



Washington  
State Department of  
Agriculture

## FOOD ASSISTANCE

COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)

STATE PLAN

## SEPTEMBER 2019

*Kim Eads, Program Manager*

*WSDA Food Assistance*

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# SECTION 1: STATE AGENCY INFORMATION

## Section 1: State Agency Information

# CSFP STATE PLAN SECTION 1: STATE AGENCY INFORMATION

# OVERVIEW OF WSDA FOOD ASSISTANCE

## Overview of WSDA Food Assistance

Through service, regulation, and advocacy, the Washington State Department of Agriculture (WSDA) supports the viability and vitality of agriculture while protecting consumers, public health, and the environment. Food Assistance is part of the Food Safety & Consumer Services Division which plays an active role in defending the availability, safety, and integrity of our food system.

WSDA's Food Assistance programs serve food insecure families by providing food, funding, logistics services and outreach to hunger relief providers and tribes. We work with over 50 contractors statewide that are made up of a mix of food banks, community action agencies, tribes and tribal organizations, who typically operate more than one of our six Food Assistance programs. We work with a wide variety of partners, stakeholders, and state agencies to support our mutual goals. Our goals are to develop key partnerships and data-driven strategies to alleviate hunger and increase access to healthier food options available in the emergency food system while supporting the agricultural community.

WSDA's Food Assistance programs have traditionally provided about \$23 million worth of state and federal food and funding to our local contractors who provide direct support to 500 food banks, food pantries, meal programs, tribes, and tribal organizations. We anticipate that these resources will grow to over \$40 million due to increased federal funding and food through the temporary Trade Mitigation Program.

One in six Washingtonians (1.15 million people) receive food from emergency food providers that are supported with resources from our programs.

### **CORE FUNCTIONS INCLUDE:**

- Distributing U.S. Department of Agriculture (USDA) federal commodities.
- Providing state and federal funds to support food banks, food pantries, community action agencies, meal programs, tribes and tribal organizations.
- Helping partners leverage existing resources to create a collaborative statewide food assistance network.
- Providing technical assistance and information to community programs that deliver emergency food and services to hungry people.
- Providing the necessary framework to keep food assistance distributions flexible and responsive to client needs and meet regulatory requirements to maintain the integrity of the programs.

### **PROGRAMS INCLUDE:**

#### **Commodity Supplemental Food Program (CSFP)**

A federally funded (USDA) program that provides nutritious food "packages" designated specifically for the needs of lower-income elderly people at least 60 years of age (limited availability). CSFP provides food and

# OVERVIEW OF WSDA FOOD ASSISTANCE

limited operational funding for distribution to nonprofit organizations, such as community action councils, food banks, and food pantries.

## **Emergency Food Assistance Program (EFAP)**

A state funded program that supports local emergency food providers with funding to help alleviate hunger for lower-income Washingtonians, including the homeless, receiving services from a food pantry. The funding is flexible and may be used for the purchase of food, operational costs, nutrition training and equipment or repairs.

## **Emergency Food Assistance Program (EFAP) Tribal**

A state funded program that supports tribal organizations with funding to help alleviate hunger for lower-income Washingtonians, including the homeless, receiving services from a food pantry or receiving a tribal food voucher. The funding is flexible and may be used for the purchase of food or food vouchers, operational costs, nutrition training and equipment or repairs.

## **The Emergency Food Assistance Program (TEFAP)**

A federally funded (USDA) program that helps supplement the diets of lower-income Washingtonians, including the homeless. TEFAP provides food and limited operational funding for distribution to nonprofit organizations, such as community action councils, food banks, food pantries, mobile food pantries, back pack programs for kids, shelters, and meal programs.

## **Trade Mitigation Program (TMP)**

In August of 2018, the USDA announced the launch of a trade mitigation package of programs which were established to help off-set the impact of the trade tariffs to farmers. Through the TMP, producers of certain commodities were able to sign up for the Market Facilitation Program so that USDA could purchase and distribute these foods through domestic channels, including TEFAP and Child Nutrition Programs. Hunger relief providers across Washington will receive two to three times more commodity foods than ever before due to TMP, including new products not usually available through federal commodity programs, like fresh milk, fresh produce, and pork products.

## **Farm to Food Pantry (F2FP) Initiative**

The initiative, established in 2014, is a partnership with Rotary First Harvest. It helps bridge gaps between agriculture and hunger relief agencies, connects farmers to their communities and increases access to healthier food options for lower-income families (limited availability).

## **FOOD ASSISTANCE ADVISORY COMMITTEE:**

The WSDA Food Assistance (FA) Advisory Committee, which is part of the Washington Food Coalition (WFC), plays an important role in shaping how WSDA Food Assistance programs can provide the most value to the food assistance provider network and to those whom they serve.

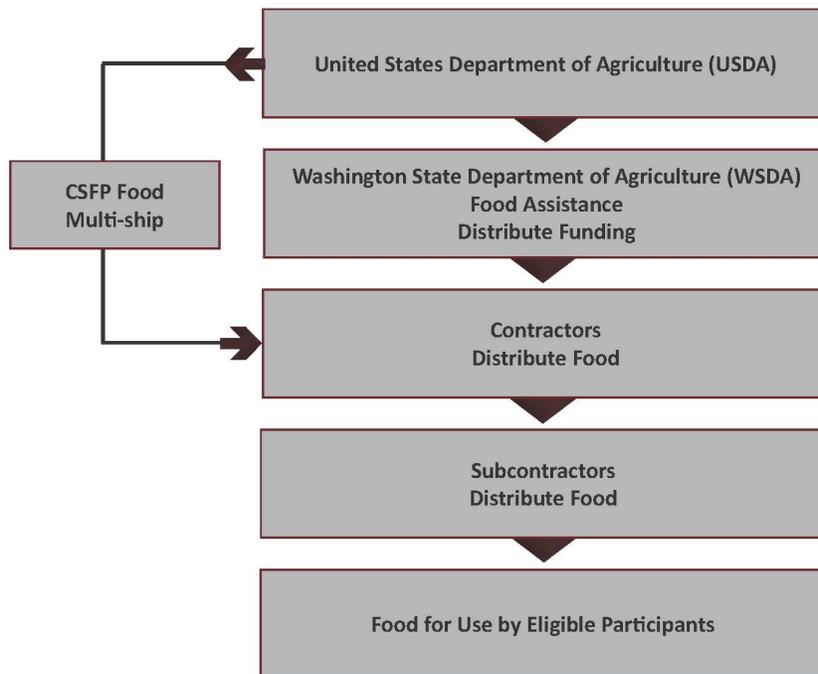
# OVERVIEW OF WSDA FOOD ASSISTANCE

The FA Advisory Committee is comprised of a Chair, Vice Chair, provider members, the WFC Executive Director, WSDA staff and other interested parties. The Advisory Committee works on making recommendations for program policy and emergency food system improvements, and streamlining program processes.

The WFC has set up a page on their website where notes and information from Committee meetings are posted for anyone interested in staying informed. Please visit [www.wafoodcoalition.org/food-assistance-advisory-committee](http://www.wafoodcoalition.org/food-assistance-advisory-committee) for more details.

# CSFP OVERVIEW

## Overview of CSFP



CSFP began in Washington State in 2001 as a pilot, with a caseload of 1,000 people. Today, we serve over 6,000 seniors. In FFY 2019, we have 13 lead agencies serving CSFP in 27 of our 39 counties, receiving about \$442,544 out of our \$472,512 operational funding. We work with over 155 food pantries and distribution sites. Given the scope of CSFP, and its limited operational funding, we typically only utilize a multi-shipment system. This program has been extremely effective for helping to meet the needs of our lower-income seniors in rural areas.

# CERTIFICATION AND ORGANIZATIONAL CHART

## Certification and Organizational Chart

### CERTIFICATION:

The Washington State Department of Agriculture (WSDA) is the State Distributing Agency (SDA) responsible for state-level administration of the Commodity Supplemental Food Program (CSFP) in Washington. WSDA administers CSFP in accordance with the provisions of 7 CFR Parts 247 and 250, as applicable, the Federal-State Agreement FNS-74, and requirements relating to food safety and food recalls. Food Assistance (FA) is located within the Food Safety & Consumer Services (FS&CS) Division and is the work unit inside WSDA handling the day to day program management and operations. Detailed information regarding CSFP implementation is contained in the WSDA Food Assistance [CSFP Procedures Manual](#), which is available on the [Food Assistance](#) webpage.

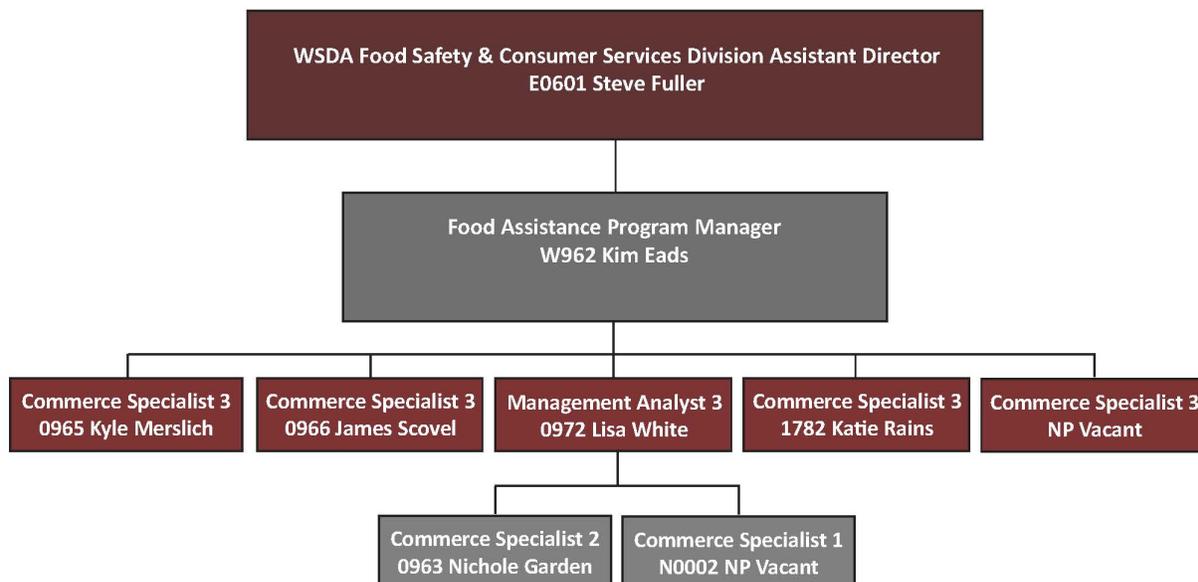
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Steve Fuller, Assistant Director, Food Safety & Consumer Services	Date
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Kim Eads, Program Manager, Food Assistance	Date
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### 2019 ORGANIZATIONAL CHART:



# WSDA CONTACT INFORMATION

## WSDA Contact Information

### **FOOD SAFETY & CONSUMER SERVICES DIVISION:**

**Steve Fuller, Assistant Director**

Office: (360) 902-1834

Email: [sfuller@agr.wa.gov](mailto:sfuller@agr.wa.gov)

### **FOOD ASSISTANCE STAFF:**

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Email: [ljwhite@agr.wa.gov](mailto:ljwhite@agr.wa.gov)

***Food Assistance Mailing Address:***

WSDA Food Assistance

1111 Washington ST SE, PO Box 42560

Olympia, WA 98504-2560

**Program Email:** [foodassistance@agr.wa.gov](mailto:foodassistance@agr.wa.gov)

**Program Webpage:** [agr.wa.gov/services/food-access](http://agr.wa.gov/services/food-access)

# LOCAL AGENCY INFORMATION - CONTRACTORS

## Local Agency Information - Contractors

<b>CSFP Contractors</b>	<b>Counties Served</b>	<b>Address</b>
Blue Mountain Action Council	Asotin, Columbia, Franklin, Garfield, Walla Walla	1520 Kelly Place #140 Walla Walla, WA 99362
Central Kitsap Food Bank	Kitsap	3537 Anderson Hill Rd. NW Silverdale, WA 98383
Coastal Community Action Program	Grays Harbor, Pacific	117 E 3 <sup>rd</sup> St. Aberdeen, WA 98520
Community Action of Skagit County	Skagit/Snohomish	330 Pacific Place Mount Vernon, WA 98273
Community Services of Moses Lake	Adams, Benton, Grant, Lincoln, Yakima	1075 W Marina Dr. Moses Lake, WA 98837
Lower Columbia Community Action Agency	Cowlitz	1526 Commerce Ave Longview, WA 98632
Lummi Nation	Whatcom	2830 Kwina Rd Bellingham, WA 98226
Okanogan Community Action Council	Okanogan	424 South 2 <sup>nd</sup> Ave Okanogan, WA 98840
Olympic Community Action Program	Clallam	228 W 1st St, Suite J Port Angeles, WA 98362
Rural Resources Community Action	Ferry, Pend Oreille, Stevens	956 South Main Street Colville, WA 99114
Second Harvest Food Bank of the Inland Northwest	Spokane, Whitman	1234 E Front Ave. Spokane, WA 99202
Thurston County Food Bank	Thurston	220 Thurston Ave NE Olympia, WA 98501
Washington Gorge Action Programs	Klickitat, Skamania	115 W Steuben St. Bingen, WA 98605

### *Blue Mountain Action Council - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
BMAC Food Bank	921 W Cherry Walla Walla, WA 99362	921 W Cherry Walla Walla, WA 99362
Garfield County Food Bank	865 E Main St. Pomeroy, WA 99347	PO Box 15 Pomeroy, WA 99347
Whitman Court	305 Ash St Walla Walla, WA 99362	1520 Kelly Place Suite 140 Walla Walla, WA 99362

# RECIPIENT AGENCIES AND DISTRIBUTION SITES

## Recipient Agencies and Distribution Sites

### *Central Kitsap Food Bank - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
Central Kitsap Food Bank	3537 NW Anderson Hill Rd Silverdale, WA 98383	P.O. Box 748 Silverdale, WA 98383
Bremerton Foodline	1600 12th St, Bremerton, WA 98337	P.O. Box 824 Bremerton, WA 98337
St Vincent de Paul	1117 N Callow Ave, Bremerton, WA 98312	1117 N Callow Ave, Bremerton, WA 98312
Sharenet Food Bank	26061 United Rd NE A Kingston, WA 98346	PO Box 250, Kingston, WA 98346
Brinnon Food Bank	151 Corey St, Brinnon, WA 98320	51 Canal Ln, Brinnon, WA 98320
Quilcene Food Bank	294952 US-101, Quilcene, WA 98376	P.O. Box 112, Quilcene, WA 98376
Hostmark	703 NE Hostmark St. Poulsbo, WA 98370	703 NE Hostmark St. Poulsbo, WA 98370
Charter House	1307 Wheaton Way Bremerton, WA 98310	1307 Wheaton Way Bremerton, WA 98310
Eastwynd	2525 Wheaton Way Bremerton, WA 98310	2525 Wheaton Way Bremerton, WA 98310
The Pearl	550 Russell Rd, Bremerton, WA 98312	550 Russell Rd, Bremerton, WA 98312
Pinewood Manor	280 Sylvan Pines Cir # 103 Bremerton, WA 98310	280 Sylvan Pines Cir # 103 Bremerton, WA 98310
Golden Tides 2	9239 Bayshore Dr NW Silverdale, WA 98383	9239 Bayshore Dr NW Silverdale, WA 98383
Golden Tides 3	9239 Bayshore Dr NW Silverdale, WA 98383	9239 Bayshore Dr NW Silverdale, WA 98383
Vintage	3291 NW Mt Vintage Way Silverdale, WA 98383	3291 NW Mt Vintage Way Silverdale, WA 98383
Fjord Manor/Windsong	19581 1st Ave NE, Poulsbo, WA 98370	19581 1st Ave NE, Poulsbo, WA 98370
Port Orchard Vista	900 Mitchell Ave, Port Orchard, WA 98366	900 Mitchell Ave, Port Orchard, WA 98366

# RECIPIENT AGENCIES AND DISTRIBUTION SITES

Holly Terrace	4945 Hidden Terrace Ln SE Port Orchard, WA 98366	4945 Hidden Terrace Ln SE Port Orchard, WA 98366
Madrona Manor	3900 Madrona Dr SE, Port Orchard, WA 98366	3900 Madrona Dr SE, Port Orchard, WA 98366
Village Green	3888 Madrona Dr SE # 109 Port Orchard, WA 98366	3888 Madrona Dr SE # 109 Port Orchard, WA 98366
Orchard Bluff	1345 SE Carl Pickel Dr, Port Orchard, WA 98366	1345 SE Carl Pickel Dr, Port Orchard, WA 98366
Tamarack Apartments	3511 Almira Dr #C25 Bremerton, WA 98310	3511 Almira Dr #C25 Bremerton, WA 98310

## *Coastal Community Action Program - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
Aberdeen Food Bank	420 N Broadway St Aberdeen, WA 98520	PO Box 444 Aberdeen, WA 98502
Hoquiam Food Bank	720 K St. Hoquiam, WA 98550	PO Box 472 Hoquiam, WA 98550
Ocean Park Food Bank	1601 Bay Ave Ocean Park, WA 98640	PO Box 907 Ocean Park, WA 98640
East County Food Bank	106 West Main Street Elma, WA 98541	PO Box 1440 Elma, WA 98541
Ocean Shores Food Bank	846 Anchor Ave NW Ocean Shores, WA 98569	PO Box 1293 Ocean Shores, WA 98569

## *Community Action of Skagit County - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
Skagit Food Distribution Center	220 Michael St Sedro Woolley, WA 98284	330 Pacific Place Mount Vernon, WA 98273
Mount Vernon Manor	2405 Austin Ln Mount Vernon, WA 98273	330 Pacific Place Mount Vernon, WA 98273
Stanwood Camano Food Bank Services	271st St NW Stanwood Stanwood, WA 98292	271st St NW Stanwood Stanwood, WA 98292

## *Community Services of Moses Lake - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
Community Services of Moses Lake	1075 W Marina Dr. Moses Lake, WA 98837	PO Box 683 Moses Lake, WA 98837

# RECIPIENT AGENCIES AND DISTRIBUTION SITES

Ephrata Food Bank	1010 A St. Ephrata, WA 98823	PO Box 804 Ephrata, WA 98823
Soap Lake Food Bank	325 E Main St. Soap Lake, WA 98851	PO Box 925 Soap Lake, WA 98851
Grand Coulee Food Bank	45925 State Rd. E Hwy. 174 N Grand Coulee, WA 99133	PO Box 671 Othello, WA 99133
Othello Food Bank	949 Main St. Othello, WA 99344	PO Box 152 Othello, WA 99344
Royal City Food Bank	229 ½ Balsam Royal City, WA 99357	17619 Rd 13 SW Royal City, WA 99357
Benton City Food Bank	712 N 10 <sup>th</sup> Street Benton City, WA 99320	424 W Deschutes Avenue Kennewick, WA 99336
Tri-Cities Food Bank – Richland	321 Wellsian Way Richland, WA 99352	424 W Deschutes Avenue Kennewick, WA 99336
Tri-Cities Food Bank – Kennewick	424 W Deschutes Avenue Kennewick, WA 99336	424 W Deschutes Avenue Kennewick, WA 99336
Our Daily Bread	221 East Martin Luther King Jr Blvd Yakima, WA 98901	221 East Martin Luther King Jr Blvd Yakima, WA 98901
Selah	216 S First Street Selah WA, 98942	216 S First Street Selah WA, 98942

## *Lower Columbia Community Action Council - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
Castle Rock Sr. Center	222 2nd Ave SW Castle Rock, WA 98611	1526 Commerce Ave. Longview, WA 98632
Cowlitz Villa Apts.	900 Grade St. Kelso, WA 98626	1526 Commerce Ave. Longview, WA 98632
Fremont Village	1416 3rd Ave. Longview, WA 98632	1526 Commerce Ave. Longview, WA 98632
Homebounds Longview	Longview Area	1526 Commerce Ave. Longview, WA 98632
Riverview Apts.	161 Leaming Ave. NW Castle Rock, WA 98611	1526 Commerce Ave. Longview, WA 98632
Ryderwood Comm. Center	303 Morse St. Ryderwood, WA 98581	1526 Commerce Ave. Longview, WA 98632
Westgate Terrace Apts.	2024 Tibbetts Dr. Longview, WA 98632	1526 Commerce Ave. Longview, WA 98632

# RECIPIENT AGENCIES AND DISTRIBUTION SITES

## *Lummi Nation - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
Lummi Nation	2830 Kwina Rd Bellingham, WA 98226	2830 Kwina Rd Bellingham, WA 98226

## *Okanogan Community Action Council - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
Brewster Senior Center	109 S Bridge St Brewster, WA 98812	109 S Bridge St Brewster, WA 98812
Cove Food Bank	128 Glover St. Twisp, WA 98856	PO Box 895 Twisp, WA 98856
Okanogan Food Pantry	424 S 2 <sup>nd</sup> Ave. Okanogan, WA 98840	PO Box 1067 Okanogan, WA 98840
Omak Food Bank	101 W 4 <sup>th</sup> Ave Omak, WA 98841	PO Box 4337 Omak, WA 98841
Tonasket Community Cultural Center	411 Western Ave Tonasket, WA 98855	411 Western Ave Tonasket, WA 98855
Oroville Food Bank	10 <sup>th</sup> Ave. & Main St. Oroville, WA 98844	PO Box 471 Oroville, WA 98844

## *Olympic Community Action Programs - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
Port Angeles Food Bank	402 S Valley St Port Angeles, WA 98362	PO Box 1885 Port Angeles, WA 98362
OlyCAP Offices-for certification purposes	228 W 1st St, Suite J Port Angeles, WA 98362	228 W 1st St, Suite J Port Angeles, WA 98362
Sequim Food Bank	144 W Alder St. Sequim, WA 98382	PO Box 1453 Sequim, WA 98382

## *Rural Resources Community Action - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
Rural Resources Community Action – Food Assistance Warehouse	657 Elm Tree Drive Colville, WA 99114	956 S Main St Colville, WA 99114
Rural Resources Community Action – Central Office	956 S Main St Colville, WA 99114	956 S Main St Colville, WA 99114
Rural Resources Community Action – Ione Office	210 Houghton St. Ione, WA 99139	PO Box 493 Ione, WA 99139

# RECIPIENT AGENCIES AND DISTRIBUTION SITES

Rural Resources Community Action – Newport Office	333211 HWY 2 #200 Newport, WA 99156	333211 HWY 2 #200 Newport, WA 99156
Rural Resources Community Action – Republic Office	42 Klondike Rd Republic, WA 99166	PO Box 266 Republic, WA 99166
Hunters Sr. Meal Site	5014 Columbia River Rd Hunters, WA 99137	956 S Main St Colville, WA 99114
Loon Lake Food Pantry	39458 Fir St Loon Lake, WA 99148	PO Box 64 Loon Lake, WA 99148
Northport Food Pantry	111 Center St Northport, WA 99157	PO Box 411 Northport, WA 99157
Tum Tum Food Pantry	6424 HWY 291 Nine Mile Falls, WA 99026	6424 HWY 291 Nine Mile Falls, WA 99026
South Stevens County Run	Delivered with other meals	Individual Homes
Colville MOW	Delivered with other meals	Individual Homes

## *Second Harvest Food Bank of the Inland Northwest - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
Second Harvest Food Bank of the Inland Northwest	1234 E Front Ave. Spokane, WA 99202	1234 E Front Ave. Spokane, WA 99202
Airway Heights Baptist Church	12322 W Sunset Hwy. Airway Heights, WA 99001	12322 W Sunset Hwy. Airway Heights, WA 99001
Better Living Center	25 E North Foothills Spokane, WA 99228	PO Box 48124 Spokane, WA 99228
Cheney Emergency Food Bank	624 3rd St. Cheney, WA 99004	PO Box 614 Cheney, WA 99004
The City Gate	170 S Madison Spokane, WA 99201	170 S Madison Spokane, WA 99201
East Central	500 S Stone St. Spokane, WA 99202	500 S Stone St. Spokane, WA 99202
Greenhouse Community Center	12 W 1st St. Deer Park, WA 99006	PO Box 280 Deer Park, WA 99006
Medical Lake	211 N LeFevre Medical Lake, WA 99022	PO Box 461 Medical Lake, WA 99022
North County	40015A N Collins Rd Elk, WA 99009	PO Box 388 Elk, WA 99009

# RECIPIENT AGENCIES AND DISTRIBUTION SITES

Our Place Community Ministries	1509 W College Spokane, WA 99201	1509 W College Spokane, WA 99201
Salvation Army	204 E Indiana Ave. Spokane, WA 99209	222 E Indiana Spokane, WA 99207
Serve Spokane	8303 N Division Spokane, WA 99208	8303 N Division Spokane, WA 99208
Southside Food Bank	2934 E 27th Ave. Spokane, WA 99223	2934 E 27th Ave. Spokane, WA 99223
Spokane Valley Partners	10814 E Broadway Spokane Valley, WA 99214	PO Box 141360 Spokane Valley, WA 99214
Whitman County Council on Aging & Human Services	210 S Main Colfax, WA 99111	PO Box 107 Colfax, WA 99111
Catholic Charities	1212 W Sharp Ste. 3 Spokane, WA 99201	1212 W Sharp Ste. 3 Spokane, WA 99201
Clareview Seniors	4827 S Palouse Hwy Spokane, WA 99223	4827 S Palouse Hwy Spokane, WA 99223
Grace Court Apartments	12915 E Boardway Spokane, WA 99216	12915 E Boardway Spokane, WA 99216
Heritage Heights	3818 N Cook St Spokane, WA 99207	3818 N Cook St Spokane, WA 99207
LaCrosse Food Bank	110 S Main St. LaCrosse, WA 99143	PO Box 212 LaCrosse, WA 99143
St. John Food Bank	5 W Broadway St. John, WA 99171	PO Box 528 St. John, WA 99171
Ladow Food Bank	211 E Main St. Garfield, WA 99130	PO Box 171 Garfield, WA 99130
Rosalia Food Bank	214 S Whitman Ave Rosalia, WA 99170	1706 Dixon Road Rosalia, WA 99170
Tekoa Food Bank	419 N Washington St. Tekoa, WA 99033	PO Box 723 Tekoa, WA 99033
Malden Food Bank	18 W Morland Malden, WA 99149	PO Box 354 Malden, WA 99149
Endicott Food Bank	101 E Banta Endicott, WA 99125	PO Box 357 Endicott, WA 99125
Oaksdale Food Bank	130 Steptoe Oakesdale, WA 99158	PO Box 252 Oakesdale, WA 99158
Pinecrest Manor	204 E D St Deer Park, WA 99006	PO Box A Deer Park, WA 99006

# RECIPIENT AGENCIES AND DISTRIBUTION SITES

Oaksdale Food Bank	130 Steptoe Oaksdale, WA 99158	PO Box 252 Oaksdale, WA 99158
Pinecrest Manor	204 E D St Deer Park, WA 99006	PO Box A Deer Park, WA 99006
Lilac Plaza	7007 & 7015 N Wiscomb Spokane, WA 99208	7007 N Wiscomb Spokane, WA 99208
Pullman Community Action Partnership	350 SE Fairmont Rd. Pullman, WA 99163	350 SE Fairmont Rd. Pullman WA 99163
Canterbury Court	1010 S Rockwood Spokane, WA 99202	1010 S Rockwood Spokane, WA 99202
Cathedral Plaza	1120 W Sprague Spokane, WA 99201	1120 W Sprague Spokane, WA 99201
Coventry Court	1600 W Pacific Spokane, WA 99201	1600 W Pacific #321 Spokane, WA 99201
Delaney Apartments	242 W Riverside Spokane, WA 99201	242 W Riverside #2 Spokane, WA 99201
Fahy West Gardens	1523 W Dean Spokane, WA 99201	1523 W Dean Spokane, WA 99201
Hillyard Plaza	2808 E Sanson Spokane, WA 99207	2808 E Sanson Spokane, WA 99207
Manito Gardens	500 E 29th Spokane, WA 99203	500 E 29th Spokane, WA 99203
O'Malley	707 E Mission Spokane, WA 99202	707 E Mission Spokane, WA 99202
Park Towers	217 W Spokane Falls Blvd. Spokane, WA 99201	217 W Spokane Falls Blvd. Spokane, WA 99201
St. Andrews	808 W Nora Spokane, WA 99205	808 W Nora #302 Spokane, WA 99205
The Vintage At Spokane	43 E. Weile Spokane, WA 99208	43 E. Weile #534 Spokane, WA 99208

## *Thurston County Food Bank - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
Belfair HUB Center for Seniors	111 NE Old Belfair Hwy Belfair, WA 98528	111 NE Old Belfair Hwy Belfair, WA 98528
Providence Blanchet House	1700 Providence Ln Centralia, WA 98531	1700 Providence Ln Centralia, WA 98531

# RECIPIENT AGENCIES AND DISTRIBUTION SITES

Boardwalk I & II	410 Capitol Way N Olympia, WA 98501	410 Capitol Way N Olympia, WA 98501
Capitol Apartments	420 Sherman St SW Olympia, WA 98501	420 Sherman St SW Olympia, WA 98501
Candlewood Apartments	1322 Harrison Ave Centralia, WA 98531	1322 Harrison Ave Centralia, WA 98531
Casa Madrona	3948 Martin Way E Olympia, WA 98506	3948 Martin Way E Olympia, WA 98506
Chehalis Manor	300 S Market Blvd Chehalis, WA 98532	300 S Market Blvd Chehalis, WA 98532
Centralia Manor	303 W Pine St Centralia, WA 98531	303 W Pine St Centralia, WA 98531
Evergreen Villages	505 Division St NW Olympia, WA 98502	505 Division St NW Olympia, WA 98502
First Baptist Church of Lacey	4709 22nd Ave SE Lacey, WA 98503	4709 22nd Ave SE Lacey, WA 98503
Hidden Creek Community Church	1807 9th Ave SW Olympia, WA 98502	1807 9th Ave SW Olympia, WA 98502
Lacey Senior Center	6757 Pacific Ave SE Lacey, WA 98509	6757 Pacific Ave SE Lacey, WA 98509
Littlerock United Methodist Church	6336 SW 128th Ave Littlerock, WA 98556	6336 SW 128th Ave Littlerock, WA 98556
Nisqually Elder's Center	12649 Yelm Hwy SE Olympia, WA 98513	12649 Yelm Hwy SE Olympia, WA 98513
Olympia Senior Center	222 Columbia St NW Olympia, WA 98501	222 Columbia St NW Olympia, WA 98501
Olympia Villages	900 Fairview St. SE Olympia, WA 98501	900 Fairview St. SE Olympia, WA 98501
Olympian Apartments	519 Washington St SE Olympia, WA 98501	519 Washington St SE Olympia, WA 98501
Rainier Food Bank	11318 Vail Cutoff Rd SE Rainier, WA 98576	11318 Vail Cutoff Rd SE Rainier, WA 98576
Rochester Organization Of Families	10140 Highway 12 SW Rochester, WA 98579	10140 Highway 12 SW Rochester, WA 98579
Providence Place	350 SE Washington Ave Chehalis, WA 98532	350 SE Washington Ave Chehalis, WA 98532
Providence Rossi House	1700 Providence Ln Centralia, WA 98531	1700 Providence Ln Centralia, WA 98531

# RECIPIENT AGENCIES AND DISTRIBUTION SITES

Shelton - Mason County Senior Activities Association	190 W Sentry Drive Shelton, WA 98584	190 W Sentry Drive Shelton, WA 98584
South Sound Villa	4101 Lacey Blvd SE Lacey, WA 98503	4101 Lacey Blvd SE Lacey, WA 98503
Providence Saint Francis House	3415 12th Ave NE Olympia, WA 98506	3415 12th Ave NE Olympia, WA 98506
Thurston County Food Bank Downtown	220 Thurston Ave NE Olympia, WA 98501	220 Thurston Ave NE Olympia, WA 98501
Thurston County Food Bank Warehouse	2260 Mottman Rd. SW Tumwater, WA 98512	2260 Mottman Rd. SW Tumwater, WA 98512
Tenino Food Bank	297 E Sussex Ave Tenino, WA 98589	297 E Sussex Ave Tenino, WA 98589
Turning Point Church	3525 Marvin Rd NE Lacey, WA 98516	3525 Marvin Rd NE Lacey, WA 98516
Tumwater Apartments	5701 6th Ave SW Tumwater, WA 98501	5701 6th Ave SW Tumwater, WA 98501
Tumwater Fire Dept.	311 Israel Road SW Tumwater, WA 98501	311 Israel Road SW Tumwater, WA 98501
Tumwater Mobile Estates	930 Trosper Rd SW Tumwater, WA 98512	930 Trosper Rd SW Tumwater, WA 98512
Tumwater Senior Center	215 North 2nd Ave SW Tumwater, WA 98512	215 North 2nd Ave SW Tumwater, WA 98512
Twin Cities Senior Center	2545 N National Ave Chehalis, WA 98532	2545 N National Ave Chehalis, WA 98532
Yelm Adult Community Center	16530 103rd Ave SE Yelm, WA 98597	16530 103rd Ave SE Yelm, WA 98597

## *Washington Gorge Action Programs - Contractor*

<b>Outlet Name</b>	<b>Physical Address</b>	<b>Mailing Address</b>
Washington Gorge Action Programs Food Bank	115 W. Steuben Street Bingen, WA 98605	PO Box 805, Bingen, WA 98605
Skamania Branch Food Bank	683 SW Rock Creek Dr. Stevenson, WA 98648	PO Box 507 Stevenson, WA 98648
Goldendale Food Bank	112 E. Main St. Goldendale, WA 98620	PO Box 805, Bingen, WA 98605
Klickitat Branch Food Bank of WGAP (formerly known as Ol' Mill Food Bank)	92 Main St. Klickitat, WA 98628	PO Box 262 Klickitat, WA 98628

## SECTION 2: ELIGIBILITY STANDARDS

### Section 2: Eligibility Standards

# CSFP STATE PLAN SECTION 2: ELIGIBILITY STANDARDS

# INCOME ELIGIBILITY STANDARDS

## Income Eligibility Standards

### **INTRODUCTION:**

To be certified as eligible for CSFP participation in the state of Washington, the applicant must meet the following eligibility criteria:

- Eligible individuals must be at least 60 years of age; and
- Meet the income eligibility requirements outlined below; and
- Reside in the state of Washington and reside in a county served by CSFP.

### **INCOME DEFINITION:**

Income means household gross income before deductions for such items as income taxes, Social Security taxes, insurance premiums, charitable contributions and bonds.

Local agencies may exclude from consideration the following sources of income listed:

- Any basic allowance for housing received by military services personnel residing off military installations;
- The value of in-kind housing and other in-kind benefits;
- Income sources listed in 7 CFR 249.9(e)(1)-(3);
- Any payments received via the Cobell Settlement; FD-116.

### **ELIGIBILITY REQUIREMENTS FOR ELDERLY (AGE 60 AND OVER):**

Income eligibility will be based on household income of 130% of the Federal Poverty Income Guidelines published annually by the Department of Health and Human Services. The income guidelines will be calculated by multiplying the Federal Poverty Income Guidelines by 130%. The local agency will be notified of the maximum annual income to be used in determining eligibility for elderly in the CSFP. Clients will self-declare income to determine eligibility based on income. For the current income guidelines, please visit the WSDA website at [cms.agr.wa.gov/getmedia/8d8f4a2e-df4e-468b-bc6a-65941ba2a5aa/444-CSFPIIncomeGuidelines](https://cms.agr.wa.gov/getmedia/8d8f4a2e-df4e-468b-bc6a-65941ba2a5aa/444-CSFPIIncomeGuidelines).

Participants must reside in the county or area in which they receive benefits. However, under no circumstances will a participant's length of residency be used in the eligibility determination process.

Citizenship or dual national residence requirements shall not be imposed as a condition of eligibility.

### **PARTICIPANT CHANGE OF ADDRESS:**

If participants move from one of the CSFP counties to another, they are allowed to transfer their eligibility to the new area until the end of the certification period, assuming that CSFP is active in the new area. If the local agency has a waiting list, the participant must be placed on its waiting list ahead of all other waiting applicants. The local agency that determined the participant's eligibility must provide verification of the expiration date of the certification period to the participant upon request.

# CERTIFICATION OF PARTICIPANTS

## Certification of Participants

### **CERTIFICATION PERIODS:**

Elderly persons are certified for a twelve-month period, with the ability to extend the certification for two additional twelve-month periods. As long as the following conditions are met:

- The person's address and continued interest in receiving program benefits are verified; and
- The local agency has sufficient reason to believe that the person still meets the income eligibility standards (e.g. the elderly person has a fixed income); and
- The participant has had a formal certification in the last 36 months.

### **CERTIFICATION PROCESS:**

All applicants must complete an Eligibility Application and Participant Agreement, receive the [CSFP Written Notice of Beneficiary/Client Rights](#) (AGR-632), receive the [Senior Resources](#) handout (AGR PUB 609-739) or approved alternative, and become certified before they can participate in the program.

### **ELIGIBILITY APPLICATION:**

There is a standardized [Eligibility Application](#) (AGR-2244) available on the Food Assistance webpage. However, with WSDA prior approval a contractor may be allowed to use a different format, as long as all the required components are included.

### **PARTICIPANT AGREEMENT:**

There is a standardized [Participant Agreement](#) (AGR -2247) available on the Food Assistance webpage. However, with WSDA prior approval a contractor may be allowed to use a different format, as long as all the required components are included.

### **INITIAL CERTIFICATION:**

At the time of an applicant's first in-person (formal) request for CSFP services they must complete the Eligibility Application, the Participant Agreement, and provide the following:

- Proof that they reside in the state of Washington and within the service area of the contractor they are applying for CSFP; and
- Proof they are at least 60 years of age; and
- Self-declare household size; and
- Self-declare income using the current income guidelines provided by WSDA.

The applicant must be notified in writing of their ineligibility or placement on a waiting list within ten calendar days from the date of request for CSFP services. If eligibility determination cannot be made at the time of service then it may be sent to a certifying official for final approval or review. Regardless of the method, the applicant must receive a copy of the signed participant agreement. If the applicant is found to be ineligible, they will receive a written [Notification of Eligibility Determination](#) (AGR -2246).

# CERTIFICATION OF PARTICIPANTS

## **NOTIFICATION OF ELIGIBILITY DETERMINATION:**

The applicant must be notified of their eligibility determination within 10 days of the applicant applying for CSFP. The [Notification of Eligibility Determination](#) (AGR -2246) includes the following determinations:

- If found eligible the contractor may notify the applicant verbally or in writing.
- Written notification of placement on a waiting list.
- If found ineligible the contractor must notify the applicant in writing.

## **PARTICIPANT PROXY PROCESS:**

If a participant is unable to pick up a CSFP package at their designated location and time due to disability, health concern, transportation issues, or conflicting work hours complete the [CSFP Receipt of USDA Commodities – Proxy Form](#) (AGR-2324). It is important to remember:

- The form must be signed by both the participant and the proxy, as well as site personnel.
- The proxy must provide identification when picking up CSFP foods on behalf of the participant.
- The proxy is valid up to a maximum of 36 months.

## **RECERTIFICATION OF PARTICIPANTS:**

WSDA authorizes local agencies to extend the elderly certification period without an in-person (formal) review of eligibility for up to two additional twelve-month periods, as long as the following conditions are met:

- The person's address and continued interest in receiving program benefits are verified; and
- The local agency has sufficient reason to believe that the person still meets the income eligibility standards (e.g. the elderly person has a fixed income); and
- The participant has had a formal certification in the last 36 months.

Informal certifications may be conducted by phone, mail, email, fax etc., with participants prior to recertification in order to confirm each participant's address, income, and continued interest in program participation. Formal certifications must be conducted in-person and will require that the participant receive a [Notification of Eligibility Status Change](#) (AGR-2245) at least 15 days prior to the end of their certification period.

# NUTRITIONAL RISK CRITERIA

## Nutritional Risk Criteria

The use of nutritional risk criteria is not essential in determining eligibility.

## SECTION 3: CASELOAD MANAGEMENT

### Section 3: Caseload Management

# CSFP STATE PLAN SECTION 3: CASELOAD MANAGEMENT

# CASELOAD MANAGEMENT

## Caseload Management

### **ANNUAL CASELOAD ASSIGNMENT:**

Each year, WSDA assigns a caseload to each local agency to allow persons meeting the eligibility criteria to participate in the program, up to the caseload limit. Local agencies submit requests for caseload based on outreach performed in their service area.

Caseload is monitored monthly by WSDA staff. Caseload information submitted by each agency on the Contractor Inventory Report is summarized and the agencies are notified if the statewide and agency caseload is significantly different from the approved caseload level. The FNS-153 is submitted to FNS and is also used each month to monitor existing supplies of commodities. To the extent that resources are available, caseload may be reapportioned based upon local agencies ability to:

- Meet assigned caseload;
- Meet reporting requirements; and
- Increase CSFP participation.

### **STATE CASELOAD NEEDED TO SERVE CLIENTS:**

As CSFP is not currently a statewide program and current participating local agencies maintain waiting lists, WSDA has insufficient caseload to meet current demand of program resources. In order to satisfy demand, WSDA submits an expansion request to FNS annually, if it has met the 95% caseload requirement. Caseload is monitored monthly by WSDA staff to ensure that participation levels are in accordance with regulations set by 7 CFR 247.21 to request additional caseload.

In addition, the Food Assistance Advisory Committee will make recommendations regarding CSFP and will continue to be the main resource for soliciting review and comment on the State Plan. In addition, the Advisory Committee is provided information on the State's and local CSFP agencies involvement in the following areas:

- Participation on other Hunger/Nutrition Committees;
- Development of plans for expanding services, particularly services to counties not currently served; and
- Any increase in administrative funds to support increased services for the elderly.

# SECTION 4: OUTREACH

## Section 4: Outreach

# CSFP STATE PLAN SECTION 4: OUTREACH

## Outreach

### **MAXIMIZING CASELOAD:**

Local agencies will utilize whatever outreach measures are necessary to achieve maximum caseload. The following outreach measures are examples of what the agencies do to achieve maximum caseload:

- Maintain or increase certification and distribution sites at The Emergency Food Assistance Program (TEFAP) sites and food pantries.
- Each local agency will provide certification and delivery options to meet the needs of homebound elderly.
- Increase public notification through Community Action Agencies, Senior Centers, minority newspapers and radio stations.

Local agency monthly reports are monitored to assure that participation levels are maintained as close as possible to the authorized caseload. If the agency is unable to increase or maintain caseload, the local agency will be instructed to increase outreach activities. In addition, consideration will be given to transferring the caseload to another local agency.

### **WAITING LISTS:**

When a local agency exceeds the allocated caseload, and there are no available caseload slots to be transferred from another local agency, the agency will be instructed to establish a waiting list of eligible participants who apply for the program and to restrict new certifications as necessary. In establishing the waiting list, the local agency must include the date of application and information necessary to allow the local agency to contact the applicant when caseload space becomes available. Individuals on the waiting list will be certified according to the date the application was received on a first-come, first-served basis. Unless they have been determined ineligible, applicants will be notified of their placement on a waiting list within 10 days of their request for benefits.

# SECTION 5: COMMODITY MANAGEMENT

## Section 5: Commodity Management

# CSFP STATE PLAN SECTION 5: COMMODITY MANAGEMENT

## Commodity Receipting

### **TRANSITION PLAN**

A training document was created to outline the necessary steps to properly receipt USDA shipments into USDA's Web-Based Supply Chain Management (WBSCM) system, including a description of internal checks and balances. The internal process was shifted from one staff member receipting for all of the contractors to all Food Assistance (FA) regional representatives receipting in WBSCM for the contractors. The WBSCM receipting function is in process of being rolled down to the contractor level, with an anticipated completion date of Sept. 30, 2019.

### **ALL COMMODITIES MUST BE RECEIPTED IN WBSCM WITHIN 48 HOURS OF RECEIPT**

Effective Oct. 1, 2019, contractors who receive CSFP shipments from the National Multi-Food warehouse will be responsible for receipting these shipments into USDA's WBSCM system within 48 hours, per USDA requirements. Training is provided by WSDA.

### **MONITORING**

Currently, the FA staff position responsible for the ordering, receipt management, and inventory will monitor each FA regional representative's compliance for the 48 hours receipting requirement. This staff position will report any noncompliance to the FA program manager. Effective Oct. 1, 2019, FA regional representatives will monitor and track for contractor compliance for receipting into WBSCM within 48 hours on a bi-monthly basis. CSFP compliance reviews currently include a question regarding timely submittal of the USDA Receiving Document (Effective Oct. 1, 2019 this form is no longer required) by contractors which will be updated for FFY 2020 to include timely receipting into WBSCM.

# STORAGE AND DISTRIBUTION

## Storage and Distribution

Distribution of product from the contractor to each site is documented by invoices/bill of ladings. Each site is required to do a physical inventory each month and reconcile it with actual distribution figures. The sites monthly inventory reports are sent to their contractor. Contractor inventory reports are turned in to WSDA.

WSDA and contractors keep an ongoing inventory of all product received and distributed. Physical inventories are taken monthly. Inventory reports are submitted monthly to WSDA and provide information detailing product on-hand, received, distributed, damaged, and remaining amounts in inventory. As a general rule, local agencies (contractors and sites), use a first-in-first-out (FIFO) system of inventory management. In order to implement FIFO, local agencies mark USDA donated food cases or other containers with the date of their receipt at the storage facility. Local agencies are aware that the dates placed on food products by the manufacturers also help to determine how long food products can be expected to remain in optimal condition. Local agencies are to consider such product dates, along with FIFO, in management of food inventories.

The State/USDA approved procedures for reporting damage, spoilage, and/or loss used of TEFAP are also used for CSFP. All commodity loss is investigated and documented on the Commodity Loss/Adjustment Report for Contractors/Subcontractors.

The local agency shall maintain sufficient insurance coverage for all the commodities received from WSDA/USDA. A certificate of insurance is provided annually by the local agency to WSDA showing proof of insurance. The amount of insurance coverage shall be sufficient for paying the replacement cost of contract-related food.

Food packages are distributed on a monthly basis. Whenever possible, clients will receive other food that is also available at the food pantry. This should reduce the number of trips a client may need to make to the food pantry each month, as well as increase the chances that the entire family will be able to have complete meals. Typically, volunteers will “pre-pick” the CSFP food into standard food packages. The food package components, in accordance with the monthly distribution rates, will be reviewed with the client and adjusted as necessary to meet any nutritional concerns.

# HOLDS AND RECALLS

## Holds and Recalls

WSDA Food Assistance will follow all Federal, State, and local requirements for USDA foods subject to a food recall. We have a notification system in place for contractors and subcontractors that allows for notifications during business hours, as well as evenings and weekends.

In the case of a hold or recall of a USDA food, WSDA will provide specific instructions, within 24 hours, to all contractors with inventory of the recalled product. Contractors are responsible for providing the instructions to their subcontractors with inventory of the recalled product.

Contractors will submit inventory results to WSDA Food Assistance. WSDA shall then compile the results and report the findings to USDA to determine next steps.

Our [CSFP Procedures Manual](#) includes step by step instructions of what contractors and subcontractors will need to do if they are impacted by a hold or recall.

# DISASTERS AND SITUATIONS OF DISTRESS

## Disasters and Situations of Distress

In the case of a presidentially declared disaster or a situation of distress determined by the state:

WSDA Food Assistance will participate in Emergency Support Functions #11 conference calls, conduct outreach to contractors and subcontractors in effected areas, assess additional need and shift food resources to assist in disaster feeding as needed and as approved by FNS. WSDA maintains an emergency contact list and also maintains updated inventory records for each of the contractors.

WSDA contractors may be required to transfer USDA commodities to the area of crisis. There will be no cost to the contractor for the transfer. In certain circumstances USDA will be able to replace the value of the commodities provided for the crisis. Our contractors have been informed that information regarding disasters and situations of distress, can be accessed at the FNS Disaster website at:

[www.fns.usda.gov/disaster/disaster-assistance](http://www.fns.usda.gov/disaster/disaster-assistance) and the USDA Foods Program Disaster Manual can be found at [www.fns.usda.gov/sites/default/files/FDDDisasterManual.pdf](http://www.fns.usda.gov/sites/default/files/FDDDisasterManual.pdf).

# SECTION 6: NUTRITION EDUCATION

## Section 6: Nutrition Education

# CSFP STATE PLAN SECTION 6: NUTRITION EDUCATION

## Nutrition Education

### **NUTRITION EDUCATION PURPOSE:**

The goal of the nutrition education program is to enable food program participants to obtain better nutritional status through increased understanding of basic nutrition principles and through effective use of food products. The following are essential to achieving that goal:

- Reinforcement of basic nutrition instruction;
- Instruction on the use of commodity supplemental foods, including food preparation techniques, recipes, meal frequency, and food cost savings;
- Recognition of the special health and nutritional problems of lower-income individuals, such as high blood pressure, sodium/potassium ratios, anemia, and obesity;
- Dissemination of information on preventative health care and on community programs such as food conferences, food cooperatives, and local presentations;
- Consumer resource information and assistance; and
- Motivational messages on topics such as health care, good grooming, mental health, homemaking, education, employment, and cultural activities.

### **NUTRITION EDUCATION PLAN:**

WSDA will provide technical assistance, basic nutrition support, general public assistance information, recipes, and other resources, as available, to support nutrition education at local agencies. FA will maintain these and other nutrition resources on its' website. To ensure that the nutrition education provided is effective, the state will integrate materials developed through its' partnership with SNAP-Ed into other programs administered by FA, including CSFP. A significant amount of nutrition resources have been translated into multiple languages. Local agencies and clients will be able to access nutrition education materials online at [agr.wa.gov/services/food-access/hunger-relief-resources/recipes-and-nutrition/nutrition-resources](http://agr.wa.gov/services/food-access/hunger-relief-resources/recipes-and-nutrition/nutrition-resources) as well as basic nutrition information included in their distribution package.

Local agencies are required to provide clients with nutrition information materials at least once per quarter. Local agencies have the flexibility to utilize the WSDA provided resources or WSDA approved resources from an alternate source or by the local agency. A review of local agency nutrition education materials is also conducted as part of the compliance review process.

FA will provide CSFP lead agencies a brief survey for all participants to complete on an annual basis, timing will coincide with the collection of the annual Racial/Ethnic Group Participation form FNS -191. The [Participant Survey](#) includes an option for local agencies to add a question regarding the specific effectiveness of local agencies unique nutrition education efforts. The state will collect the data and work with the Department of Social and Health Services SNAP-Ed unit or similar organization to analyze the data, including working with a nutritionist or entity that provides qualified nutrition expertise to evaluate the effectiveness of the nutrition education plan and recommendations for improvement at both the state and local level. The state will provide the results of the evaluation to local agencies, and include any relevant regional data. The local agency will utilize the evaluation results to adjust their nutrition education efforts to ensure effectiveness.

# NUTRITION EDUCATION

## **PARTICIPANT INPUT:**

Local agencies are required to gather input from clients on the types of nutrition education that they would find beneficial; this ensures nutrition education is up-to-date with the needs of individual communities. Local agencies are responsible for issuing the annual [Participant Survey](#) provided by FA and compiling the client input which is then sent to FA for analysis. Local agencies are encouraged to incorporate the recommendations from the survey, when appropriate, into the nutrition education provided during CSFP distribution to clients in their community. Local agencies may funnel any additional client input received outside of the survey period to FA to help make program improvements in a timely manner.

## **NUTRITION EDUCATION MATERIALS AVAILABLE:**

We want to ensure our lead agencies have the tools they need to, not only feed the food insecure residents of Washington State, but provide them with information that supports nutrition and overall health improvements. Each applicant receives the [Senior Resources Handout](#) during the initial certification. Food pantries, meal programs, and their clients have access to a variety of nutrition education materials on our webpage.

Our [WSDA Nutrition Resources](#) webpage, showcases a variety of tools developed for food pantry staff and volunteers to encourage the consumption of healthier food options in their pantries. These tools are currently available in English, Spanish, Russian, and Ukrainian with plans to expand to additional languages in the future. The resources include:

- **The MyPantry Series:** The series carries forward USDA's MyPlate messaging, using items commonly found in food pantries. The series is comprised of posters and recipe cards targeted toward clients who have low literacy skills, are non-English speaking, speak English as a second language, or are over 60 years old.
- **Product ID Posters and Brochures:** This series features produce specifically grown in Washington with nutrition facts, storage information, and cooking tips.

Our [Nutrition Resources](#) webpage has links to various USDA nutrition resources such as Dietary Guidelines for 2015-2020, USDA MyPlate, local resources, recipes, cultural resources, and USDA Commodity Factsheets. Highlighted on the page is a section targeted toward nutritional resources for seniors. In addition, we will be adding a quarterly (Fall, Winter, Spring, Summer) Senior Nutrition Newsletter for distribution to participants.

# SECTION 7: DUAL PARTICIPATION

## Section 7: Dual Participation

# CSFP STATE PLAN SECTION 7: DUAL PARTICIPATION

# DUAL PARTICIPATION

## Dual Participation

### **DETECTION OF DUAL PARTICIPATION:**

Local agencies must check the identification of all applicants when they are certified or recertified. The local agency must also ensure that the applicant, or the adult parent or caretaker of the applicant, signs an application that includes a statement advising the applicant that he or she may not receive CSFP from more than one CSFP site. Applicants shall also be informed that the consequences of dual participation may lead to a claim against the individual to recover the value of the benefits, and may lead to disqualification.

Participants found committing dual participation shall be terminated from one of the programs immediately and shall be notified of termination from the other program as specified in 7 CFR 247.17 and the CSFP Procedures Manual. If the dual participation resulted from the participant making false or misleading statements, or intentionally withholding information, the local agency must disqualify the participant from CSFP for a period of up to one year, unless it is determined that it would result in a serious health risk. In addition, the local agency may be required to institute a claim against the participant to recover the value of the benefits. Please see Section 8 Pursuit of Claims for additional information.

### **FAIR HEARINGS:**

A right to an appeal and a fair hearing is provided to those applicants who contest a denial of certification or who have areas of concern regarding the food program. Please see the Fair Hearings section of the [CSFP Procedures Manual](#).

# SECTION 8: PURSUIT OF CLAIMS

## Section 8: Pursuit of Claims

# CSFP STATE PLAN SECTION 8: PURSUIT OF CLAIMS

# PURSUIT OF CLAIMS

## Pursuit of Claims

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 \$120.00 or 5 months of benefits. The estimated value of the monthly CSFP benefit is \$24.00. In accordance with 7 CFR 247.30 (c) and (d), WSDA has established the following claim procedures regarding foods received or used by a participant through fraud, which may include:

- The local agency will issue a letter to the participant indicating that they are ineligible for participation in CSFP for a period of up to one year, in accordance with the requirements of 7 CFR 247.20 (b).
- A letter demanding repayment for the value of the commodities improperly received or used will be issued in instances when the dollar value is determined to be over \$120.00. Payment is to be received within 30 days of the date the letter was sent. If an appeal is sought then the timeframe may be extended as deemed necessary.
- Additional measures will be taken as necessary, if payment is not received within 30 days.
- The local agency will permanently disqualify a participant who commits three program violations that involve fraud, in accordance with the requirements of 7 CFR 247.20 (b).

# SECTION 9: HOMEBOUND ELDERLY

## Section 9: Homebound Elderly

# CSFP STATE PLAN SECTION 9: HOMEBOUND ELDERLY

## Homebound Elderly

Local agencies are required to make arrangements to meet the needs of homebound elderly to the extent possible and/or as funding allows. They are encouraged to coordinate these efforts with local homebound delivery services already established. Local agencies work with local homebound delivery services to identify potential homebound participants, to conduct outreach, and to conduct certification and delivery of food packages. Local agencies allow designated proxies to pick up food packages for homebound elderly individuals.

# SECTION 10: COMPLIANCE MANGEMENT

## Section 10: Compliance Management

### CSFP STATE PLAN SECTION 10: COMPLIANCE MANAGEMENT

# WSDA COMPLIANCE REVIEWS

## WSDA Compliance Reviews

### **WSDA STAFF SHALL MONITOR FISCAL REPORTS ON A MONTHLY BASIS:**

WSDA staff shall conduct monitoring of contractors by evaluating monthly submitted expenditure reports and responses. At any time, WSDA may request a contractor to send in any and all supporting documentation for expenditures.

- If a contractor violates any conditions set forth in the Contract, WSDA staff will investigate the violation.

### **WSDA COMPLIANCE REVIEWS OF CONTRACTORS AND SUBCONTRACTORS:**

WSDA is responsible for monitoring the operation of the program to ensure that it is being administered in accordance with federal and state requirements and promotes program integrity. The WSDA monitoring system will include:

- CSFP contractors will be reviewed at least every two years.
- Five CSFP subcontractors will be reviewed on an annual basis.
- Contractors that have serious performance issues will have a program review more often if warranted.

If a contractor or subcontractor violates any of the more critical conditions set forth in the Contract, WSDA staff may conduct a site visit to investigate the violation.

At a minimum, each review must encompass, as applicable, eligibility determinations, distribution rate formula, storage and warehousing practices, fiscal and inventory control, reporting and record keeping requirements, and compliance with civil rights policies and training. WSDA compliance review forms for contractors and subcontractors are available on the [Food Assistance](#) Webpage.

# SECTION 11: AGREEMENTS

## Section 11: Agreements

# CSFP STATE PLAN SECTION 10: AGREEMENTS

# AGREEMENTS

## Agreements

**THE FOLLOWING IS A LIST OF CURRENT AGREEMENTS:**

- Northwest Harvest Contract for Warehousing and Transportation Services
- Northwest Harvest Contract Amendments
- Food Assistance Combined Contract
- Food Assistance Federal Contract
- Food Assistance Combined Contract Amendments
- CSFP Subcontract