

# Kentucky Department of Agriculture

COMMODITY SUPPLEMENTAL FOOD PROGRAM



## Food Pantry Handbook

# Pantry Operators Commodity Distribution Policies Handbook

## Eligibility Requirements For USDA Foods

**USDA provides nutritious commodities to help State and local agencies meet the nutritional needs of low-income elderly persons age 60 and older.**

# Eligibility Factors

- ▶ Non-profit organizations must sign an agreement with the State's approved CSFP Local Agency agreeing to comply with the Donated Foods Program Guideline for eligible households. Agreement shall be signed and on file before agency is allocated any USDA Food.
- ▶ Provide civil rights assurances and comply with civil rights regulations.
- ▶ Maintain accountability records, statistics, and receipts for foods received, disposed, and inventory or commodities received. Inventory is to show quantities of foods received, quantities distributed, and balance on hand at the end of each month.
- ▶ Eligibility is determined by age, income limits, and caseload availability.

# Equitable Distribution



Through the local agencies, each participant receives a monthly package of commodities, based on food package guide rates developed by Food and Nutrition Services of USDA.

# Pantry Application Process

- ▶ Interested agencies should contact the Local Agency (LA) serving your location and request an application package.
- ▶ The Local Agency representative will determine the eligibility, and upon approval, enter a contract and provide a copy of the current Commodity Distribution Handbook

# Application Process



**A Local Distributing Agency (LDA) is responsible for the safe storage, accountability of inventory, and distribution of commodities within the guidelines and state and federal regulations.**

# Record Keeping/Accountability

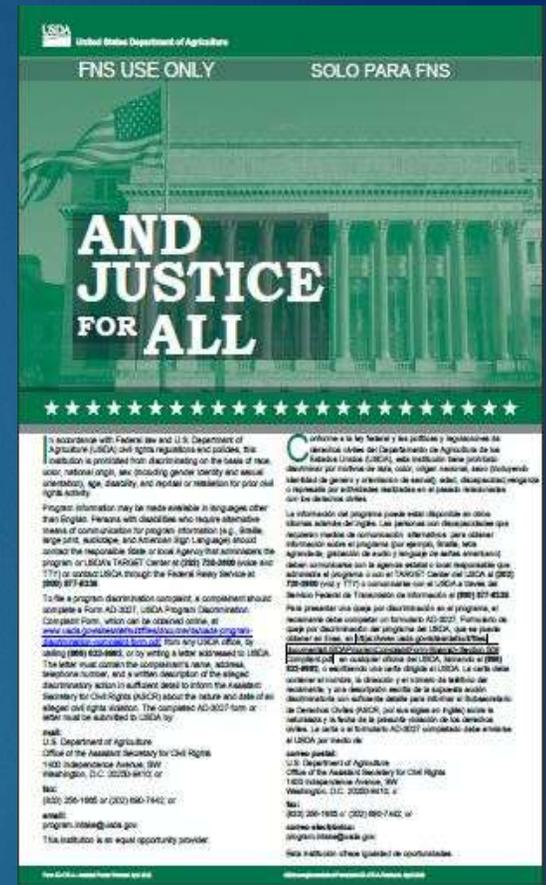
- ▶ LA and LDA each will retain all applications, inventory records for three (3) years plus the current.
- ▶ Failure to report will delay receipt of food for the following month.
- ▶ If the person whose signature on the contract is no longer with the agency a new contract must be in place by July 1, of each year. Two year contract period.
- ▶ A representative from each agency must attend a LA training session each year.

# Civil Rights Compliance

- ▶ In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.
- ▶ Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
- ▶ To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

# Civil Rights Compliance

- ▶ mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- ▶ fax: (833) 256-1665 or (202) 690-7442; or
- ▶ email: [program.intake@usda.gov](mailto:program.intake@usda.gov)
- ▶ This institution is an equal opportunity provider.
- ▶ All brochures and news releases must have the civil rights clause included. “. . .And Justice For All” posters will be supplied and must be posted in all facilities approved for USDA food distribution.



# Storage Practices



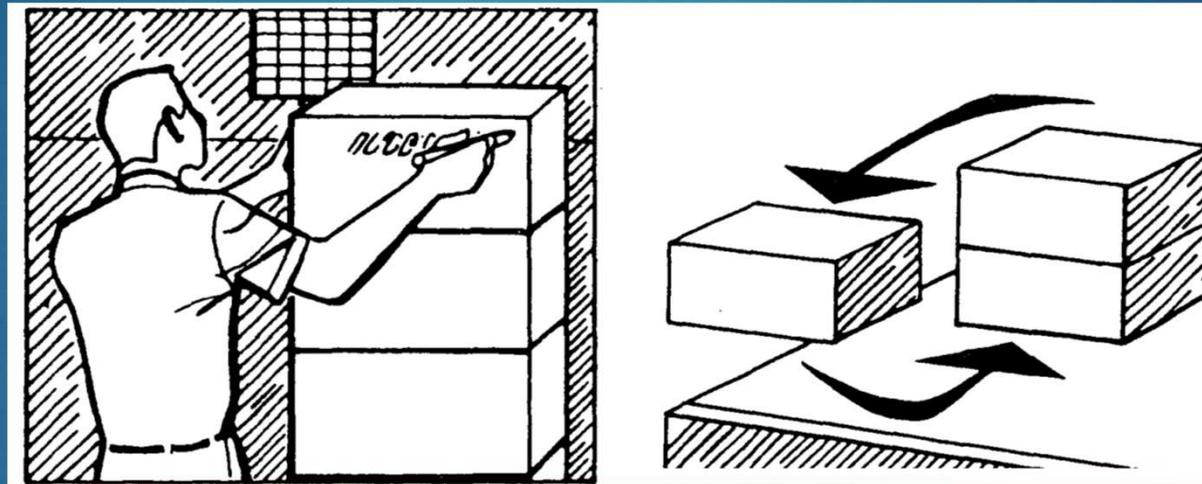
- ▶ Certain standard storage practices will help maintain the quality in stored commodities.
- ▶ Store like items together.
- ▶ Keep USDA foods separate from other foods.
- ▶ All foods should be stored away from chemicals & cleaning supplies.

# First In, First Out



- ▶ The practice known as first in, first out (FIFO) refers to the order in which commodities are used. Food must be stored so that the cases with the oldest pack dates are in front and used first. Most USDA commodities have the pack date on the case, if not rely on first in, first out.
- ▶ Watch for expiration dates or “Best if used by Dates” as they may impact the FIFO
- ▶ Most products are still usable for 6-9 months after the “best if used by “ date.

# First In, First Out

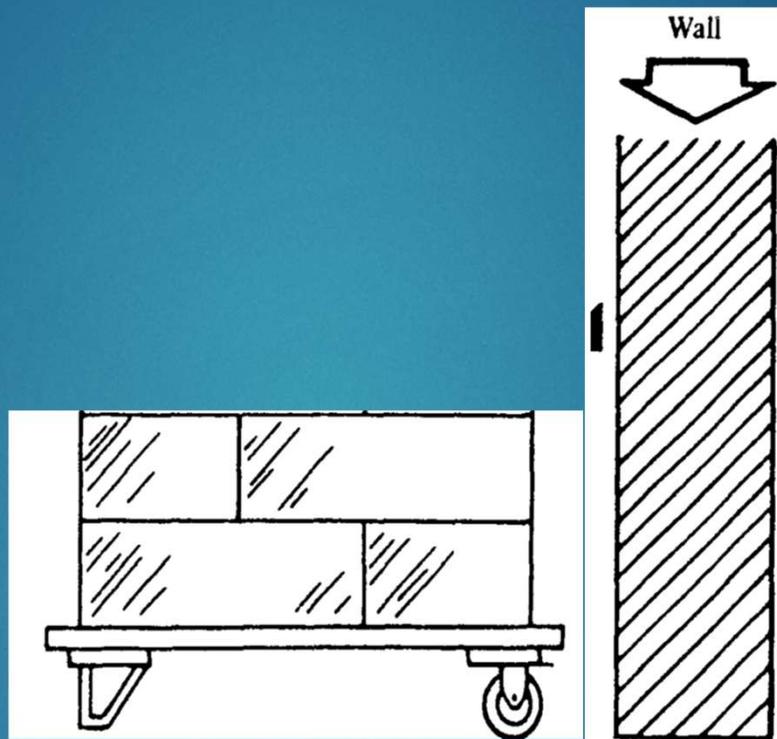


# Stacking



- ▶ The basic rules for stacking commodities:
- ▶ Limit the height of the stack so that cases of foods on the bottom layers are not crushed.
- ▶ Cross-stack the cases of commodities to ensure that the stack will be steady and solid.
- ▶ Stack commodities away from sources of heat or steam.

# Stacking



**OFF THE FLOOR AND AWAY FROM THE  
WALL FOR CIRCULATION AND RODENT  
CONTROL**

# Damaged Foods

- ▶ Foods damaged during shipment or distribution must be disposed of, if unfit for human consumption. A Food Loss under \$100 shall be listed on the Monthly Report and a food loss report (KY-FD-25) shall be filled out on any loss over \$100. All losses over \$100 must be reported within 10 days to the Frankfort office by the LA.
- ▶ Foods that are severely damaged will be destroyed by appropriate agency personnel in the following manner:
  - ▶ Remove food from container and dispose in trash container
  - ▶ One or more witnesses are to be present when action occurs.

# Food Losses



- ▶ All Food Losses over \$100 are to be reported within 10 days to the KY Dept. of Agriculture on a Food Loss Report (KY-FD-25).
- ▶ The LA will review the Food Loss Report from all LDA for excessive losses and evaluate the need for corrective action.
- ▶ If an agency continues to report excessive losses, the LA will notify the Department of Agriculture Food Distribution Program.
- ▶ If necessary, the Department of Agriculture may investigate any loss.

# Eligibility for Clients

- ▶ To be certified as eligible to receive supplemental foods each applicant must meet one of the following criteria:
  - ▶ A. Elderly individuals certified on or after September 17, 1986, shall be sixty (60) years old or older with household income at or below One Hundred Thirty percent (150%) of the federal poverty income guidelines. Elderly individuals certified prior to September 17, 1986, shall be subject to the terms and conditions in effect on the date of their certification.

# Eligibility for Clients

- ▶ **Income eligibility determinations shall be based on the self declared gross monthly household income of the family unit. The family unit is defined as a group of related or non-related individuals who share all the significant income and expenses of its members.**
- ▶ **Self Declared Monthly income is defined as gross income before required or voluntary deductions.**

# Eligibility for Clients

- ▶ There shall be no nutritional risk requirement imposed.
- ▶ Applicants shall reside in a county served by the local agency to which the request for benefits is made. No fixed residency or duration requirement shall be imposed as a condition for eligibility.
- ▶ Certification site staff shall verify and document the identification, age, and residency of participants prior to certification. Sources of verification include, but are not limited to:
  - a. Driver's License or other state-issued identification card
  - b. Birth certificate
  - c. Medicare card
  - d. Check stubs or statement from employer verifying wages
  - e. Award letter or other official document, verifying participation in a federal, state, or local program for low- income persons.

# Income Guidelines at 150%

Household Income	Gross Monthly Income
	(2026)
1	\$ 1,995
2	\$ 2,705
3	\$ 3,415
4	\$ 4,125
5	\$ 4,835
6	\$ 5,545
7	\$ 6,255
8	\$ 6,965
For each additional household member, add...	\$ 710

# Recertification



- ▶ **Recertification must be performed annually.**
- ▶ **We recommend recertification every year to verify contact information and continued interest in the CSFP program.**

# Termination Procedure



- ▶ All clients should be informed of all dates during the month on which they can collect their food.
- ▶ When a client has failed to collect the food by their scheduled day or the final day of the second month (which ever comes sooner) a letter should be sent to them informing them that they are no longer enrolled in the CSF Program. The client should also be informed that it will be necessary to reapply to the program if he/she wishes to participate in the program again. Clients removed from the program in this manner will have their applications processed in the same manner as new applicants to the program with no preferential treatment due to prior participation.

# Termination Procedure



- ▶ Fifteen (15) days notice must be given to clients before removing them from the program, so it is recommended that the letter notifying them of removal be mailed certified mail with return receipt requested.
- ▶ The standard termination letter available on the Kentucky Department of Agriculture (KDA) website [www.kyagr.com](http://www.kyagr.com) will be used for this purpose unless KDA has approved an alternative for your organization.

# Appeal Procedure



- ▶ If a client feels they have been denied their rights unfairly, they may file a request for a fair hearing. The method followed requesting a fair hearing is as follows:
- ▶ Contact the local agency in writing:
- ▶ You may contact the person listed in your termination letter or you can have a friend, relative or an attorney express your request for a fair hearing within 60 days of this notice.
- ▶ You have the right to be represented by someone other than yourself at the fair hearing.

# Elderly Food Package Contents

- ▶ Vegetables
- ▶ Juice
- ▶ Meat/Non-Meat Protein
- ▶ Cheese
- ▶ Fruit/Dried Fruit
- ▶ Non-Fat Dry Milk
- ▶ UHT Milk
- ▶ Pasta
- ▶ Peanut Butter
- ▶ Cereal

# Nutrition Education



- ▶ The local agency must provide nutrition education that can be easily understood by participants and is related to their nutritional needs and household situations.
- ▶ The local agency must provide nutrition education that includes the following information, which should account for specific ethnic and cultural characteristics whenever possible:

# Nutrition Education



- ▶ The nutritional value of CSFP foods, and their relationship to the overall dietary needs of the population groups served
- ▶ Nutritious ways to use CSFP foods
- ▶ Special nutritional needs of participants and how these needs may be met
- ▶ For pregnant and postpartum women, the benefits of breastfeeding
- ▶ The importance of health care, and the role nutrition plays in maintaining good health
- ▶ The importance of the use of the foods by the participant to whom they are distributed, and not by another person.

# Monitoring the LA & LDA



- ▶ The State agency must perform an on-site review of all local agencies, and of all storage facilities utilized by local agencies, at least once every two years.
- ▶ As part of the on-site review, the State agency must evaluate all aspects of program administration, including certification procedures, nutrition education, civil rights compliance, food storage practices, inventory controls, and financial management systems. In addition to conducting on-site reviews, the State agency must evaluate program administration on an ongoing basis by reviewing financial reports, audit reports, food orders, inventory reports, and other relevant information.

# Forms

- ▶ Agreement between LA and LDA
- ▶ Clients Application
- ▶ Clients Participant Agreement
- ▶ Monthly Report
- ▶ Eligibility Notification
- ▶ Renewal Letter
- ▶ Shopping List
- ▶ Termination Letter
- ▶ Issuance Record
- ▶ Local Agency Application
- ▶ Verification of Certification
- ▶ Monitoring Form
- ▶ Food Loss Report
- ▶ Waiting List
- ▶ Food Complaint
- ▶ FNS-153