



COMMODITY SUPPLEMENTAL FOOD PROGRAM  
POLICY AND PROCEDURE MANUAL

SUBJECT:	Transfer of Certification	Chapter:	2
		Section:	2.9
REFERENCES:	7 CFR 247.16(c)	Page:	1 of 1
		Revised:	04-2014

**PURPOSE:** To provide a mechanism for certified participants to retain eligibility if they relocate during the certification period.

**POLICY:** Participants who relocate during the certification period may request a Verification of Certification form, Attachment 2.8. Local agencies and their subcontractors will accept Verification of Certification forms from other CSFP agencies in accordance with federal regulation and this policy.

**PROCEDURES:**

- A. Local agencies and/or certification sites shall issue upon request Verification of Certification form, Attachment 2.8 to any participant who relocates during the certification period.
- B. Local agencies and/or certification sites shall accept Verification of Certification form, Attachment 2.8 issued by other local agencies or similar documents issued by other states.
- C. The verification of certification is valid until the certification period expires, and shall be accepted as proof of eligibility for Program benefits.
- D. If a receiving local agency has waiting lists for participation, the transferring participant shall be placed on the list ahead of all waiting applicants.