

# CSFP Program Guide

## Site Responsibilities

### Client Identification

- **Requirements:** Clients are required to show ID or their issued Yellow Card each visit, and upon first visit provide their first and last name, date of birth, gender identity, ethnicity and proof of AZ residence.
- **Client Intake:** Client's information will be collected through an Application of Benefits and/or directly inputted into Link2Feed, an online database system to track visits.
- **Restrictions:** Clients must be 60+ years, self declare to federal income guidelines, reside in AZ, re-certify yearly, and maintain regular participation.

### Reporting & Compliance

- Must be open to the public and promoted throughout the community.
- Provide caseload management via notifications to maintain a 98% attendance rate each month.
- Adhere to USDA, DES, SMFB and FA requirements for posted signage, record-keeping, reporting, product storage, and client services.
- Submit a Monthly Inventory Report (MIR) 2 calendar days after the last day of monthly distribution.
- Subject to an annual USDA monitoring & required to issue an annual CSFP nutrition survey to clients.

### Staffing & Volunteers

- Site must provide appropriate number of volunteers to support the volume of product being distributed.
- Staff and/or volunteers will assist with case management, unloading product, pallet set up, food distribution, client intake, cleaning, traffic control and reporting.
- Staff and volunteers must stay in compliance with annual civil rights trainings, volunteer confidentiality & food safety.

### Distribution Process

- Minimum is one monthly distribution.
- Frequency, time frames, and dates to conduct food distributions is dependent on the site's and SMFB's truck route availability.
- Distribution area must be pre-determined and cannot move locations unless approved by SMFB.



### ABOUT THIS PROGRAM

**The Commodity Senior Food Program (CSFP)** is federally funded, USDA-regulated, and provides nutritionally balanced monthly packages to seniors to supplement their diets.

Participating agency partners will receive an allotted number of CSFP boxes each month to distribute to qualifying enrolled seniors.

Each senior will receive (1) CSFP pre-packaged box that includes shelf stable items such as nonfat dry milk, juice, oats & cereal, rice, pasta and canned goods, and (1) cheese.

This program requires caseload management, agency partners must be approved by SMFB to participate.

For client safety, agencies participating in this program are subject to the requirements noted in the SMFB Agency Toolkit.

Have a question you still need answered?  
Contact Agency Services:

**Agency Services General:** (602) 322-7861  
**Agency Services Northern AZ:** (602) 344-4100  
**Email:** [agencyservices@stmarysfoodbank.org](mailto:agencyservices@stmarysfoodbank.org)

