



COMMODITY SUPPLEMENTAL FOOD PROGRAM
POLICY AND PROCEDURE MANUAL

SUBJECT:	Food Package Assembly	Chapter:	5
		Section:	5.3
REFERENCES:	7 CFR 247.10(a), 7 CFR 247.28 and 7 CFR 250.14	Page:	1 of 1
		Revised:	4-2014

PURPOSE: To provide guidelines for the assembling of food packages for the Commodity Supplemental Food Program in Missouri.

POLICY: Local agency shall assemble food packages in accordance with Missouri Department of Health and Senior Services CFSP Food Package Monthly Distribution Rates and program regulations.

PROCEDURES:

- A. Foods required to be included in food packages, based on age and category, are listed in the Missouri Department of Health and Senior Services CSFP Food Package Maximum Monthly Distribution Rates, Attachments 5.3A and 5.3B.
- B. Partial food packages MAY NOT be distributed.
- C. A food package tracking system must be devised to identify the content of each package so that an accurate by unit end of the month inventory can be accomplished (see Policy 5.5). The food package tracking system should identify the following:
 - 1. Either the pack month and year or the intended distribution month and year
 - 2. The category (see C. above)
 - 3. The specific food items in the package. Document the contents of the first package and assign an alpha or numeric code. If there is a change in food items during package assembly, for instance the corn runs out and green beans are substituted, a new code should be assigned and the new contents documented for that code.