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## Kentucky Department of Agriculture *A Consumer Protection And Service Agency*

### **POLICY MEMORANDUM KY-CSFP-PM-07-02**

**TO:** Commodity Supplemental Food Program Food Banks

**FROM:** Teresa Ulery, Director   
Division of Food Distribution

**DATE:** October 4, 2007

**SUBJECT:** Commodity Supplemental Food Program Recipient Recertification Procedures

Recent events have indicated that there is confusion regarding the program requirements for recertification of Commodity Supplemental Food Program (CSFP) recipients.

Recertification is required every six months.

Recertification can be performed in an abbreviated manner on even numbered recertification (i.e. the second, fourth, sixth, etc. certification). This abbreviated recertification must verify, at a minimum, the recipient's address and interest in continuing to participate in the program.

The first and, at least, every odd numbered recertification (i.e. the third, fifth, seventh, etc. certification) will be performed as a full certification in the same manner as an initial certification.

All certifications, whether full or abbreviated must be documented on the CSFP Application/Certification Form (FD-CSFP-01).

If you have any questions regarding this policy you may contact Rick Betsworth at [rick.betsworth@ky.gov](mailto:rick.betsworth@ky.gov) or at 502-573-0298 extension 262.



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