

**2019**  
**MISSOURI STATE PLAN**

**COMMODITY**  
**SUPPLEMENTAL**  
**FOOD PROGRAM**

**Missouri Department of Health and Senior Services**  
**Community Food and Nutrition Assistance**

Sarah Walker, Bureau Chief

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**INTRODUCTION:**

The Missouri Department of Health and Senior Services (MDHSS) administers the Commodity Supplemental Food Program (CSFP) in Missouri in accordance with the provisions of 7 CFR Part 247 and with the provisions of 7 CFR Part 250, as applicable. The Missouri CSFP Policies and Procedures Manual provides details about how the program is implemented and is available on the Missouri CSFP webpage along with other information for program outreach and for use by the local agencies. Exhibit A lists the information available on the webpage and current web addresses.

**1. LOCAL AGENCIES, in accordance with 247.6(1):**

The names and addresses of all local agencies and sub-distributing agencies with which the State agency has entered into an agreement are provided in Exhibit B. MDHSS has established sole source contracts with the six Feeding America Food Banks in Missouri, referred to as local agencies in this document. See Exhibit C for a copy of the Scope of Work used for all agreements and the sole source justification.

**2. INCOME ELIGIBILITY, in accordance with 247.6(2):**

Elderly persons are income eligible if they have household income at or below 130% of Federal Poverty Income Guidelines published annually by the Department of Health and Human Services.

Elderly guidelines are implemented immediately upon receipt. Income and income exclusions are defined in accordance with 7 CFR 247.9(e). Missouri CSFP chooses to exclude all sources of income allowed to be excluded in 7 CFR 247.9(e)(2) and excludes those required to be excluded in 7 CFR 247.9(e)(3). When warranted, all local agencies consider the household's average income during the previous 12 months and current household income to determine which more accurately reflects the household's status per 7 CFR 247.9(e)(4).

3. CERTIFICATION PERIOD, in accordance with 247.16 - Implementation of the Agriculture Improvement Act of 2018 (P.L. 115-334)

Local agencies are required to adhere to the three-year certification period. This certification period is allowed under the condition that on an annual basis, local agencies administering CSFP during the certification period applicable to the participant:

- (1) Verify the address and continued interest of the participant; and
- (2) Have sufficient reason to determine that the participant still meets the income eligibility standards, which may include a determination that the participant has a fixed income.

Once approved, new certification periods must be implemented immediately for new CSFP applicants and on a rolling basis for current participants on the date that their current certification period expires, provided that such participants continue to meet all other eligibility requirements outlined in 7 C.F.R. 247.9.

4. NUTRITIONAL RISK CRITERIA, in accordance with 247.6(3):

Nutritional risk criteria are not evaluated in the Missouri CSFP.

5. SERVICE PLAN AND CASELOAD NEEDED, in accordance with 247.6(4):

Available caseload is allocated to the local agencies taking into consideration the need in the service area, the request for caseload submitted by the local agencies and the demonstrated ability of the local agency to administer the program. The local agencies may establish agreements with other public and/or private non-profit agencies to certify applicants and to distribute food packages in accordance with federal regulation and Missouri CSFP policies and procedures.

Residency Requirement:

Persons eligible for Missouri's CSFP must reside in the State of Missouri, within the service area of the local agency. There are no duration or fixed residency requirements. Migrant and seasonal farm workers shall be considered as meeting the residency requirement. Local agencies are authorized to serve residents from counties outside their normal service area as long as the area served does not overlap another local agency's service area. Elderly persons living in nursing homes are not eligible for CSFP benefits.

Caseload Needed:

The Missouri Department of Health and Senior Services administers CSFP. Data obtained from the Census Bureau indicate a significant number of elderly adults live in poverty in the service areas.

6. OUTREACH PLAN, in accordance with 247.6(5):

Outreach activities are conducted at both the State and local agency level. The Missouri Department of Health and Senior Services has developed several outreach flyers that are available on the Missouri CSFP webpage to promote and advertise the CSFP to the elderly. Statewide press releases are issued through the Missouri Governor's Office as appropriate to highlight newsworthy program events.

Local agencies use the outreach flyers at social service outlets, doctors' offices, clinics,, hospitals, social security offices, senior citizen centers, churches and unemployment offices when caseload is available. A toll free number is provided on the outreach flyers to direct potential participants to the nearest CSFP local agency.

7. SYSTEM FOR STORING AND DISTRIBUTING COMMODITIES, in accordance with 247.6(6):

USDA commodities are shipped directly to the local agency warehouse from the multi-food warehouse and from commercial food manufacturers under USDA contracts. The state submits all direct shipment requests into the web-based system and monitors all multi-food shipment requests placed into the web-based system by the local agencies. Local agencies are responsible for the receipt and storage of commodities; the preparation and distribution/delivery of the food packages; and the certification of participants.

Local agencies recruit and/or establish food distribution sites. Each site conforms to local, state and federal health standards and enters into an agreement with the local agency to assure proper food handling, storing, and distribution procedures and recording requirements are maintained. Agreements must include, at a minimum, the items required in 247.4.

Distribution sites, under agreement with the local agency, assure that adequate care and security is provided for the food while in their possession. Food packages are 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 must be inventoried separately. Inventory and distribution amounts as well as participant data are reported monthly.

Participants pick up food packages at their designated distribution site once each month during the distribution sites normal hours of operation. Staff or volunteers at the distribution site verify eligibility and identity of recipients prior to distributing the food packages.

8. NUTRITION EDUCATION PLAN, in accordance with 247.6(7):

Local agencies are responsible for making nutrition education available to all adult participants. At a minimum, local agencies distribute nutrition education information with monthly food packages in the form of a flyer, newsletter or handout. The State agency has developed a list of nutrition education resources available on the web and through various Missouri departments.

9. DETECTION OF DUAL PARTICIPATION, in accordance with 247.6(8):

Local agencies are required to establish safeguards against dual participation at more than one CSFP site at the same time by establishing procedures that identify participants who are participating in two different sites or by establishing specific service areas for each distribution site.

10. COST EFFECTIVE CLAIM STANDARDS, in accordance with 247.6(9):

The Missouri Department of Health and Senior Services has established the following cost effective claim standard: The pursuit of a claim against a participant to recover the value of CSFP commodities improperly received or used is cost effective when the value exceeds \$100 or 5 months of CSFP benefits. Local agencies are required to use this standard in determining if a claim is to be pursued and to pursue claims in accordance with 247.30 and Missouri CSFP policies and procedures.

11. HOMEBOUND ELDERLY, in accordance with 247.6(10):

Local agencies are required to make the necessary arrangements to meet the needs of homebound elderly. They are encouraged to coordinate these efforts with the local Area Agency on Aging (AAA) and the homebound “Meals on Wheels” program. Local agencies work with AAAs to identify potential homebound participants, to conduct outreach, and to conduct certification and delivery of food packages. Homebound elderly individuals are given priority over non-homebound elderly when applications exceed the assigned caseload level. Local agencies allow designated proxies to pick up food packages for homebound elderly individuals.

12. COPIES OF AGREEMENTS, in accordance with 247.6(11): See Exhibit C