



## Department of Agriculture

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### POLICY MEMORANDUM – KY-CSFP-PM-05-01

**TO:** Food Bank Administrators

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

**DATE:** August 22 2005

**SUBJECT:** Changes to Current Program

This Policy Memorandum is intended to address the issue of proof of income pertaining to The Commodity Supplemental Food Program (CSFP).

If you are reasonable sure a client is abusing the system by not declaring all their income, you could ask that client to bring in their Federal and Kentucky State Income Tax returns for the previous year and compare their gross income before deductions to the Federal Income Guidelines. According to 7 CFR 247.9(e)4, the Local Distributing Agency may consider the household's average income during the previous 12 months and current household income to determine which more accurately reflect the household's status. If you do this, you need to make it a policy for all that if there is a question about gross income that the individual will be asked to bring in their returns. To insure you are not singling one person out, I would suggest you post a notice to this effect at your distribution site as a policy statement. I would give/send the client a letter with your request that includes a timeframe for them to comply. If they fail or refuse to comply, then drop them for failing to re-certify."