



COMMODITY SUPPLEMENTAL FOOD PROGRAM
POLICY AND PROCEDURE MANUAL

SUBJECT:	Food Package Distribution	Chapter:	5
		Section:	5.4
REFERENCES:	7 CFR parts 247.4, 247.10, 247.28 and 250.14	Page:	1 of 3
		Revised:	04-2014

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

POLICY: Local agency shall assure that supplemental food packages are distributed in accordance with Program regulations.

PROCEDURES:

- A. Local agencies are responsible for recruiting and/or establishing food distribution sites with eligible public or private nonprofit organizations in accordance with Section 247.7(a) of the Federal Regulation. Each site must conform to local, state and federal health standards and must enter into an agreement with the local agency to assure proper food handling, storing, and distribution procedures and recording requirements are maintained.
- B. The local agency shall provide the name and address of each certification, food distribution and storage site under its jurisdiction either with the local agency's Commodity Supplemental Food Program Contract Request or when written agreements are established.
- C. The written agreements with other agencies shall:
 - 1. State the program responsibilities of the other agency.
 - 2. Contain the information on the CSFP Agreement Checklist, Attachment 5.5.
 - 3. Be on file with the parties to the agreements.
- D. Local agencies shall assure that distribution sites under their jurisdiction provide adequate care and security for the food while in their possession. Foods shall be stored in adequate and secured areas at each distribution site to safeguard them from spoilage, infestation, fire and other losses. These storage areas may also be used to store The Emergency Food Assistance Program (TEFAP) commodities or other USDA foods for local use and distribution but each program's commodities must be maintained separately. Inventory and distribution amounts as well as participant data shall be reported to the local agency each month.



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	Revised: 04-2014

- E. Participants pick up food packages at their designated distribution site once each month during the distribution site's normal hours of operation. Staff at the site shall verify recipient identity and eligibility prior to distributing the foods and shall require the participant or proxy to sign for the receipt of food packages.
- F. Local agencies may permit the use of proxies if procedures are in place to deter fraud. At a minimum, such procedures must:
 - 1. Require that the participant, parent, or guardian authorizes proxies in writing;
 - 2. Require that the period of time such a designation is intended to cover be reflected in the written designation;
 - 3. Require that records of proxy designations be maintain on file;
 - 4. Require that the proxy provide some form of identification prior to completing the certification, recertification, or food package distribution process; and
 - 5. Determine whether participants receive the food package released to proxies for delivery.
- G. Distribution site staff or volunteers may deliver food packages to homebound participants by the end of the month or within five working days of a single distribution day whichever is latest. Participants or authorized proxy must sign for the receipt of food packages.
- H. The frequency of food distribution to participants shall be a one-month food package issued each month for the current month. Food shall not be issued in the current month for a past month except when food packages are delivered to homebound participants and a single distribution day falls less than five working days from the end of the month (see paragraph G above).
 - 1. When undistributed food packages remain at the end of the month the distribution site must report the number of boxes remaining and the unique content code for each box to the local agency.
 - 2. Undistributed food packages remaining at the end of the month shall be included in the local agencies end of the month physical inventory on the FNS 153. See Section 5.5 paragraph B.



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		Revised:	04-2014

3. The local agency shall reduce the number of boxes issued to the distribution site the next month by the number of undistributed food packages remaining at the end of the month except as indicated in point 4 below.
 4. Sites that operate continuous distribution throughout the month may need to have food packages remaining at the end of the month in order to have food packages available for distribution prior to the next delivery of food packages. However, reports must reflect the exact number of food packages distributed during each month and adequate controls to prevent food loss must be in place.
- I. Participants who are required to be in the hospital for extended stays retain their participant status. They should not be removed from the program for missing two consecutive months. They can be issued food for any month within their certification period for which they had at least one day at home. If they have extended hospital stays covering every day of the month, they should not receive a food package for that month.
 - J. Participants shall not be required to make any payments, or provide any materials or services in connection with the receipt of CSFP commodities and, they shall not be solicited in connection with the receipt of CSFP commodities for voluntary cash contributions for any purpose.
 - K. Distribution of supplemental foods shall not be used as a means for furthering the political interest of any person or party.