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COMMISSIONER**

**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES**

**STATE PLAN OF PROGRAM OPERATIONS AND ADMINISTRATION OF
THE COMMODITY SUPPLEMENTAL FOOD PROGRAM**

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FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

State Plan of Program Operations and Administration of the Commodity Supplemental Food Program

This document represents the Florida Department of Agriculture and Consumer Services' plan for the administration of the Commodity Supplemental Food Program (CSFP) in the State of Florida.

I. STATE AGENCY IDENTIFICATION AND AUTHORITY

Florida Department of Agriculture and Consumer Services
Bureau of Supplemental Food Programs
600 South Calhoun St.
Holland Building, (Suite 155)
Tallahassee, Florida 32399-0800

Under State law, and by agreement with the U.S. Department of Agriculture, the Florida Department of Agriculture and Consumer Services is the State Agency (SA) in Florida for the Commodity Supplemental Food Program.

A. PURPOSE AND OBJECTIVE OF THE STATE PLAN

1. The State Plan is to record and incorporate the procedures to be used in certifying persons in need of supplemental foods, in making distribution to certified persons, and in providing an opportunity for a fair hearing to persons who are denied participation in the program or whose request for participation is not acted upon with reasonable promptness.
2. The State Plan is required by the United States Department of Agriculture, Food and Nutrition Service (FNS), regulation 7 CFR Part 247. This State Plan will be considered permanent with amendments submitted as needed by the State Agency (SA) or at the request of FNS. Amendments to the State Plan must be approved by FNS.
3. The State Plan will be a part of the agreement between the SA and the Subrecipient (SUBRECIPIENT) Agency participating in the program and will be used to monitor the SUBRECIPIENT's performances to assure program goals are reached. The SA and the SUBRECIPIENT shall enter into a written agreement, copies of which shall be kept on file at all agencies. The agreement shall provide assurance that the SUBRECIPIENT will comply with the Federal Regulations (7 CFR Part 247), the State Plan of Program Operations and Administration, and requirements of Title VI of the Civil Rights Act of 1964 (FNS - Instruction 113-1).

4. If the SUBRECIPIENT cannot comply with any part of the requirements of the above regulations, it shall enter into agreements with another appropriate agency/agencies in order to meet the requirements. The written agreement shall: (1) identify the program responsibilities; (2) be approved by the SA; and (3) provide for a copy to be maintained on file at both the SA and SUBRECIPIENT.
5. The goal of the SA is to reach an annual caseload utilization rate of 99% or above.

B. SELECTION OF CONTRACTED DISTRIBUTING AGENCIES

Public or private non-profit agencies wishing to operate the CSFP must be approved by the SA and enter an agreement with the SA. The following procedures will be utilized for SUBRECIPIENT applications to initiate or expand program operation:

1. A written application must be submitted to the SA providing sufficient information for a determination of eligibility to be made by the SA.
2. The SA shall notify the agency in writing of the approval or denial of its application within 60 days. In cases where the application has been denied, the agency shall be informed of the reason for denial as well as the right to appeal the decision in accordance with 7 CFR 247.35.
3. An agency approved for program initiation or expansion shall be notified within 60 days. If there are no administrative funds available for the program, the SA shall notify the agency when funds become available.

C. SUBRECIPIENT AGENCY IDENTIFICATION

As caseloads become available and are received, the SA may utilize a statewide calculation methodology with inclusive county-specific factors such as median household income, percent of seniors in poverty, urban and rural area geography, unemployment rates, and SNAP participation to identify areas where expansion of the program will have the highest impact for local communities. Other factors to be considered when assigning additional caseload include the SUBRECIPIENTS' past performance and current client waiting list.

The SA will continue to collaborate with current and new SUBRECIPIENTS for the administration of CSFP. The following SUBRECIPIENTS have signed an agreement with the SA to operate the CSFP in Florida:

America's Second Harvest
of the Big Bend
4446 Entrepot Blvd.
Tallahassee, FL 32310

Farm Share
14125 SW 320th Street
Homestead, FL 33933

Feeding Tampa Bay
4702 Transport Drive, Bldg. 6
Tampa, FL 33605

Harry Chapin Food Bank of
Southwest Florida
3760 Fowler St.
Ft. Myers, FL 33901

Treasure Coast Food Bank
401 Angle Road
Fort Pierce, FL 34947

Feeding the Gulf Coast
5709 Industrial Boulevard
Milton, FL 32583

Feeding South Florida
2501 SW 32 Terrace
Pembroke Park, FL 33023

II. CERTIFICATION PERIOD

The formal certification period for the CSFP Program begin on the date of the CSFP application. The certification shall establish eligibility by filling out a CSFP application and signing a participation agreement, self-declaring program eligibility. The certification period shall be for a period of three (3) years.

Annually, contracted distributing agencies administering CSFP during the certification period must verify the following:

- The participant's address and continued interest of the participant;
- There is sufficient reason to believe that the participant still meets the income eligibility standards.

If the participant doesn't meet any one of the above conditions, they must complete a formal certification to continue participating in the program.

To help facilitate effective caseload management practices, SUBRECIPIENTS may certify individuals for one-month periods to maximize caseload use and provide temporary CSFP benefits to participants on waiting lists when a regular program participant misses a scheduled distribution.

A. ASSESSMENT

1. Eligibility Requirements for Participants: To be certified as eligible to

receive supplemental foods, the SUBRECIPIENT shall ensure that each applicant meets the following criteria:

- a. Individual persons, i.e., person at least 60 years of age.
- b. Individuals certified on or after September 17, 1986, shall be sixty (60) years old or older with household income at or below One Hundred Fifty percent (150%) of the annually published federal poverty income guideline. Individuals certified prior to September 17, 1986, shall be subject to the terms and conditions in effect on the date of their certification.
- c. Income eligibility determinations is based on the gross monthly household income of the family unit. The definition of a family is an economic unit which generally means a group of related or non-related individuals who share all significant income and expenses of its members. The economic units are characterized by the sharing of expenses, such as food, housing, medical costs and household insurance expenses. The definition of a household means a group of related or non-related individuals, exclusive of boarders, who are not residents of an institution, but who are living as one economic unit and for whom food is customarily purchased and prepared in common. It also means a single individual living alone.

Monthly income is defined as gross income before required or voluntary deductions for such items as income taxes, employees' social security taxes, insurance premiums, and bonds.

NOTE: Income no longer needs to be verified by certifying official and/or program staff. The applicant will self-certify that they fall within the income guidelines.

2. Participation in any one of the following programs qualifies a participant to be eligible to receive CSFP USDA foods:
 - a. Supplemental Nutrition Assistance Program (SNAP)
 - b. Supplemental Security Income (SSI)
 - c. Low Income Subsidy (LIS), and
 - d. Medicare Savings Programs (MSPs)
3. There shall not be any nutritional risk requirement or criteria imposed.
4. No fixed residency or duration requirement shall be imposed as a condition for eligibility.
5. Certification site staff shall verify applicant's identification, age, and residency prior to certification. Sources of verification include, but are not limited to:
 - a. Driver's License, state-issued identification card, or

- similar document;
- b. Birth certificate;
- c. Medicare card

A Social Security card **IS NOT** an acceptable source of verification.

The following statement shall be located directly above the applicant's signature line and shall be read by or to the applicant, or the applicant's parent or caretaker, before the application is signed:

"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 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."

Flexibilities for Verification of Identity During CSFP Distributions

To help streamline CSFP distribution, subrecipients, local agency staff, volunteers, or third-party contractors distributing CSFP USDA foods can check some form of identification of a participant or their proxy one time or on a cyclical basis, and then use visual identification or self-attestation as identity confirmation at future CSFP distributions.

B. ELIGIBILITY DETERMINATION

SUBRECIPIENT officials will promptly determine participant eligibility and if eligible, the participant shall be eligible to receive food within 30 days. At the time of certification or re-certification participants are given the opportunity to self-identify race and ethnicity. If the participant chooses not to self-identify race and ethnicity, the certifier must record the participant's race and ethnicity based on visual observation. The race and ethnicity data collected during certification or re-certification must be compiled and submitted to the SA no later than April 30th of each year.

Each participant shall be notified no less than 15 days before the expiration of the certification period that eligibility is about to expire. The maximum

certification period is three (3) years.

C. CERTIFICATION NOTIFICATION

The SUBRECIPIENT shall either certify the applicant, notify eligible applicant that they have been put on a waiting list, or notify the applicant of eligibility or ineligibility for the program within ten (10) days of the applicant's first visit to the SUBRECIPIENT to apply for participation in the program. A person who is determined to be eligible and not placed on a waiting list, shall receive supplemental foods within 30 days of notification of eligibility.

D. TERMINATION/DISCONTINUANCE

Written notification to participants of termination/discontinuance will be sent 15 days prior to the termination date. This notice will include the reason for termination, ineligibility, and the participants' right to a fair hearing, including the method to request the fair hearing and the right to be represented at the hearing. The documented reasons for ineligibility are held on file by the SUBRECIPIENT. Applicants will be advised of their rights, including non-discrimination, fair hearings, and nutrition education.

E. PROGRAM VIOLATIONS

Applicants and participants may be disqualified from program participation for a period of up to 1 year if it is determined that the applicant, participant, or caretaker fraudulently obtained or used program benefits. Fair Hearing information shall be given to the participant at the time of disqualification. Reasons for disqualification may include the following:

- a. Making false or misleading statements orally or in writing in order to obtain benefits to which the individual would not otherwise be eligible;
- b. Intentionally withholding information regarding eligibility in the CSFP;
- c. Using USDA foods in an unauthorized manner, such as selling or exchanging them for non-food items;
- d. Physical abuse, or threat of physical abuse of program staff; or
- e. Committing dual participation.

If it is determined that a serious health risk will result from disqualification from the program and the participant is currently eligible, the disqualification may be waived.

For program violations that involve fraud, the participant must be disqualified for a period of up to one year unless the SA determines that disqualification

would result in serious health risk. A participant who commits three program violations that involve fraud, must be permanently disqualified from program participation. For purposes of this program, fraud includes the following:

- i. Intentionally making false or misleading statements to obtain CSFP USDA foods;
- ii. Intentionally withholding information to obtain CSFP USDA foods; or
- iii. Selling CSFP USDA Foods or exchanging them for non-food items.

F. FAIR HEARINGS FOR CSFP PARTICIPANTS AND APPLICANTS

A fair hearing is a process that allows a CSFP applicant or participant to appeal an adverse action, which may include the denial or discontinuance of program benefits, disqualification from the program, or a claim to repay the value of commodities received as a result of fraud.

SUBRECIPIENTS must ensure that CSFP applicants and participants understand their right to appeal an adverse action through the fair hearing process, which includes providing written notification of the individual's right to a fair hearing along with notification of the adverse action. Such notification is not required at the expiration of a certification period.

An individual or an individual's caretaker may request a fair hearing by making a clear expression, verbal or written, to a local agency official that an appeal of the adverse action is desired.

The SUBRECIPIENT must allow an individual 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 SUBRECIPIENT may deny a request for a fair hearing when:

- 1. The request is not received within the time limit established (60 days);
- 2. The request is withdrawn in writing by the individual requesting the hearing or by an authorized representative of the individual; or
- 3. The individual fails to appear, without good cause, for the scheduled hearing.

Participants who appeal the discontinuance of program benefits within the 15-day advance notification period required under 7 CFR 247.17 and 7 CFR must be permitted to continue to receive benefits until a decision on the appeal is made by the hearing official, or until the end of the participant's certification period, whichever occurs first. However, if the hearing decision finds that a participant received program benefits fraudulently, the local agency must

include the value of benefits received during the time that the hearing was pending, as well as for any previous period, in its initiation and pursuit of a claim against the participant.

The SUBRECIPIENT 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 individual must have the opportunity to:

1. Examine documents supporting the State or local agency's decision before and during the hearing;
2. Be assisted or represented by an attorney or other persons;
3. Bring witnesses;
4. Present arguments;
5. Question or refute testimony or evidence, including an opportunity to confront and cross-examine others at the hearing; and,
6. Submit evidence to help establish facts and circumstances.

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

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

The hearing official must make a decision that complies with Federal laws and regulations and is based on the facts in the hearing record. In making the decision, the hearing official must summarize the facts of the case, specify the reasons for the decision, and identify the evidence supporting the decision and the laws or regulations that the decision upholds. The decision made by the hearing official is binding on the State or SUBRECIPIENT.

A hearing decision must be made, and the individual notified of the decision, in writing, within 45 days of the request for the hearing. The notification must include the reasons for the decision.

If a hearing decision is in favor of an applicant who was denied CSFP benefits, the receipt of benefits must begin within 45 days from the date that the hearing was requested, if the applicant is still eligible for the program. If the hearing decision is against a participant, the State or SUBRECIPIENT must discontinue benefits as soon as possible, or at a date determined by the hearing official.

In addition to the hearing decision, the hearing record must include a transcript or recording of testimony, or an official report of all that transpired at the hearing, along with all exhibits, papers, and requests made. The record must be maintained in accordance with 7 CFR 247.29(a). The record of the hearing must be available for public inspection and copying, in accordance with the confidentiality requirements under 7 CFR 247.36(b).

If a hearing decision upholds the SUBRECIPIENT'S action, and a State-level review or rehearing process is available, the State or SUBRECIPIENT must describe to the individual any State-level review or rehearing process. The SUBRECIPIENT must also inform the individual of the right of the individual to pursue judicial review of the decision. There is currently no state-level review or rehearing process available.

G. APPEAL PROCEDURES

Section 595.404, F.S. exempts the department from sections 120.569 and 120.57-120.595, F.S. Therefore, parties seeking administrative review of proposed agency action by the department shall follow the rules outlined herein.

The department shall take agency action against Sponsors, Recipient Agencies, or Food Service Management Companies in connection to eligibility and the operation of Child Nutrition Programs, Food Distribution Programs, and Farmers' Market Nutrition Programs by issuance of a Notice of Action. The Notice of Action shall state the grounds upon which the department's agency action is based and state that the Sponsors, Recipient Agencies, or Food Service Management Companies have the right to appeal the agency action. The Notice of Action shall be sent by certified mail, (or its equivalent), by email or facsimile to the last known mailing address, facsimile number, or email address. If the notice is undeliverable, it is considered to be received by the Sponsor five (5) calendar days after being sent to the Sponsor's last known mailing address, facsimile number, or email address.

The following agency actions to be taken against the Appellant are appealable:

- (a) A denial of an application for participation;
- (b) A denial of a Sponsor's request for an advance payment;
- (c) A denial of a Sponsor's claim for reimbursement (except for late submission under 7 CFR 225.9(d)(6));
- (d) The department's refusal to forward to FNS an exception request by the Sponsor for payment of a late claim or a request for an upward adjustment to a claim;
- (e) A claim against a Sponsor or Recipient Agency for remittance of a payment;
- (f) The termination of the Sponsor, Recipient Agency, or a Site;
- (g) A denial of a Sponsor's application for a Site; or
- (h) The imposition of an administrative fine.

Requests for appeal must be postmarked by the U.S. Postal Service (or an equivalent private delivery service) or emailed to the department no more

than fourteen (14) calendar days from the date the Notice of Action was deemed received by the Sponsors, Recipient Agencies or Service Management Companies. Failure to timely request an appeal shall result in the entry a default final determination.

A request for appeal shall:

- (a) Be in writing;
- (b) Include the date the Sponsor's Recipient Agencies, or Food Service Management Companies ("Appellant") received the Notice of Action;
- (c) Include the name, address, any email address, any facsimile number, and telephone number of the Appellant;
- (d) Clearly identify the charges or action being appealed and state an appealable action; as provided under subsection (3) in this part;
- (e) Include a clear and concise statement of the specific facts the Appellant contends warrant reversal or modification of the department's proposed action;
- (f) A statement of the specific rules, statutes, or regulations, if any, the Appellant contends require reversal or modification of the agency's proposed action, including an explanation of how the alleged facts relate to the specific rules, statutes, or regulations;
- (g) Include a statement of the relief sought by the Appellant;
- (h) Include a copy of the Notice of Action issued; and,
- (i) State whether an in-person hearing, telephonic or video hearing, or a review of written documentation is desired to refute the charges contained in the Notice of Action and shall be signed by the authorized representative or legal counsel, if retained. If a hearing is not specifically requested, the appeal shall be by review of written documentation.

From the date the department receives the appeal, the department shall make available to the Appellant upon request, any information on which the action was based.

To refute the Notice of Action the Appellant may submit written documentation for review by the hearing official either with the request for appeal or the Appellant must indicate in its request for appeal that such documentation will be submitted to the hearing official within seven (7) calendar days of the date Appellant submitted the request for appeal.

The written documentation submitted by the Appellant must be postmarked by the U.S. Postal Service (or an equivalent private delivery service) or emailed to the department no more than seven (7) calendar days from the date the Appellant's request for appeal was postmarked by the U.S. Postal Service (or an equivalent private delivery service) or emailed to the department.

The department will have seven (7) calendar days from the date the department received the Appellant's request for appeal to submit the written documentation upon which the agency action was based to the designated hearing official.

Any written documentation received after the seven-day deadline shall not be considered for review.

The request for appeal and all written documentation shall be submitted by email to the department at fnwappeals@fdacs.gov, or by mail to the department at 600 S. Calhoun Street (H2), Tallahassee, FL, 32399, Attention: Hearing Official. Regardless of whether it is emailed or mailed, the request for appeal must be postmarked by the U.S. Postal Service (or an equivalent private delivery service) or emailed to the department no more than fourteen (14) calendar days from the date the Notice of Action was deemed received by the Appellant, and all written documentation must be postmarked by the U.S. Postal Service (or an equivalent private delivery service) or emailed to the department no more than seven (7) calendar days from the date the request for appeal was postmarked by the U.S. Postal Service (or an equivalent private delivery service) or emailed to the department.

If a hearing is requested, it shall be held within fourteen (14) calendar days of the date the department received the request for appeal, unless otherwise agreed to by both parties. The hearing shall not be held prior to the time expiration for the submission of written documentation by both parties in accordance with subsection (7) of this rule. The Appellant shall be provided with at least five (5) calendar days' written notice, sent via certified mail, return receipt requested, of the time and place of the hearing. The hearing official shall conduct the hearing in accordance with this rule.

If a hearing is requested, the Appellant shall appear before the hearing official and provide oral testimony in refutation of the grounds for which the department's Notice of Action is based. Any documentation the Appellant relies upon during the hearing shall be related to or in connection with the department's Notice of Action and submitted in accordance with subsection (7) of this rule. The hearing official may conduct an examination of the testimony provided by the Appellant or its representative at the hearing. The Appellant may represent itself, retain legal counsel, or may be represented by another person at the hearing. Failure of the Appellant's representative to appear at a scheduled hearing shall constitute the waiver of the right to a personal appearance before the hearing official unless the review official agrees to reschedule the hearing.

A department representative shall be allowed to attend the hearing to respond to the Appellant's testimony and written documentation and to answer questions from the hearing official. The department representative shall be allowed to answer direct questions from the Appellant to clarify the representative's response to testimony.

Post-hearing. Briefs, legal memoranda and proposed final determinations will not be permitted. Written documentation shall be submitted in accordance with subsections 5P-1.002(7) through (8), F.A.C.

The hearing official shall be a department employee who is independent of the

original decision-making process that led to the proposed agency action.

The department shall record the hearing through a sound or video recording device.

Within five (5) business days after the hearing, or within five (5) business days after receipt of written documentation from both parties if no hearing is held, the hearing official shall issue a Final Determination based on a full review of the information provided by both parties, and on applicable program regulations. The Final Determination shall be sent to the Appellant via certified mail, return receipt requested.

When computing time under this rule, if the last day is a Saturday, Sunday, or legal holiday, the period continues to run until the end of the next day that is not a Saturday, Sunday, or legal holiday. Any request for appeal or written documentation received by the department by email, U.S. mail, or an equivalent private delivery service before 5:00 p.m. shall be filed as of that day but any document received after 5:00 p.m. shall be filed as of 8:00 a.m. on the next business day.

The actions of the department remain in effect during the appeal process. The Appellant may continue to operate the program during an appeal of termination, and if the appeal results in overturning the action of the department, reimbursement shall be paid for meals served during the appeal process. Such continued program operation shall not be allowed if the action of the department is based on imminent dangers to the health or welfare of children. If the Appellant has been terminated for this reason, the department shall so specify in its Notice of Action.

The determination made by the department's hearing official is the final administrative determination to be afforded to the Appellant.

Any party adversely affected by the determination is entitled to seek judicial review pursuant to rule 9.110(a)(2) of the Florida Rules of Appellate Procedure, which must be initiated by filing a Notice of Appeal with the department's Agency Clerk, 407 S. Calhoun Street, Tallahassee, FL 32399, within thirty (30) days of the date of the determination. A copy of the Notice of Appeal, accompanied by the prescribed filing fee, must be filed with the Clerk of the District Court of Appeal in the district where the sponsor is located or the First District Court of Appeal at 2000 Drayton Drive, Tallahassee, Florida 32399.

III. CASELOAD MANAGEMENT

- A. There is an inherent need to have a management system to control caseload effectively and efficiently to ensure caseload allocation is not surpassed.
 - 1. The waiting list policy is established when the program has reached maximum caseload.
 - 2. The waiting list will include:

- a. Applicant's name and status,
 - b. Address,
 - c. Telephone number,
 - d. Date applicant is placed on list, and
 - e. Age
- B. Every effort should be made to provide CSFP benefits to the neediest applicants. When the maximum caseload has been reached, the SUBRECIPIENT must keep a list of all potential applicants who contacts the agency. Applicants should be informed of the income standards at the initial contact to avoid later screening effort. Certification from waiting lists will be on a first come, first served basis.

IV. DETECTION OF DUAL PARTICIPATION

The SUBRECIPIENT shall be responsible for ensuring that a check of identification occurs during certification or recertification of all applicants. The Application to Receive Benefits signed by the applicant, or caretaker of the applicant, includes a statement advising the applicant that he or she may not receive CSFP benefits at more than one CSFP site at the same time.

Semiannually, the SUBRECIPIENT shall submit an electronic spreadsheet with the names and identifying information of individuals participating in the CSFP. This information will be submitted to the SA for comparison and the detection of dual participation. The SA will notify the SUBRECIPIENT if any participant is determined to be dually participating in the CSFP. If a participant is found to be committing dual participation, he/she will be subject to disqualification.

V. OUTREACH

The following activities will be employed by the SA and the SUBRECIPIENT to effect public awareness about the CSFP Program to attain the maximum allowed caseload:

- A. Brochures and flyers providing information about the program shall be developed by the SA and made available for SUBRECIPIENTS. SUBRECIPIENTS can distribute the flyers to Senior Congregate Meal Sites, Faith-Based Organizations, Civic Organizations, and other community groups to promote the program as needed.
- B. SUBRECIPIENTS will inform the public of the availability of the CSFP and how to apply through newspaper articles, websites, radio, or television.
- C. The SUBRECIPIENT is responsible for ensuring CSFP information will be made available to the Florida Department of Elder Affairs programs.
- D. The SA will ensure the coordination and communication of information will

- take place between the Florida Senior Farmers Market Nutrition Program and CSFP to capture eligible clients in counties when CSFP is distributed.
- E. All public notices shall include a description of the program, eligibility criteria and the non-discrimination statement.
 - F. Criteria of eligibility will be posted at distribution sites.

VI. NUTRITION EDUCATION

Nutrition education is a dynamic process through which health and dietary information is exchanged with the individual in a manner which will promote both his/her knowledge and application of the dietary practices required for attaining and maintaining positive nutritional and health status. To be effective, nutrition education must be tailored to the needs, interests, experiences, capabilities, and life styles of the individuals or groups taking part in this process. Nutrition education stresses the promotion of the dietary guidelines and reduction of the risks of disease. CSFP nutrition education should be integrated into and coordinated with other community nutrition programs.

A. CSFP NUTRITION EDUCATION SERVICES

1. Nutrition education is to be considered a benefit of the program and is to be provided to each participant at no cost. Nutrition education will be provided by the SUBRECIPIENT and occasionally may be provided by the SA. The SUBRECIPIENT may partner with community-based nutrition programs.
2. Participants will be encouraged by the SUBRECIPIENT to participate in nutrition education services.
3. No participant shall be denied supplemental food for failure to participate in the nutrition education services offered through the CSFP or other community nutrition programs.
4. Annually, the SUBRECIPIENT must offer nutrition education that is in addition to any nutrition education made available to the SUBRECIPIENT by the SA. Nutrition education must be offered to all participants and at a minimum, must include:
 - a. The nutritional value of CSFP USDA foods and their relationship to the overall dietary needs of the population groups served;
 - b. Nutritional ways to use CSFP USDA foods;
 - c. The importance of health care and the role nutrition plays in maintaining good health;

- d. The importance of the use of the foods by the participants to whom they are distributed, and not by another person;
 - e. An explanation of the importance of the consumption of the supplemental foods by the participant;
 - f. Reference to any special nutritional needs of participants and ways to provide an adequate diet;
 - g. Information on the use and nutritional value of supplemental foods; and
 - h. Referral to other social and health programs when indicated.
5. A nutrition education contact is defined as an activity designed to improve health status, achieve positive change in dietary habits, and/or emphasize relationships between nutrition and health, all in keeping with the individual's personal, cultural, and socioeconomic preferences.
- a. To ensure consistency, the SUBRECIPIENT shall have written policies regarding basic nutrition for participants. Policies must be consistent with the dietary guidelines where applicable.
 - b. A nutrition education contact may be provided through either individual or group education.
 - c. A nutrition education contact may be made during a certification visit, visit for food pick-up, a home visit, etc. It is desirable to integrate/coordinate nutrition education services with health agency services and other nutrition education services offered in the community.
 - d. A nutrition education contact will usually involve a face-to-face encounter between the educator and the participant. If literature is given out or a film is shown it shall be accompanied by a discussion.
 - e. Nutrition education must be easily understood by the participant and practical in terms of the participant's household situation and cultural food habits.
 - f. Participants who are known to be at high nutritional risk should receive a level of nutrition intervention that is consistent with their degree of risk. CSFP staff may refer high nutritional risk participants to the health department.
 - g. Nutrition education may be provided by a nutritionist and/or other qualified professional.
6. Continuing education and training of SUBRECIPIENT staff for the purpose

of developing and/or updating the skills and knowledge necessary for the delivery of nutrition education to program participants is to be considered part of the nutrition education services provided through the SUBRECIPIENT.

B. DOCUMENTATION OF NUTRITION INTERVENTION

1. Where nutrition education classes or food demonstrations are offered, activity outlines should be developed. The suggested components of an outline include:
 - a. Target audience
 - b. Objectives
 - c. Outline of the presentation
 - d. Activities/materials used
2. Documentation of individual and/or group nutrition education should be an ongoing part of the participant record. Documentation should include, at the least, the following information:
 - a. A summary of the basic content of the nutrition education provided or the topic of the class attended;
 - b. Date the nutrition education was provided; and
 - c. The signature and title of the person providing the nutrition education.

C. EVALUATION

1. An annual review of the SUBRECIPIENT'S CSFP nutrition education services will be conducted by the SA and will include:
 - a. A review of SUBRECIPIENT'S written policies and procedures; and
 - b. A review of participant records.
2. The SUBRECIPIENT will establish an annual evaluation procedure to obtain the views of CSFP participants or their caretakers concerning nutrition services provided by the SUBRECIPIENT. The purpose of the survey is to assist in program planning at the state and local level. The procedure should be designed to obtain information regarding, but not limited to:
 - a. Attitudes on the need for nutrition education;
 - b. Barriers to attendance at nutrition education sessions;
 - c. Topics participants are interested in learning about;
 - d. Preferred methods for delivery of nutrition education; and
 - e. Impact of CSFP and CSFP USDA foods on the family food choices
3. The SUBRECIPIENT will provide annual feedback to the SA regarding

resources needed to ensure successful program outcome by June 30th.

VII. NUTRITIONAL RISK CRITERIA

No nutritional risk criteria are imposed at this time.

VIII. FOOD STORAGE/DISTRIBUTION/RECORD KEEPING

USDA Foods ordered by the SUBRECIPIENT will be delivered directly to the requested and approved warehouse facility.

The SUBRECIPIENT will provide storage for the USDA Foods in manner that will protect them from theft, spoilage, damage or destruction or other loss. If applicable, the SUBRECIPIENT will make deliveries monthly to sub-distributing agencies. If USDA foods are delivered to a Subdistributing agency through direct shipment or subsequent delivery, the SUBRECIPIENT is responsible for ensuring these USDA Foods are recorded in the existing CSFP inventory for the entire contracted service area.

The SUBRECIPIENT will be responsible for issuing a supplemental food package to participants monthly. An invoice is generated for the participant with that month's food package; participants sign the invoice verifying he/she received the food package in accordance with the food package guide rate established by FNS.

The SUBRECIPIENT will not require any participant to make payment or provide services in connection with receipt of a CSFP USDA food package. The SUBRECIPIENT will not use the distribution of CSFP food packages as a means for furthering the political interest of any person or party.

Records will be maintained in a suitable place for a minimum of three (3) years following the close of the federal fiscal year to which they pertain. The U.S. Department of Agriculture and the SA are authorized to inspect all program operations, including records and reports, at any reasonable time.

A physical inventory of all USDA Foods for CSFP must be taken annually at the SUBRECIPIENT'S warehouse(s) by the SUBRECIPIENT. Results of the annual physical inventory must be reconciled with inventory records and maintained on file with the SUBRECIPIENT. A copy of the results will be provided by the SUBRECIPIENT to the SA by the close of the federal fiscal year and maintained on file by SA staff. A physical inventory and book reconciliation review conducted by SA staff may substitute for the SUBRECIPIENT'S annual review.

SUBRECIPIENT personnel are required to conduct a monthly physical inventory and send the results to the SA staff. The SA will prepare and send an inventory report used to complete the FNS153 due to the USDA Southeastern Regional Office (SERO). The FNS153 report combines the ending monthly inventory for the

SA and the SUBRECIPIENT.

IX. HOMEBOUND

The SUBRECIPIENT shall be responsible for ensuring agency's staff deliver CSFP USDA foods to homebound participants each month or allow for a proxy to pick up the food on their behalf.

- A. A proxy may be designated by the participant on the CSFP Application. The application must be signed by the participant, the local agency's staff member, and the SUBRECIPIENT staff member prior to proxy pickup.
 - 1. CSFP participants are responsible for informing the proxy of food distribution schedules.
 - 2. Certain Meals on Wheels participants with a documented need may have a home delivery option if the SUBRECIPIENT offers this service.
- B. The SUBRECIPIENT that has signed an agreement with the SA shall seek to identify homebound participants who may be eligible for program benefits. Program materials regarding the CSFP program will be distributed through these groups as well as churches, civic organizations, etc., to homebound individuals.
- C. Homebound individuals are defined as persons who are, in the judgment of the SUBRECIPIENT, unable to obtain monthly food packages without assistance provided by or through the SUBRECIPIENT.
 - 1. Homebound participants will be certified by the SUBRECIPIENT staff or by other volunteers providing services to these individuals. Volunteers can collect eligibility data; however, certification must be accomplished by SUBRECIPIENT certification staff.
 - 2. During the certification process, volunteer staff will explain to homebound participants how the CSFP operates as well as their rights and responsibilities as a participant. Homebound participants shall be provided with the name of the SUBRECIPIENT responsible for issuing their food package and the contact person to be called for assistance.

X. Food Delivery System

State agency has the discretion to allow a for-profit company to provide home delivery of CSFP food packages, if certain conditions are met. First, consistent with 7 CFR 250.4(c) and (d), an agreement or contract must be in place

between the company and SUBRECIPIENT which ensures that the delivery service adheres to all CSFP program regulations (see also 7 CFR 247.4). At a minimum, a contract or agreement for these delivery services must require the company to provide:

- A. Safe storage and transportation of the foods in compliance with program regulations at 7 CFR 250;
- B. Verification of the identity of each CSFP participant through a review of the participant's, or proxy's, identification before issuing the CSFP food package, consistent with 7 CFR 247.10(b);
- C. All applicable records required by the State and SUBRECIPIENT; and
- D. An assurance that the privacy of participants will be maintained, consistent with 7 CFR 247.36.
- E. Civil Rights training for delivery personnel.

If the SUBRECIPIENT plans to use CSFP administrative funds to procure this service, they must follow procedures outlined in 2 CFR 200, subpart E, and all applicable State and local procurement regulations. If the for-profit company is donating its services, local agency does not need to follow procurement regulations, but must still have a contract or service agreement in place, preferably a no-cost contract or agreement.

In order to conduct deliveries in this way, the SUBRECIPIENT must be aware that employees of the for-profit delivery service are not permitted to carry out key SUBRECIPIENT agency responsibilities, such as making participant eligibility determinations (see 7 CFR 247.5(c)(1)-(8) listing the major SUBRECIPIENT'S responsibilities). Such employees may not be considered proxies for participants. Additionally, CSFP food packages may not be dropped off at a door or left unattended at a pick-up location due to the requirement at 7 CFR 247.10(b) and that participants or their proxies present identification before being issued a food package.

XI. CLAIMS

The SUBRECIPIENT will be responsible to the Florida Department of Agriculture and Consumer Services (FDACS) for any improper or negligent issuance of supplemental foods and will make restitution for any improper or negligent authorization. When a loss of food occurs after delivery to the SUBRECIPIENT, a claim determination must be made. If the value of the food loss is more than \$500.00 but does not exceed \$2500.00, FDACS will make a loss claim determination. If the value of the lost food exceeds \$2500.00, documentation must be forwarded to the USDA Regional Office for concurrence with a claim determination by FDACS. If the SUBRECIPIENT or its sub-distributing agency is

found to be negligent, the Florida Department of Agriculture and Consumer Services must pursue a claim for the value of the food. All claim payments must be paid by check, payable to FDACS. FDACS will not assess any claim against the SUBRECIPIENT which is less than \$500.00. Loss claims in an amount less than \$500.00 will not be pursued.

ATTACHMENTS**PAGE NUMBER**

- | | |
|--|-------|
| I. Caseload Allocation – Florida | 23-24 |
| II. Application and Agreement for Donated USDA Foods
CSFP Distributing Agency | 25-30 |
| III. CSFP Participant Application | 31-33 |



Signature Program Administrator

12/30/2024
Date

Vianka Colin/Director

Name/Title Program Administrator

12/30/2024
Date

ATTACHMENT I

Caseload Allocation – Florida

The following factors were considered in Florida’s current caseload allocation methodology per county:

- Median household income
- Percent of seniors (60+) in poverty
- Number of food banks
- TEFAP sites
- Percent of urban and rural areas
- Unemployment rates
- Poverty rates
- SNAP participation rates

Feeding the Gulf Coast

County Served	Caseload Distribution
Bay	203
Calhoun	202
Holmes	267
Walton	137
Escambia	71
Washington	72

America’s Second Harvest of the Big Bend

County Served	Caseload Distribution
Dixie	397
Hamilton	347
Lafayette	303
Liberty	129
Madison	277

Farm Share, Inc.

County Served	Caseload Distribution
Alachua	282
Flagler	215
Union	475
Marion	606

Feeding America Tampa Bay

County Served	Caseload Distribution
Citrus	191
Hernando	159
Hillsborough	71

Harry Chapin Food Bank of Southwest Florida

County Served	Caseload Distribution
Glades	254
Hendry	720

Treasure Coast Food Bank

County Served	Caseload Distribution
Osceola	575
Indian River	508

Feeding South Florida

County Served	Caseload Distribution
Miami-Dade	3611
Broward	72

ATTACHMENT II



WILTON SIMPSON
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

**APPLICATION AND AGREEMENT
FOR DONATED USDA FOODS
CSFP DISTRIBUTING AGENCY**

7CFR247

Bureau of Supplemental Food Programs
Holland Building
600 S. Calhoun St.
Tallahassee, Florida 32399-0800
Phone: (850) 617-7170
Fax: (850) 617-7171

Part I Application for Agency Participation

1. Agency Name: _____ FEID# _____

Is organization (check one): ☐ Food Bank ☐ Other non-profit organization _____

2. Mailing Address: _____

City: _____ County: _____ Zip Code: _____

3. Physical Address: _____

City: _____ County: _____ Zip Code: _____

4. Telephone Number(s): (____) _____ - _____ (____) _____ - _____

Fax: (____) _____ - _____ E-Mail: _____

5. CSFP Contact Person: _____ Title: _____

6. This organization's fiscal year ends on: _____ (month and day) each year.

7. Do you participate in any other federal feeding programs in Florida? (Check all that apply)

- ☐ National School Lunch Program ☐ Summer Food Service Program
☐ Child and Adult Care Food Program ☐ The Emergency Food Assistance Program
☐ Other _____

8. How many preparation and storage sites do you operate that will be utilizing USDA Foods for CSFP? (Please attach list if there is more than one.)

For Office Use Only:

Date Application Received: _____ Date Application Reviewed: _____

[] Approved or [] Rejected Date: _____ By: _____

PART II: Agreement with CSFP Subdistributing Agency

In order to carry out the program of the United States Department of Agriculture (USDA) for the donation of USDA Foods, the Florida Department of Agriculture and Consumer Services, Bureau of Supplemental Food Programs and the SUBRECIPIENT do covenant and agree as follows:

A. Florida Department of Agriculture and Consumer Services agrees to:

1. Provide guidance on the approved food package content.
2. Provide the caseload numbers to the SUBRECIPIENT on a monthly basis for packaging purposes.
3. Provide the SUBRECIPIENT regulatory guidance and oversight in administering the Commodity Supplemental Food Program.
4. Allocate administrative funds to SUBRECIPIENT for services rendered as they are available from the USDA.
5. Monitor the SUBRECIPIENT for compliance to rules and regulations of the program.

B. The Subrecipient agrees to:

1. Administer the program in accordance with the provisions of 7 CFR part 247 and with the provisions of 7 CFR part 250 of this chapter, unless they are inconsistent with the provisions of 7 CFR part 247;
2. Order the USDA Foods used in the Program;
3. Receive the commodities used in the Program;
4. Break down the commodities into the Food Packages in accordance with the approved food package guide rate;
5. Maintain accurate and complete records for a period of three years from the close of the fiscal year to which they pertain, or longer if the records are related to unresolved claims actions, audits, or investigations;
6. Provide, or cause to be provided, nutrition education to participants, as required in 7 CFR §247.18;
7. Provide information to participants on other health, nutrition, and public assistance programs, and make referrals as appropriate, as required in 7 CFR §247.14;
8. Distribute USDA Foods in accordance with the approved food package guide rate;
9. Take steps to prevent and detect dual participation, as required in 7 CFR §247.19;
10. Comply with the nondiscrimination regulations (7 CFR parts 15, 15a, and 15b) and the FNS civil rights instructions to ensure that in the operation of the program no person is discriminated against on protected bases as such bases apply to the program;
11. Ensure that racial or ethnic participation data is collected and retained at the service delivery point.
12. Ensure compliance with procurement requirements in 2 CFR part 200, subpart D, and USDA implementing regulations at 2 CFR parts 400 and 416, as

- applicable, to obtain the services of a commercial enterprise to conduct activities relating to USDA foods;
13. Determine eligibility of applicants in accordance with eligibility criteria established by the Department;
 14. Maintain the names and addresses of all certification, distribution, and storage sites under the jurisdiction of the Local Agency;
 15. Comply with fiscal and operational requirements established by the Department;
 16. Ensure that participation does not exceed the caseload assigned by the Department;
 17. Complying with all applicable Federal requirements in receiving shipments of USDA foods, including procedures for the disposition of any USDA foods in a shipment that are out-of-condition (as this term is defined in §250.2), or are not in accordance with ordered amounts;
 18. Providing notification of the receipt of USDA food shipments to FNS, through electronic means, and maintain an electronic record of receipt of all USDA food shipments;
 19. Provide facilities for the storage and control of USDA foods that protect against theft, spoilage, damage, or other loss;
 20. Storage facilities must maintain USDA foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation;
 21. Ensure that storage facilities comply with all Federal, State, or local requirements relative to food safety and health and procedures for responding to a food recall, as applicable, and obtain all required health inspections;
 22. Ensure that USDA foods at all storage facilities used by the Local Agency are stored in a manner that permits them to be distinguished from other foods;
 23. Ensure that a separate inventory record of USDA foods is maintained;
 24. Maintain a system of inventory management that ensures USDA foods are distributed in a timely manner and in optimal condition;
 25. Ensure that restitution is made for any USDA food losses;
 26. Ensure inventories of each category of USDA foods in the food package do not exceed an amount needed for a three-month period, based on an average amount of USDA food that the Local Agency can reasonably utilize in that period to meet CSFP caseload;
 27. Obtain insurance to protect the value of USDA foods at its storage facilities at least equal to the average monthly value of USDA food inventories at such facilities in the previous fiscal year;
 28. Request, through the Department, FNS approval to transfer USDA foods from inventories to another Local Agency, or to another program, in order to ensure that such foods may be utilized in a timely manner and in optimal condition;
 29. Payment of any delivery charges that accrue as a result of the Local Agency's failure to comply with procedures in FNS instructions—e.g., failure to provide for the unloading of a shipment of USDA foods within a designated time period;
 30. Report out-of-condition USDA foods at their storage facilities to the Department, in accordance with 7 CFR §250.14(b), and ensuring that such

USDA foods are removed, destroyed, or otherwise disposed of, in accordance with FNS instruction and State or local requirements pertaining to food safety and health;

31. Comply with State or local requirements in determining the safety of foods (including USDA foods), and in their destruction or other disposition;
32. Follow all applicable Federal, State or local requirements for USDA foods subject to a food recall, as this term is defined in 7 CFR §250.2;
33. Use funds obtained from sources incidental to USDA food distribution (except as otherwise indicated in 7 CFR 250.17) to pay administrative costs incurred in the storage and distribution of USDA foods, consistent with the limitations on the use of funds provided under a Federal grant in 2 CFR part 200, subparts D and E, and USDA implementing regulations at 2 CFR parts 400 and 416;
34. Maintain funds obtained from claims and other sources included in 7 CFR 250.17(c) in a USDA foods account (separate from the operating account), and must obtain FNS prior approval for any single deposit into, or expenditure from, such account in excess of \$25,000;
35. Maintain records of funds obtained and expended in accordance with 7 CFR 250.17(c);
36. To the maximum extent practical, purchase only domestic foods or food products when funds obtained in accordance with 7 CFR 250.17 are used to purchase foods in the commercial market;
37. Maintain records of agreements and contracts, reports, audits, and claim actions, funds obtained as an incident of USDA food distribution, and other records specifically required in 7 CFR 250 or in other USDA regulations, as applicable;
38. Have a single or program-specific audit conducted for any year the SUBRECIPIENT expends \$1,000,000 or more in Federal awards, including the value of USDA foods, during the Local Agency's fiscal year in accordance with the provisions of 2 CFR 200.501;
39. Comply with the requirements of 7 CFR 250 in the distribution, control, and use of USDA foods in CSFP, to the extent that such requirements are not inconsistent with the requirements in 7 CFR part 247.
40. Provide a listing of current CSFP recipients and developed waiting list upon request to the SA in an approved format.
41. Monthly, the SUBRECIPIENT must complete and submit a Reimbursement Request form for services outlined. Inventory of all CSFP foods on hand at the Subrecipient's own/leased warehouse facility at the immediately preceding month using FNS-153 or other approved form and/or format approved by the Recipient.

Either party may terminate the agreement by written notice to the other at least 30 days advance notification.

C. Other Conditions:

1. It is understood and agreed upon that the federal regulations for the United States

Department of Agriculture, relating to the Food and Nutrition Services, 7 CFR Part 250 and 247, are made a part of this Agreement and that the Bureau of Food Distribution and the RA are to abide by all of the conditions and terms set forth in the Regulations.

2. This agreement is permanent pursuant to 7 CFR 247; however, it may be amended as necessary by the Department or at the request of the United States Department of Agriculture.
3. Agreement may be terminated for cause by either party giving 30 days written notice to the other. Upon any termination, the SUBRECIPIENT agrees to comply with the Bureau of Supplemental Food Programs instructions in regard to the disposition of any donated USDA Foods remaining in their possession or control.
4. The SUBRICIPIENT must update all pertinent information annually. Any changes during the year should be reported to the Bureau as soon as possible to ensure the accuracy of the records.
5. The Undersigned Entity (Subrecipient) receiving federal financial assistance under this agreement hereby acknowledges and agrees that it will comply with the applicable provisions of 2 CFR part 200. Copies of the latest version of the above which would relate to the undersigned Entity (Subrecipient) are available for review at the following address:

*Department of Agriculture and Consumer Services
Division of Administration, Contract Administrator Room
509, Mayo Building
Tallahassee, Florida 32399-0800*

If the undersigned Entity (Sub-recipient) expends \$1,000,000 or more in federal financial assistance in a fiscal year, either directly from federal agencies or indirectly through other units of state or local governments, or a combination thereof, the Entity (Sub-recipient) shall have an audit made in accordance with 2 CFR part 200. The \$1,000,000 threshold specified above shall be from all federal sources, not just the amount provided by this agreement. A copy of this audit shall be submitted to the Department of Agriculture and Consumer Services, Bureau of Supplemental Food Programs, within nine (9) months after the end of the agency's fiscal year to which it pertains. The undersigned Entity (Subrecipient) receiving funds under this agreement hereby agrees that it will allow the Department of Agriculture and Consumer Services and any federal agency to audit the Entity's (Subrecipient's) books for compliance with the above circular.

If applicable, based on your reported fiscal year end date of (Month, day), your audit is due at the Department no later than, (Month, day) each year.

6. Certification Regarding Lobbying Language. If this agreement contains federal funding in excess of \$100,000, the Entity (Subrecipient) must, prior to agreement execution, complete the Certification Regarding Lobbying form. If a Disclosure of Lobbying Activities form, Standard Form LLL, is required, it may be obtained from the Agreement Manager. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the Food Distribution Office Agreement Manager.
7. The SUBRECIPIENT is informed that the Department shall consider the employment by any SUBRECIPIERNT of unauthorized aliens, a violation of Section 274A(e) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of this agreement.

8. The SUBRECIPIENT is informed that a person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not submit a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.01, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

9. 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.

D. The Catalog of Federal Domestic Assistance (CFDA) reference for the Commodity Supplemental Food Program is Number 10.565.

Signature of RA Authorized Representative

Date

Print Name and Title

Division of Food, Nutrition and Wellness

Date

Print Name and Title

**ATTACHMENT III
SAMPLE PARTICIPANT APPLICATION**

Household Information: To be completed by the applicant or authorized representative					
Applicant Name (Last, First, Middle Initial):		Phone Number:	Sex: ☐ Male ☐ Female		Application Date:
Street Address (Include Apt # if applicable):		City:	Zip:	State: Florida	County:
Date of Birth (MM/DD/YY):		Current Age:		Total Household Gross Income (before deductions):\$	
Household Size (Total number of household members, including applicant):		☐ Monthly ☐ Twice per month ☐ Every 2 Weeks ☐ Weekly ☐ No Income			
		Participate in one of the below Programs: ☐ Supplemental Nutrition Assistance Program (SNAP) ☐ Supplemental Security Income (SSI) ☐ Low Income Subsidy (LIS) ☐ Medicare Savings Programs (MSPs)			
Have you ever received food from the CSFP?: Yes No		(If yes) Date last received food from the CSFP:			
CSFP Income Guidelines 2024 (150% of poverty rate)					
I hereby certify that my household income is at or below the following guidelines. Yes No					
Household Size	Annual Income	Monthly Income	Twice Per Month	Every Two Weeks	Weekly Income
1	\$22,590	\$1,883	\$941	\$869	\$434
2	\$30,660	\$2,555	\$1,278	\$1,179	\$590
3	\$38,730	\$3,228	\$1,614	\$1,490	\$745
4	\$46,800	\$3,900	\$1,950	\$1,800	\$900
5	\$54,870	\$4,573	\$2,286	\$2,110	\$1,055
6	\$62,940	\$5,245	\$2,623	\$2,421	\$1,210
7	\$71,010	\$5,918	\$2,959	\$2,731	\$1,366
8	\$79,080	\$6,590	\$3,295	\$3,042	\$1,521
For each additional HH member, add:	\$8,070	\$673	\$336	\$310	\$155
Ethnic/Racial Data: Optional - Data will not affect consideration of application for assistance. This information is requested solely to ensure compliance with Federal Civil Rights laws.					
Ethnic Category (Select one): Are you Hispanic or Latino? Yes No		Racial Category (Select one or more): American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White			
Proxy Information: A proxy is a person the applicant may authorize to pick up the CSFP food packages on their behalf for a specified time period. The proxy must be at least 18 years of age and must bring proof of his/her identification to pick up the CSFP food package. If you would like to designate a proxy, please complete the information below.					
Name of Proxy (Must be at least 18 years of age):			Designated Time Period for CSFP Food Pick Up (Month/year):		
OFFICIAL USE (Local Agency Staff Only)					
Eligibility Criteria: ☐ Age ☐ Income ☐ County of Residence Applicant's Identification was Confirmed ☐ Verification Source(s) for Identification: Age and County of Residence: ☐ Driver's License ☐ State-Issued ID ☐ Other _____ Document Name (If other): _____ Local Agency Staff's Printed Name: _____ Local Agency Staff's Signature _____ Date: _____					

OFFICIAL USE (To be completed by Subrecipient Official Only)		
Status: ☐ Eligible (Active List) ☐ Eligible (Waiting List)	Method of Notification: ☐ Verbal ☐ Letter	Date of Notification:
Initial Certification Period: From _____ to _____	Re-Certification Period: 1. From _____ to _____ 2. From _____ to _____	Re-Certification Dates of Notification 1. _____ 2. _____
If applicable: Date Certified as Active from Wait List:		
Status: ☐ Ineligible ☐ Discontinued ☐ Disqualified ☐ Terminated		Date of Written Notification:
Ineligible/Discontinued/Disqualified/Terminated-Reason:		
Subrecipient Official's Name (Print): _____		Title: _____
Subrecipient Official's Signature: _____		Determination Date: _____
"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: program.intake@usda.gov" This institution is an equal opportunity provider		
Certification: 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 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		
Signature of Applicant/Authorized Representative (Circle One): _____		Date: _____

APPLICATION INSTRUCTIONS: Complete application in black or blue ink only.

To Be Completed by the Applicant or Authorized Representative

Applicant Name	List applicant's last name, first name and middle initial.
Telephone Number	List applicant's area code and telephone number.
Sex	Select either Male (M) or Female (F).
Application Date:	List the date of application.
Street Address	List applicant's street address and if applicable, apartment number.
City	List applicant's city of residence.
Zip Code	List applicant's zip code.
County	List the applicant's county of residence.
Date of Birth	List applicant's month, day and year of birth.
Current Age	List applicant's age on the date of application
Total Household Gross Income and How Often is Received	List the total household gross income (before deductions) and check the box for how often income is received (i.e., weekly, monthly, etc.). If no one in the household receives income, check the No Income box.
Participate in on of the Below Programs	Indicate if the applicant is currently enrolled in one of the listed federal or state level programs.
Household Size	List the total number of household members, including applicant.
Previous Participation in CSFP	Check either Yes or No. If Yes, provide the last date you received CSFP foods.
Income Certification	Check either Yes or No to certify that your household income is within the allowable limits.
Ethnic & Racial Data	This question is optional. If you choose to answer, please select one Ethnicity then choose one or more Race categories.
Proxy	Complete only if authorizing someone to pick up the CSFP food kits on applicant's behalf. Provide the proxy's name and the designated time period for CSFP kits pick up.
Certification Statement	Read the certification statement and check either Yes or No.
Signature of Applicant	The person for whom CSFP benefits are being requested must sign the application. If the application is being made by an authorized representative, the authorized representative may sign on behalf of the applicant.
Signature Date	List the date the application is signed.

Official Use - To Be Completed by Local Distributing Agency Site Staff Only
--

Eligibility Criteria/Verification Source	Check the Age/County box. Then, check the applicable box for the verification source used to verify applicant's age/county (i.e., driver's license, State ID, etc.). If Other is checked, list the document name (i.e. passport, birth certificate, etc.).
Document Date	List the document issuance date or date listed on document (if applicable).
Site Staff Printed Name	Print Name of the designated Local Distributing Agency staff verifying the information on the application.
Site Staff Signature/Date	Signature of designated Local Distributing Agency staff and date the application is received or taken.

Official Use - To Be Completed by Subdistributing Agency (SUBRECIPIENT) Official Only

Status	Indicate the application determination status (i.e., eligible, ineligible, etc.).
Method of Notification/Date	Check appropriate box and list the date of initial notification.
Date Certified as Active from Waiting List	List the date the applicant was certified as Active from the Waiting list.
Re-Certification Period/Date	List the re-certification period and the date the applicant was notified of re-certification.
Waiting List Notification	List the date the applicant was notified that he/she was being placed on a waiting list.
Ineligible/Terminated reason/Date	If an applicant is ineligible or if a participant is discontinued, disqualified or terminated, provide the reason and the date of written notification.
SUBRECIPIENT Official's Printed Name/Title	Print Name and title of SUBRECIPIENT Official.
SUBRECIPIENT Official's Signature	Signature of SUBRECIPIENT Official making eligibility determination.
Determination Date	List the date the eligibility/ineligibility determination was made.