers may not receive CSFP foods unless they are eligible. Some volunteers might feel that they deserve some of the food as a way of thanks for their hard work and loyalty. CSFP volunteers may not take home USDA Food unless they are eligible.

All of the following acts of appreciation are allowable CSFP costs:

- provide volunteers breakfast or lunch at the distribution;
- have a dinner or special luncheon honoring the volunteers;
- present award certificates;
- thank them after every distribution; and
- put posters up at the sites stating the community's appreciation of their help.

## **Reviews and Technical Assistance**

### **Management Reviews**

MDE conducts a review of each agency's program at least once every two (2) years. The review includes an on-site visit during distribution, a warehouse inspection, and a program management evaluation. Agencies are required to correct any deficiencies within a reasonable amount of time.

MDE monitors food inventories through the monthly FNS-153 Report and the food ordering procedure. Technical assistance is available upon request to agencies with new program personnel or when help is needed for problem solving or implementing a new system.

USDA conducts a Management Evaluation (ME) of MDE operations every two (2) or three (3) years. Part of the ME process includes visits to local agencies.

## **Local Agency Review of Sites**

Local Agency CSFP managers are required to monitor their own operations by reviewing each of their distribution and certification sites at a minimum of once every other year. Aspects that should be evaluated include:

- certification procedures;
- distribution methods;
- effectiveness of site in meeting the needs of the service area;
- civil rights compliance; and
- food safety.

MDE sponsors day-long meetings each year for local CSFP agencies. All CSFP managers or their representatives are expected to attend. These meetings provide a forum for sharing successful operational tips among the local agencies and for MDE to discuss current program concerns, procedures, and improvements.

## Resource and Contact Information

The following resources are available on the Food distribution web site:

Commodity Complaint Form  
CSFP Agency Directory  
CSFP Commodity Food Values  
CSFP Application-Agreement  
CSFP Income Guidelines  
CSFP Manual

To access the MDE food distribution web site:

- go to [www.michigan.gov/mde](http://www.michigan.gov/mde);
- click on Program and Offices;
- click on Grants Coordination and School Support;
- scroll to Office Units and Services; and
- click on Food Distribution.

Other resources of interest:

Department of Labor and Economic Growth (DLEG):

<http://www.michigan.gov/dleg>

FNS Instructions and Handbooks:

[http://www.fns.usda.gov/fdd/forms/fns\\_instructions.htm](http://www.fns.usda.gov/fdd/forms/fns_instructions.htm)

FNS Handbook 501:

<http://www.fns.usda.gov/fdd/programs/fdpir/501Handbk.htm>

USDA CSFP Website:

<http://www.fns.usda.gov/fdd/programs/csfp/default.htm>

CIVIL RIGHTS TRAINING CHECKLIST  
FOR VOLUNTEERS WHO ASSIST WITH FNS PROGRAMS

- \_\_\_\_\_ Goals of civil rights – fairness and equality of treatment and benefit delivery
  
- \_\_\_\_\_ Legal prohibitions – discrimination is prohibited on the basis of race, color, national origin, age, sex, and disability in special nutrition programs funded by the USDA, Food and Nutrition Service. [The Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp Program) and Food Distribution Program on Indian Reservations also prohibit discrimination based on religion and political beliefs in addition to the bases listed above.]
  
- \_\_\_\_\_ Types of discrimination – Disparate treatment (intentional), disparate impact (neutral rule impacts disproportionately on a group), reprisal/retaliation against complainant or his/her family, associates or others involved in complaint process or exercising civil rights.
  
- \_\_\_\_\_ Exceptions - Congress can establish a program that is intended for certain groups of people, and it is not discrimination to exclude those who do not meet eligibility requirements. For example, Congress can set age limits, and this is not age discrimination or disability discrimination for those who do not meet the age limits.
  
- \_\_\_\_\_ When do civil rights rules apply? Civil rights rules apply any time there is any federal financial assistance. Federal financial assistance is receiving anything of value from the federal government – not just cash. It can include commodities, training, equipment, and other goods and services.
  
- \_\_\_\_\_ Special circumstances
  - \_\_\_\_\_ Make sure people with disabilities are accommodated. Sites should be accessible to people with all types of disabilities (e.g. mobility, sight, hearing, other) or alternate means of service delivery should be advertised and provided.
  - \_\_\_\_\_ Provide other language assistance to persons with limited English proficiency (LEP) who could not gain meaningful access to the program without other language assistance. Assistance must always be provided to LEP households, but the level or type of assistance can vary based on circumstances.
  
- \_\_\_\_\_ Other requirements
  - \_\_\_\_\_ Treat all people with dignity and respect.
  - \_\_\_\_\_ Display the USDA “And Justice for All...” non-discrimination poster in a place where it can be seen by all who visit the premises.
  - \_\_\_\_\_ Include the USDA non-discrimination statement on all materials that mention USDA funded programs and make sure the statement is also on web sites that mention USDA funded programs.
  - \_\_\_\_\_ Collect racial/ethnic data in CSFP and use it to target outreach and to assess participation. Make sure individual data are kept confidential.
  - \_\_\_\_\_ Conduct outreach to insure that potential eligible persons and households are aware of the program and have information on how to apply. Provide suggestions about how to make more people aware of the program and how to receive benefits.
  - \_\_\_\_\_ Maintain confidentiality. It is not appropriate to talk about who is receiving benefits and to make remarks about them. Never share information with others regardless of an expression of good intentions. Refer all requests for

information to managers. What happens at the site stays at the site. The exception, of course, is any illegal or inappropriate behavior that should be reported to State or Federal officials.

- \_\_\_\_\_ Cooperate with State and Federal reviewers. They are required to conduct periodic compliance reviews to help insure that program and civil rights rules are being obeyed.
- \_\_\_\_\_ If there is non-compliance, correction of problems and voluntary compliance is sought. Failure to abide by civil rights rules can lead to loss of Federal financial assistance.
- \_\_\_\_\_ Sexual harassment is prohibited. Do not engage in or tolerate unwanted or unwelcome sexual behavior, including jokes, touching, requests for sexual favors, etc. Report violations to management, State, or Federal officials.
- \_\_\_\_\_ Advise people who allege discrimination how to file a complaint.  
Write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice).  
Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.  
Almost all complaints are actually investigated by staff from the FNS field offices located in the state where the complaint originated.
- \_\_\_\_\_ If a conflict occurs, remain calm. Call for assistance immediately if you feel threatened. Consider mediation or a third party to help resolve the situation.
- \_\_\_\_\_ Follow the platinum rule – treat people the way you would like to be treated (or be aware of what that is)!

Checklist reviewed by

\_\_\_\_\_ on \_\_\_\_\_  
Name Date

Federal regulations require Civil Rights training annually. USDA is an equal opportunity provider and employer.

Updated 5/11

**Michigan Department of Education**  
 Grants Coordination and School Support  
 Food Distribution Unit  
 P.O. Box 30008  
 Lansing, Michigan 48909  
 517-373-8642

**CSFP/TEFAP Agency Review**

Type of Review: Regular_____ Second Review_____ Corrective Action Required_____
---

**A. General Information**

Agreement #: FY: _____	Date of Review:
Agency Name:	Telephone:
Address:	Program Manager:
Executive Director:	Finance Director:

**CSFP**

1. Authorized Caseload: \_\_\_\_\_      Number of Persons Certified: \_\_\_\_\_  
     Participation during most recent month: \_\_\_\_\_
2. Is there a client's waiting list? Yes  No       If yes, how many on list? \_\_\_\_\_
3. Number of distribution sites: \_\_\_\_\_

**TEFAP**

4. Household Allocation: \_\_\_\_\_  
     Total number of distribution sites: \_\_\_\_\_  
     Pantries: \_\_\_\_\_      Direct household distribution sites: \_\_\_\_\_  
     Pantry agreements on file? Yes  No

**B. Training**

- 1. a. Date of the most recent CSFP/TEFAP training for staff/volunteers: \_\_\_\_\_
- b. Is training documented with an agenda and a sign-in sheet? Yes No
- c. Check all topics covered during training:
  - Certification Process  Civil Rights
  - Safe Food Handling  Inventory Controls
  - Current Income Guidelines  Customer Service
  - Food Ordering Procedures  Warehousing Practices(Please note: annual Civil Rights training required for all staff and volunteers)
- 2. Describe how new volunteers and program staff are trained.
- 3. Are written procedures available at each site that certifies and/or distributes USDA Foods to participants? Yes No
- 4. a. How often are sites reviewed by Program manager? \_\_\_\_\_
- b. Review form available? Yes No
- c. Number of sites visited this FY: \_\_\_\_\_

**C. Records and Record Keeping**

- 1. Are all records for the current and preceding three years on file in an organized manner? Yes No  
(Records include: FNS-153, TEFAP Food Distribution Reports, Loss and Disposal Authorizations, food receipts, participant certification forms, participant signature sheets, quarterly Cost Reports and site agreements.)  
If no, please explain:
- 2. Indicate any reports that may require technical assistance to complete correctly.
- 3. Are required reports submitted by the assigned due dates? Yes No  
If no, please explain:

**D. Procurement**

- 1. Describe the Agency's purchasing procedures.
- 2. Are source documents available for all purchases? Yes No
- 3. Is equipment purchased with CSFP and/or TEFAP funds used for the proper Program? Yes No

**E. Civil Rights**

- 1. Are all services and facilities routinely used by all persons available without regard to race, color, sex, age, disability or national origin? Yes No
- 2. Is there evidence of segregation of the protected classes? Yes No
- 3. Do Program materials include the non-discrimination statement? Yes No
- 4. Are USDA non-discrimination posters displayed in a conspicuous place? Yes No
- 5. Does the Agency provide bilingual personnel/materials as necessary? Yes No

6. Do all Agency distribution and certification sites follow ADA guidelines? Yes No
7. Describe the Agency's outreach plans to make the program(s) available to people in need and ways of partnering with the community.

Check means utilized by the Agency:

Newsletters	TV	Program Materials	Radio
Brochures	Local Newspaper	Community Service Agencies	
Special Interest Newspaper		Other_____	

8. CSFP only – Review the agency's FAIR HEARING policy.

Have there been any complaints? Yes No

8a. If "YES", number of complaints \_\_\_\_\_

8b. Have complaints been reported to the state agency? Yes No

9. How does the agency meet the needs of homebound elderly participants?

**F. Food Storage Practices and Inventory Control**

- |   |     |    |
|---|-----|----|
| 1. Are USDA Foods examined for damage, evidence of poor handling or insect/rodent infestation upon receipt? | Yes | No |
| 2. Are food receipts processed properly and reported to MDE?  | Yes | No |
| 3. Is the Complaint Form used to report product problems?   | Yes | No |
| 4. Does the Agency properly report all food losses to MDE?  | Yes | No |
| 5. Does the Agency have insurance to cover food losses?   | Yes | No |
| 6. Are USDA Foods stored for easy identification and counting?  | Yes | No |
| 7. Is the warehouse following FIFO guidelines?<br>List any excess items (over 3 month's issuance)           | Yes | No |
| 8. Is a physical inventory taken at the end of each month?  | Yes | No |

## G. Certification Process

### CSFP

1. Review the Certification form to insure that all required information is requested.
  - \* Name
  - \* Form of Identification
  - \* Size of Household
  - \* Signature of Participant and Intake Person
  - \* Racial/Ethnic Information
  - \* Verification from a medical authority if the client is pregnant, postpartum, or breast-feeding
  - \* Rights and Responsibilities Statement
  - \* Address
  - \* Household Income
  - \* Certification Statement
  - \* Non-Discrimination Statement
  - \* Date of Application
  - \* Assigned Proxy
2. Comments on the Agency's certification process observed at site review.
3. Is re-certification automatically triggered in the certification process? Yes No
4. Are non-eligible and terminated persons notified in writing? Yes No
5. What efforts are made to contact those that have been inactive for over two months and how long are inactive participants kept on file?
6. How does the agency check for possible dual participation?
7. What action is taken when dual participation is detected?

### TEFAP

1. Review the Agency's TEFAP certification and/or self-declaration form.
2. Comments on the Agency's certification process observed at site review.
3. Are current income guidelines being used? Yes No
4. Are all recipients required to show proof of identity and sign for the USDA Foods? Yes No

## H. CSFP: NUTRITION EDUCATION

1. Is the Agency's Nutrition Education plan being followed? Yes No
2. Is the plan appropriate for the participant's needs? Yes No
3. Is information available for non-English speaking participants? Yes No
4. Is nutrition education evaluated for its effectiveness? Yes No
5. How does the Agency utilize the services of the local M.S.U. Extension office?
6. List additional nutrition and health program information made available to participants.

## Findings and Corrective Action

Summary of Review and Recommendations:

**Corrective Action Required?**

**Yes      No**

**Date Corrective Action Due :**

\_\_\_\_\_

\_\_\_\_\_  
**MDE Reviewer Signature**

\_\_\_\_\_  
**Agency Signature/Title**

**Date** \_\_\_\_\_

**CSFP Site Review**

**Agency:** \_\_\_\_\_

**Site Coordinator:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

- 1. Number of paid staff: \_\_\_\_\_
- 2. Number of volunteer staff: \_\_\_\_\_
- 3. Does this site distribute throughout the month? Yes No  
Hours open: \_\_\_\_\_
- 4. Number of clients registered: \_\_\_\_\_
- 5. Number of boxes delivered: \_\_\_\_\_
- 6. Are MIC recipients being serviced at this site? Yes No

**B. Certification**

- 1. Does site certify recipients on day of distribution? Yes No
- 2. If yes, describe procedure used.
- 3. Are written procedures available and followed? Yes No
- 4. Correct income guidelines used? Yes No
- 5. Are applicants certified in a timely manner? Yes No
- 6. Are applicants informed of illegality of dual participation in WIC? Yes No
- 7. Is the certification statement read to or by the client? Yes No

**C. Distribution**

- 1. Describe food delivery system, including shipping, product security, and handling of food left after distribution is complete.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2. Do all recipients show their proof of identity and sign for products? Yes No
- 3. List products and issuance rate.

Product	Issuance Rate	Product	Issuance Rate
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

- 4. Is the correct amount being issued? Yes No
- 5. What is the alternate plan if the site has more clients than food packages?
- 6. What accommodations are made for the disabled?



Agency \_\_\_\_\_ Warehouse Location \_\_\_\_\_

Date of Visit \_\_\_\_\_

Is a current health department license posted? Yes No

Date of last MDA or County Health Department Inspection \_\_\_\_\_

Note any Violations \_\_\_\_\_

Physical Inspection	Satisfactory	Fair	Unsatisfactory/ Describe Problem
Food Condition			
Overall Equipment			
Space requirements/Fire lanes open			
Fire Extinguishers			
Alarm System			
Sprinkler System			
Ventilation/Dampness			
Pallets			
Outside Area			
Rodent/Insect Control			
Floor, Walls, Ceiling			
Adequate Lighting			

Check for functioning thermometers in coolers, freezers and the dry storage area.  
Record temperature of: Dry Storage Area \_\_\_\_\_ Freezer \_\_\_\_\_ Cooler \_\_\_\_\_

Are potentially hazardous or unsanitary conditions evident or items other than food stored in the warehouse? Yes No

If "Yes", please specify:

Has any food loss occurred due to theft in the last six months? Yes No

If "Yes", please describe:

USDA Foods	Pack date	USDA Foods	Pack date
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

COMMENTS on Warehouse:

## CSFP Certification Form Checklist

Individuals applying to participate in CSFP must provide the following information:

- name and address, including some form of identification for each applicant;
- household income, except where applicant is determined automatically eligible (mothers, infants and children receiving food stamp or TANF benefits);
- household size; and
- other information related to eligibility, such as age or pregnancy and race and ethnicity.

The certification form must include a nondiscrimination statement that informs the applicant that program standards are applied without discrimination by race, color, national origin, age, sex, or disability.

Applicants must be informed of their rights and responsibilities in writing or orally as follows:

- Applicant's Rights:
  - The local agency will provide notification of a decision to deny or terminate CSFP benefits and of an individual's right to appeal this decision by requesting a fair hearing.
  - The local agency will make nutrition education available to all adult participants, and to parents or caretakers of infant and child participants, and will encourage them to participate.
  - The local agency will provide information on other nutrition, health, or assistance programs, and make referrals as appropriate.
- Applicant's Responsibilities:

The improper use or receipt of CSFP benefits as a result of dual participation or other program violations may lead to a claim against the individual to recover the value of the benefits, which may lead to disqualification from CSFP.

- The participant must report changes in household income or composition within 10 days after the change becomes known to the household.

The following information must be read to or by the participant:

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 [ ]**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title of person making final determination

\_\_\_\_\_  
Date

CSFP Rev. 10/07  
 AUTHORITY: P.L. 99-198  
 COMPLETION: REQUIRED

Michigan Department of Education  
 Grants Coordination and School Support  
 P.O. Box 30008, Lansing, Michigan 48909  
 Phone: (517) 373-8642

FISCAL YEAR:  
 \_\_\_\_\_

**COMMODITY SUPPLEMENTAL FOOD PROGRAM COST REPORT**

REPORT QUARTER:	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> 4th	<input type="checkbox"/> Year's End
DUE DATE:	January 15	April 15	July 15	October 15	November 15

AGENCY NAME	TELEPHONE	AGREEMENT NUMBER
ADDRESS	DATE	

**MAILING INSTRUCTIONS:** Return ONE copy to the State address above by the appropriate due date above.

● Amended Report

**GENERAL INFORMATION;**

1. Name of person completion form: \_\_\_\_\_  
 2. Number of distribution sites: \_\_\_\_\_ 3. Number of certification sites: \_\_\_\_\_

	<u>BUDGET ITEMS COSTS FUNDED BY CSFP GRANT:</u>	<u>GENERAL ADMINISTRATION</u>	<u>WAREHOUSE/ FOOD DELIVERY SYSTEM</u>	<u>NUTRITION EDUCATION</u>	<u>QUARTER TOTALS</u>	<u>YEAR-to-DATE TOTALS</u>
		(1)	(2)	(3)	(4)	(5)
	Full-Time Equivalent Staff (FTE)					
<b>A.</b>	Salaries and Benefits					
<b>B.</b>	Automated Management Systems					
<b>C.</b>	Space Utilization					
<b>D.</b>	Equipment					
<b>E.</b>	Supplies					
<b>F.</b>	Communication, Travel, and Food Transport					
<b>G.</b>	Other Costs					
<b>H.</b>	Indirect Costs					
<b>I.</b>	<b>SUBTOTAL</b>					
	<u>COSTS NOT FUNDED BY CSFP GRANT:</u> (Year's End Only)					
	Full-Time Equivalent Staff (FTE)					
<b>J.</b>	Salaries and Benefits					
<b>K.</b>	Other Costs					
<b>L.</b>	<b>SUBTOTAL</b>					
	Value of Volunteers: (Year's End Only)					
	Full-Time Equivalent Staff (FTE)					
<b>M.</b>	Value of Volunteers (FTE)					
<b>N.</b>	<b>Total Program Cost (I+L+M) (Including value of volunteers)</b>					

**Certification:** I certify that this report is complete and correct and that records are available to support the data and will be filed for three (3) years.

Signature of Responsible Official: \_\_\_\_\_ Date: \_\_\_\_\_

# MICHIGAN COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)

## Instructions for Completing CSFP Cost Report

All figures must be actual, with documentation retained for three (3) years following the close of the fiscal year to which it pertains. Round all numerals to nearest dollar.

Example: \$150.75 is \$151.

### Cost Reports are Due:

1 <sup>st</sup> Quarter – (October, November, December)	January 15
2 <sup>nd</sup> Quarter – (January, February, March)	April 15
3 <sup>rd</sup> Quarter – (April, May, June)	July 15
4 <sup>th</sup> Quarter – (July, August, September)	October 15
Year End Report	November 15

### General Information:

Complete agency information, fiscal year, and report quarter. Fill in the name of the person completing the form, the number of distribution sites, and the number of certification sites.

Check box if it is an amended cost report.

Column 1. General Administration: Cost of administration, planning, supervision, outreach, travel, fiscal, and clerical activities, including applicant approval and automated management services (AMS) costs.

Column 2. Warehouse/Food Delivery System: All costs related to storage, transport, and distribution of food. This includes, but not limited to, rental for food storage facilities, cost of maintenance and operation of storage facilities, cost of office space, utilities, insurance security, janitorial services, normal repairs and alterations, inventory control, insect/rodent control, supplies, printing, communication, food transport, and distribution outlet costs.

Column 3. Nutrition Education: Cost of planning, staff development, preparing and duplicating materials, implementing program, and evaluation of its effectiveness.

Column 4. Quarter Totals: Provide totals in each category for the quarter.

Column 5. Year-to-Date Totals: Add current quarter totals to previous quarters.

Line I. Subtotal and Total All Costs, including Year-to-Date Totals.

Certification: Sign and date. For audit purposes, this must be someone other than the person preparing the report.

Year End Report only:

- If applicable, complete Costs not Funded by CSFP Grant
- Complete the FTE for Volunteers and determine the Value of Volunteers
- Total Program Costs (I+L+M)

NOTE:

All planned capital expenditures exceeding \$1,500 require prior approval of the state agency. Expenditures exceeding \$5,000 require prior approval by MDE. All purchases require three (3) bids or prices.

Equipment purchased must be essential to the storage, transportation, and distribution of commodity foods, the certification of eligible recipients and the reporting and accounting functions. If equipment is to be used in other programs, the cost must be prorated according to use.

Full Time Equivalent (FTE) Data: FTE is a standard measure of actual hours worked in a particular program. It is calculated by taking the total hours worked during a specific period of time and dividing it by the hours one full time person would have worked during that same time period.

January 2011

COMMODITY SUPPLEMENTAL FOOD PROGRAM MAXIMUM MONTHLY DISTRIBUTION RATES – SUMMARY TABLE<sup>1</sup>

Food Package Category	Food Item	Size	Cans or Packages per Month					
			Infants		Children	Pregnant/ Breastfeeding	Non- Breastfeeding/ Postpartum	60+ Years
			0-3 Mos.	4-12 Mos.				
Infant Formula	Infant Formula or Infant Formula or Infant Formula or	12-12.9 oz 14.3 oz 25.7 oz	10 or 9 or 5	10 or 9 or 5				
Infant Cereal	Infant Rice Cereal	8 oz		4				
Cereals	Cereal, RTE or Farina or Rolled Oats or Grits	12-18 oz 14 oz 3 lb 5 lb			2 or 2 or 1 or 1 every other mo.	2 or 2 or 1 or 1 every other mo.	2 or 2 or 1 or 1 every other mo.	2 or 2 or 1 or 1 every other mo.
Juices	Juice, Plastic Cont.	64 oz		1	3	3	2	2
Proteins	Beef or Beef Stew or Chili or Chicken or Tuna or Salmon or Egg Mix, Dry	24 oz 24 oz 24 oz 12.5 oz 12 oz 14.75 oz 6 oz			1 or 1 or 1 or 2 or 2 or 2 or 2	1 or 1 or 1 or 2 or 2 or 2 or 2	1 or 1 or 1 or 2 or 2 or 2 or 2	1 or 1 or 1 or 2 or 2 or 2 or 2
Milk	Evaporated Milk or	12 oz			33 <sup>1</sup> every mo. (children 1-2 years only) or			
	Evaporated Milk and Inst. Nonfat Dry Milk or	12 oz 25.6 oz			5 every mo. and 1 every other mo. or	11 every mo. and 1 every other mo. or	3 every mo. and 1 every other mo. or	3 every mo. and 1 every other mo. or
	UHT Fluid Milk 1% and Inst. Nonfat Dry Milk	32 oz 25.6 oz			4 every mo. and 1 every other mo.	8 every mo. and 1 every other mo.	2 every mo. and 1 every other mo.	2 every mo. and 1 every other mo.
Peanut Butter/ Dry Beans	Peanut Butter or Dry Beans/Peas	18 oz 2 lb			1 or 1	1 or 1	1 or 1	1 or 1
Potatoes/ Grains	Dehy. Potatoes or Pasta or Rice or Grits	1 lb 1 lb 2 lb 2 lb 5 lb			1 or 2 or 1 or 1 or 1 every other mo.	1 or 2 or 1 or 1 or 1 every other mo.	1 or 2 or 1 or 1 or 1 every other mo.	1 or 2 or 1 or 1 or 1 every other mo.
Cheese	Cheese	2 lb			1	1	1	1
Fruits	Fruits	15-16 oz			2	4	2	2
Vegetables	Vegetables	15-16 oz			4	6	4	4

<sup>1</sup> See Maximum Monthly Distribution Rates by participant category for complete description of appropriate substitutions and/or combinations.

# CSFP MONTHLY 153 REPORT

USDA FNS-153 6/3/2005

1 Reporting Month		3 Type of Submission and Date			4 Number of Enrollment and Participants							5 Reporting Measurements												
April, 2011		A - Initial 5/9/2011 B - Latest Rev. C - Closeout Inventory			Infants (0-3) Mo A	Infants (4-12) Mo B	Children 1 to 6 C	Pregnant, Breast F. Women D	Post Partum Women E	Total M-I-C	Seniors F	Units (except where specified)												
2 Agency		Person Completing Report:			Caseload	Enrollment	Participants				Totals													
6		A	B	7	8	9	10	11 A	B	12 A	B	C	D	13	14 A	B	15	C A S E S						
Commodity Name		Code	Pack Size	Beginning Inventory	Receipts	Transfer In	Total Inventory Available	M-I-C	Seniors	Total Issued	Transfer Out	Known Food Loss	Food Demos	Total Activity	Reconciliation Positive	Negative	Ending Physical Inventory	Receipt	MI Code	Issued	USDA Code	Inventory	Pack Date of Inventory on hand	
Milk, Evap	B117-100051	24/12 oz					0			0				0	0	0		0	328	0	B117	0		
Milk, NFD B	B095-100065	12/25.6 oz					0			0				0	0	0		0	537	0	B095	0		
Formula Dry	B420-100525	6/12 oz					0			0				0	0	0		0	594	0	B420	0		
Formula Dry 12.9oz	B417-100072	6/12.9 oz					0			0				0	0	0		0	904	0	B417	0		
Formula 12.5 oz	B431	6/12.5 oz					0			0				0	0	0		0	904	0	B417	0		
Rotini, Whole Grain	B423-100435	20/1 lb					0			0				0	0	0		0		0	B423	0		
Rice, Long Grain	B528-100492	30/2 lb					0			0				0	0	0		0	821	0	B528	0		
Macaroni	B425-100428	24/1 lb					0			0				0	0	0		0	043	0	B425	0		
Spaghetti	B835-100426	12/2 lb					0			0				0	0	0		0	472	0	B835	0		
Cereal, WB Flakes 14	B876-100462	14/17.3 oz					0			0				0	0	0		0	658	0	B876	0		
Oats, Rolled	B445-100466	12/3 lb					0			0				0	0	0		0	330	0	B445	0		
Farina	B160-100473	24/14 oz					0			0				0	0	0		0	226	0	B160	0		
Cereal, Corn & Rice	B855-100450	14/12 oz					0			0				0	0	0		0	774	0	B855	0		
Cereal, WB FLK	B859-100463	14/17.3oz					0			0				0	0	0		0	897	0	B859	0		
Cereal, Dry Corn Flk	B879-100449	12/18 oz					0			0				0	0	0		0	712	0	B879	0		
Cereal, Corn Flk 1344	B802-100927	12/18 oz					0			0				0	0	0		0	601	0	B878	0		
Cereal, Corn Square	B834-100446	14/14 oz					0			0				0	0	0		0		0	B834	0		
Cereal, Oat	B853-100452	12/15 oz					0			0				0	0	0		0	637	0	B853	0		
Cereal, Oat	B804100929	12/14 oz					0			0				0	0	0		0		0	B804	0		
Cereal, Corn Rice 12	B801-100928	14/12 oz					0			0				0	0	0		0		0	B801	0		
Cereal, Rice Crisp 12	B833-100457	16/12 oz					0			0				0	0	0		0		0	B833	0		
Cereal, Wheat Bran 14	B803-100933	14/17.3 oz					0			0				0	0	0		0		0	B803	0		
Cereal, Corn	B851-100447	14/16 oz					0			0				0	0	0		0		0	B851	0		
Cereal, Inf. Rice	B146-100934	8/8 oz					0			0				0	0	0		0		0	B146	0		
PAGE TOTAL				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
							0			0					0	0	0		0					0

#####

Commodity Name	Code	Pack Size	Beginning Inventory	Receipts	Transfer In	Total Inventory Available	Commodity Issuance		Commodity Activity				Reconciliation		Ending Physical Inventory	C A S E S								
							M.I.C.	Seniors	Total Issued	Transfer Out	Known Food Loss	Food Demos	Total Activity	Positive		Negative	Receipt	MI Code	Issued	USDA Code	Inventory	Best Use By Date of New Receipts		
Peanut But/Cream	B474	12/18 oz																	581		B474			
Gr. North. Beans	A817	12/2 lb																	045		A817			
Pinto Beans	A814	12/2 lb																	080		A814			
Lt. Red Kid. Beans	A920	12/2 lb																	083		A920			
Lima Beans B	A912	12/2#																	241		A912			
Chicken Cnd	A532	48/12.5oz																	124		A532			
Beef NJ-NEW	A721	24/24 oz																	119		A721			
Beef NJ	A610	24/29 oz																	115		A610			
Chicken	A562	24/29 oz																	184		A562			
Pork NJ	A630	24/29 oz																	400		A630			
Beef Stew, Chunky	A590	24/24 oz																	644		A590			
Pork NJ-NEW	A722	24/24 oz																	049		A722			
Salmon	A803	24/14.75 oz																	564		A803			
Tuna	A743	24/12 oz																	327		A743			
Egg Mix	A570	48/6oz																	220		A570			
Asparagus B	A132	24/300																	153		A132			
Beans, Green	A059	24/300																	087		A059			
Beans, Vege	A090	24/300																	089		A090			
Carrots	A098	24/300																	096		A098			
Corn, Cream	A122	24/300																	203		A122			
Corn, Whole Kemal	A119	24/300																	205		A119			
Peas	A144	24/300																	366		A144			
Potatoes, Slc	A170	24/300																	557		A170			
Potatoes, Sweet	A223	24/300																	502		A223			
Pumpkin	A164	24/300																	423		A164			
Spinach	A167	24/300																	432		A167			
Tomatoes	A240	24/300																	483		A240			
Veg Mix	A057	24/300																	520		A057			
PAGE TOTAL																								



#####

Commodity	Pack Size	Units Issued	Maximum Rate	Over/Under Issuance	Loss as % of Amount Distributed	# Mos. Inventory *on Hand Issuance	Total Inventory in Units	# Distributions Inventory *on Hand participation	Monthly Needs based on Actual Issuance:				Quarterly Needs based on Actual Issuance:		
									Units	Cases	(Net) Pounds	Pounds/Case	Units	Cases	(Net) Pounds
Milk, Evap. (12 oz)	24							#DIV/0!				18.00			
Milk, NFD (1.6#)	12							#DIV/0!				19.20			
Soy Formula, Liq. (13 oz)	12														
Infant Formula, Liq.(13 oz)	12														
<b>Liq. Formula Group</b>															
Formula Powd. Reg	6							#DIV/0!	Reg Soy			5.29			
Formula Powd. Soy	6							#DIV/0!	Soy			5.36			
<b>Pwd. Formula Group</b>															
Potato/Rice/Pasta Group	12,24							#DIV/0!				12,24			
Cooked Cereals	12							#DIV/0!				36.00			
Farina & Dry Cereals	12-24							#DIV/0!				various			
Cereal Group															
Cereal, Infant Rice	12							#DIV/0!				6.00			
P. Butter / Beans Group	12							#DIV/0!	Pbt Bns			13.50			
								#DIV/0!				24.00			
Meat/Egg/Fish**	24-48							#DIV/0!	Mt Fsh			43.50			
								#DIV/0!				22.13			
Vege Group	24							#DIV/0!				24.00			
Fruit Group	24							#DIV/0!				24			
Juice Group	12							#DIV/0!				34.50			
Cheese 2 lb	12							#DIV/0!				24.00			

% of Known Losses  
#DIV/0!

% of Reconciliation  
#DIV/0!

\* 8 Ounce Servings

\*\* Fish and Egg Mix Weighted (/2)

Participation							
A	B	C	D	E	F	G	Totals

Participation Percentages		
MIC	Seniors	Total
#DIV/0!	#DIV/0!	#DIV/0!

**COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)  
MONTHLY REPORT – FNS-153**

The FNS-153 is in an excel format. Each month, MDE electronically sends an updated form, pre-populated with currently available commodities. Instructions for completing are below. Agencies submit the completed report via e-mail and send a signed hard-copy to MDE with all necessary attachments by the 15<sup>th</sup> day of the month, following the report month. All figures must be actual with documentation kept for three (3) years following the close of the fiscal year to which it pertains.

**INSTRUCTIONS FOR COMPLETION**

Each cell requiring data input is numbered.

Cell 1. Month and Year of Report

Cell 2. Name of Agency

Cell 3. Date automatically entered. Fill in the name and phone number of person completing the report.

Cell 4. Enrollment and Participant Numbers:

Total assigned caseload (cell N8)

Total enrollment for MIC and seniors (cell N10)

Participation for each category (cells G12, K12 and M12)

The program will calculate totals (cells N8, N10, N12, and Total Enrollment)

Cell 5. Report in units

Cell 6. USDA Food names, USDA code, and pack size. Call Victoria Hwang at (517) 373-4336 if the food is not preprinted. She will e-mail a revised report.

Cell 7. Beginning Inventory – Enter prior month's ending inventory (cell 15 of prior month's report).

Cell 8. Receipts – Enter the total number of commodities actually accepted into inventory from USDA during the reported month. Units reported as damaged on the FNS-57 should NOT be reported. Numbers should match the Receiving Report OR the Multi-food Requisition.

Cell 9. Transfer In – Enter the total units transferred in from another agency. Include a copy of the Transfer Authorization Form with your FNS-153 report.

Cell 10. Total Inventory Available – The program calculates the total units available for issuance (cells 7+8+9= 10).

Cell 11. USDA Food Issuance – enter the units issued in Columns A and B.

Column A is the total number of foods actually issued and accepted by Mothers, Infants, and Children (MIC).

Column B is the total number of foods actually issued and accepted by Seniors.

USDA Foods not accepted by the participant at the time of food pick-up are not included in total issuance. These units should be added back into inventory.

Cell 12A. Total Issued – The program calculates cells 11A+11B=12A.

Cell 12B. Transfer Out – Enter the total units transferred out.

Cell 12C. Known Food Loss – Enter the total units indicated on the Losses and Gains Report - CSFP – Pantry and from the approved Disposal Authorization Form.

Cell 12D. Food Demonstrations – Enter the number of foods used for CSFP nutrition education purposes.

Cell 13. Total Activity – The program calculates cells 12A+12B+12C+12D = 13.

Cell 14. Inventory Reconciliation – After cell 15 is entered, the program calculates the reconciliation of physical and book inventories. Agency provides an explanation for each food variance on the Losses and Gains – CSFP - Reconciliation.

Cell 15. Ending Physical Inventory – Enter the total units of each food on hand in inventory at the end of the reporting month. A physical count is required each month.

At the bottom of page 3:

Cell 16. Remarks – Use this area for explanation for any unusual numbers.

Cells 17 and 18. Signature and Title of the agency representative authorized to review the report. For audit purposes, this must be someone other than the person preparing the report.

Cell 19. Date of signing.

Other information to review:

- The program will calculate all **Total** columns on each page.
- Add the total units on the Pantry - Losses and Gains Report and the Disposal Authorization Report and compare to the total Known Food Loss total.
- The second set of totals for selected columns below "PAGE TOTAL" (at the bottom of each page) should be the same as the figure directly below it. This was developed to ensure the program is working correctly.
- Review the Reconciliation, cells 14A and 14B. Large reconciliation numbers (Positive or Negative) should be investigated before submitting. Inventory counts must be verified.

Page 4 is an inventory management tool that provides data on over or under issuance during the reporting month and current inventory needs.

Attach signed copy to the state agency report when disposal has been completed.

**FAX or  
E-mail  
TO:**

**Michigan Department of Education  
Grants Coordination and School  
Support**  
Food Distribution Unit  
P.O. Box 30008, Lansing, MI 48909

<b>RECOMMENDATION</b>	
No	_____
Claim:	_____
Claim:	_____
Value:	_____

**CHECK APPLICABLE PROGRAM:**

- CSFP
- TEFAP

## DISPOSAL REQUEST / AUTHORIZATION

<b>REPORTING AGENCY</b>

<b>REPORT MONTH/YEAR</b>	
<b>AGREEMENT NO.:</b>	

<b>AGENCY CONTACT:</b>

DAMAGED COMMODITY	UNIT VALUE	# OF UNITS	CONDITION WHEN INSPECTED	TOTAL VALUE	METHOD OF DESTRUCTION
<b>TOTAL DAMAGED UNITS REPORTED:</b>		<b>0</b>			

	<b>PERMISSION GRANTED FOR DISPOSAL OF PRODUCT</b>
--	---

_____ RECIPIENT AGENCY REP. SIGNATURE	_____ DATE
---	---------------

	<b>FURTHER INFO REQUESTED - PLEASE CONTACT</b>
--	--

_____ MDE OFFICIAL SIGNATURE	_____ DATE
---------------------------------	---------------

	<b>RETAIN NOTED PRODUCT FOR INSPECTION:</b>
--	---

## **Instructions for Completing Disposal Authorization Form**

Disposal Authorization forms should be submitted by e-mail or FAX to MDE for approval as soon as the damage becomes known. Documents must be retained for three years following the close of the fiscal year to which it pertains.

- Complete agency name and contact information.
- Check applicable program.
- Complete the month and year of the report.
- USDA Food Information: Report product, unit size, number of units to be destroyed and an explanation of the condition when inspected.
- A Recipient Agency USDA Food Product Complaint must be filled out and sent to MDE when:
  - spoilage is due to hidden damage from the packer or shipper, or
  - the packaging of the commodity is faulty.
- Sign and date the form.
- Send the form to MDE for approval. An MDE consultant may contact the agency if there are questions about the nature of the USDA Food damage and how it occurred.
- Submit a copy of the MDE approved form with the monthly FNS-153.

## Fair Hearing Guidelines

A fair hearing process allows a CSFP applicant or participant to appeal an adverse action, which may include denial or discontinuance of program benefits.

A Fair Hearing Policy for CSFP must include, at a minimum, the following provisions:

- Provide written notification to a CSFP applicant or participant of their right to a fair hearing along with notification of the adverse action.
- Allow at least 60 days from the date the agency mails or gives the individual the notification of adverse action to request a fair hearing.
- The agency must provide an individual with at least 10 days advance written notice of the time and place of the hearing, and must include the rules of procedure for the hearing.
- The agency must allow the individual the opportunity to:
  - examine documents supporting the agency's decision before and during the hearing, as well as submit evidence to help establish facts and circumstances;
  - be assisted or represented by an attorney or other persons;
  - bring witnesses and present arguments;
  - question or refute testimony, evidence, or others at the hearing.
- An agency may deny a request for a fair hearing when:
  - the request is not received within the time limit established in the agency policy;
  - the request is withdrawn in writing by the individual requesting the hearing or by an authorized individual; or
  - the individual fails to appear, without good cause, for the scheduled hearing.

### Specific Responsibilities for Conducting a Fair Hearing

- The hearing must be conducted by an impartial official who does not have any stake or personal involvement in the decision.
- The hearing official is responsible for:
  - administering oaths or affirmations;
  - ensuring that all relevant issues are considered, including all necessary evidence needed to make a decision;
  - conducting the hearing in an orderly fashion; and
  - making a hearing decision that complies with federal laws and regulations.
- A decision must be made and given to the individual in writing within 45 days.

SM-4742-A 5/11  
 Authority: 7 CFR Part 250  
 Completion: Required

**Michigan Department of Education  
 Grants Coordination and School Support  
 Food Distribution Unit  
 P.O. Box 30008, Lansing, Michigan 48909**

Direct questions regarding this form to (517) 373-8642  
 Check all that apply for this report  
 CSFP- Pantry       TEFAP  
 CSFP- Reconciliation

**LOSSES AND GAINS REPORT**

Name of Distribution Outlet or State Institution	Telephone	Report Month	Year
Address		Agreement No.	

COMMODITY	UNIT Size	Quantity		SM-4221 for Returns*	Explanation of Variances
		Plus	Minus		
<b>Total:</b>		-	-		<b>*All returns should be considered "Gains"</b>

\*Attach signed copy to TEFAP monthly inventory report, **SM-4699**; CSFP monthly report, **FSN-153**  
 OR  
 Distribution outlet monthly report, **SM-155**.

**CERTIFICATION:**

I certify that this report is complete and correct and that records are available to support the data and will be on file for three (3) years.

---

Signature of Authorized Official      Date

## Michigan Instructions for Completing Losses and Gains Report

- Complete all agency information as well as the month and year of the report.
- Indicate whether the report is for CSFP-Reconciliation, CSFP-Pantry, or TEFAP.
- Report USDA Food, unit size, number of units lost or gained and explanation.

### CSFP-Reconciliation

- The FNS-153 report automatically calculates the numbers in Column 14A or B. This reconciles the physical and book inventories. These figures must be reported on the Losses and Gains Report as CSFP–Reconciliation.
- Plus refers to gains in inventory due to human error. Large discrepancies (more than the units of one case) often indicate a miscount of available inventory, packing errors (items not placed in the box) or a mathematical error.
- Minus refers to losses in inventory due to human error or theft. Large discrepancies (more than the units of one case) often indicate a miscount of available inventory, packing errors (too many items placed in the box), missing signature counts from a site distribution or a mathematical error. If theft is suspected, it should be reported immediately to the local law enforcement agency and to the state agency. A copy of the police report should be attached.
- **Agencies must provide an explanation for Plus and/or Minus numbers. Inventory counts should be double checked by a second or third party to make sure all USDA Foods have been correctly accounted for.**

### CSFP–Pantry

- Report units donated to a pantry. These and the units reported on the Disposal Authorization form must equal Column 12C, KNOWN LOSSES of the FNS-153. Provide an explanation for why the food was donated to a pantry. Food losses from spoilage are reported on the Disposal Authorization Form.
- Sign and date the form and submit a copy with the FNS-153.
- All documentation must be retained for three years following the close of the fiscal year to which it pertains.

### TEFAP

Report the USDA Food, unit size, number of units lost or gained and explanation. Numbers must match the quantities reported on the Food Distribution Report.

- Sign and date the form and submit a copy with the FNS-153.
- All documentation must be retained for three years following the close of the fiscal year to which it pertains.

USDA Food  
CSFP/TEFAP

PALLET LABEL

<b>PRODUCT:</b>	
<b>PRODUCT CODE:</b>	
<b>DATE RECEIVED:</b>	<b>PACK DATE:</b>
<b>NUMBER OF CASES:</b>	<b>UNITS PER CASE:</b>
<b>STAFF SIGNATURE:</b>	

## Nutrition Education Effectiveness

Agencies must evaluate the effectiveness of their nutrition education program at least once a year. Below are sample questions that could be used to survey clients. For maximum client participation:

- Keep questions short and to the point.
- Print surveys in a large font size for easy reading.
- Have surveys completed while client is at distribution.

### Sample Survey Questions

- **Overall, do you use the majority of the food?** \_\_\_\_\_ Yes \_\_\_\_\_ No
- What foods do you or your family NOT use?  
\_\_\_\_\_
- Are the recipes helpful? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Are the staff and volunteers at the distribution helpful? \_\_\_\_ Yes \_\_\_\_ No
- What suggestions do you have to make CSFP better for you?  
\_\_\_\_\_
- **What type of food and nutrition information do you find most helpful?**  
(Check all that apply)  
\_\_\_Recipes that I can take home  
\_\_\_Food samples with recipes  
\_\_\_Food demonstrations  
\_\_\_Pamphlets I can take home and read
- The information I get about food and nutrition from CSFP is:  
(Check one)  
\_\_\_Excellent, I have learned a lot  
\_\_\_Good  
\_\_\_Fair  
\_\_\_Poor, not useful
- Check yes or no by each statement:  
\_\_\_Yes \_\_\_No The information I get with my food is useful  
\_\_\_Yes \_\_\_No I have enjoyed trying new foods received from CSFP  
\_\_\_Yes \_\_\_No I use the recipes I get with my food
- The **one** CSFP food I like the best is: (Check one)  
\_\_\_Juice \_\_\_\_\_Cereal \_\_\_\_\_Fruit  
\_\_\_Vegetable \_\_\_\_\_Meat \_\_\_\_\_Cheese \_\_\_\_\_Other
- The **one** CSFP food I like the least is: \_\_\_\_\_
- If I could change one thing about CSFP it would be:  
\_\_\_\_\_

## Table of Abbreviations and Acronyms

ACDA	American Commodity Distribution Association
AMS	Agricultural Marketing Service, USDA
CAA	Community Action Agency
CCC	Commodity Credit Corporation, USDA
CSFP	Commodity Supplemental Food Program
FNS	Food and Nutrition Service, USDA
FSA	Farm Service Agency, USDA
FY	Fiscal Year
KCCO	Kansas City Commodity Office, USDA
MIC	Mothers, Infants and Children
MDE	Michigan Department of Education
NCSFPA	National CSFP Association
OMB	Office of Management and Budget
RA	Recipient Agency
TEFAP	The Emergency Food Assistance Program
USDA	United States Department of Agriculture
WBSCM	Web Based Supply Chain Management

## **Instructions for Completing CSFP Transfer Authorization Form**

It is very important that the CSFP food package be complete. If an agency determines that they will be short one of the components, they must follow these steps:

1. Contact MDE via phone, e-mail, or by fax requesting the type and quantity of food needed.
2. Inform MDE of which agency is able to provide the needed food, if known, or MDE will assist in identifying an agency that may provide the needed food.
3. The requesting agency must arrange for the transportation of the food.
4. MDE will fax a Transfer Authorization Form indicating the USDA Food name(s) and quantity to the requesting and cooperating agencies. MDE retains one copy.
5. At the time of transfer, both agencies confirm the information, make necessary corrections, and obtain the appropriate signatures. Each agency should have a signed copy.
6. Each agency should attach a copy of the transfer form to their FNS-153 for the month the transfer takes place.