

USDA Virginia Department of Agriculture and Consumer Services
State Plan of Program Operation and Administration Commodity
Supplemental Food Program (CSFP)

102 Governor Street Richmond, VA 23219

Purpose

The purpose of this state plan is to operate the Commodity Supplemental Food Program in the Commonwealth of Virginia. The Virginia Department of Agriculture and Consumer Services (VDACS) is the State Distribution Agency for all USDA Foods in Virginia. VDACS maintains a partnership with the Federation of Virginia Food Banks to establish goals and objectives to successfully operate CSFP.

General CSFP Information

The Commodity Supplemental Food Program (CSFP) is administered at the Federal level by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS). The program is authorized under Section 4(a) of the Agriculture and Consumer Protection Act of 1973. Federal regulations covering CSFP may be found in 7 CFR, Parts 247 and 250.

The CSFP works to improve the health of low-income people at least sixty (60) years of age by supplementing their diets with nutritious USDA Foods. It provides food and administrative funds to States to supplement the diets of this group. The state distributing agency will enter into a written agreement with FNS prior to participation in the CSFP. The agreement is permanent, with amendments as needed initiated by the CSFP State Agency and approved by USDA. The Agreement is FNS-74, the Federal State Agreement and CSFP State Plan of Operation.

1. Designated State Agency

Virginia Department of Agriculture and Consumer Services Seth

Benton

102 Governor Street

Richmond, VA 23219

Phone: 804-786-0532

Fax: 804-371-7788

seth.benton@vdacs.virginia.gov

Local Agencies Blue Ridge Area Food Bank

Michael McKee, Chief Executive Officer

96 Laurel Hill Road

Verona, VA 24482

Phone: 540-248-3663 Fax:

540-248-6410 **Capital**

Area Food Bank

Marian Peele, Senior Director, Senior Hunger Strategies

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4900 Puerto Rico Ave NE
Washington DC 20017
Phone: 202-644-9823
Fax: 202-527-1767

Feeding America Southwest Virginia

Pamela Irvine, President and CEO
1025 Electric Road
Salem, VA 24153
Phone: 540-342-3011
Fax: 540-342-0056

FeedMore

Douglas Pick, President and CEO
Stephanie Martin, CSFP
1415 Rhoadmiller Street
Richmond, VA 23220
Phone: 804-521-2500
Fax: 804-521-2501

Foodbank of Southeastern Virginia

Christopher Tan, President and CEO
800 Tidewater Drive
Norfolk, VA 23504
Phone: 757-627-6599
Fax: 757-627-8588

Fredericksburg Regional Food Bank

Dan Maher, Chief Executive Officer
Carey Sealy, Director of Distribution Services
3631 Lee Hill Drive
Fredericksburg, VA 22408
Phone: 540-371-7666

Virginia Peninsula Foodbank

Bob Latvis, Chief Executive Officer
2401 Aluminum Avenue
Hampton, VA 23661
Phone: 757-596-7188 x140

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2. Eligibility Standards

- CSFP applicants will be required to complete an application. Eligibility determinations will be conducted at recipient agencies by authorized personnel. Applicants will be required to present a valid identifying document at time of application and recertification. Proxies must show some form of ID at first pickup. Thereafter agency staff, volunteers or third-party contractors who distribute USDA foods will allow the use of visual identification or self-attestation as identity confirmation at future USDA Foods distributions.
- Examples of identity documents include:
 - License or State Issued ID
 - Passport
 - Utility Bill or other mail showing name and address
 - Rental Agreement or Lease
- The following information will be included on the application form:
 - Applicant's name
 - Address
 - Date of birth
 - Household members
 - Household income
 - Applicant's certifying signature or mark
 - Date

Persons aged 60 and over are income eligible for CSFP if their household gross income is at or below 150% of the established federal poverty income guidelines. The applicant must bring proof of income to be verified by authorized personnel at the distributing agencies. Proof of income will need to be presented at the initial application process and again at recertification. Income means gross income before deductions for items such as income taxes, social security taxes, insurance premiums, etc.

The CSFP income eligibility guidelines will be revised each year upon receipt of the FNS memorandum outlining the annual adjustments to the Federal Poverty Income Guidelines issued by the Department of Health and Human Services. Participants will be notified that they must report changes in household income or composition within 10 days after the change becomes known to the household.

The Commonwealth of Virginia will determine an applicant eligible for participation if they also participate in Federal or State programs where the income eligibility standards are at or below CSFP requirements. The Federal programs include the Supplemental Nutrition Assistance

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Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR), Supplemental Security Income (SSI), the Low-Income Subsidy Program (LIS), and the Medicare Savings Program (MSP).

The prospective applicant must reside in the area served by the local CSFP Agency to which the request for certification is made. However, no citizenship or durational residence requirements are to be imposed as a condition of eligibility. Migrant and seasonal farm workers shall be considered as meeting the residency requirement.

The application form includes a non-discrimination statement informing the applicant that program standards are applied without discrimination by race, color, national origin, religion, sex (including gender identity and sexual orientation) or disability. Applicants will review verbal and written information from recipient agency staff concerning their rights and fair hearings when application documents are signed.

Applicants will be notified of their eligibility or ineligibility for CSFP benefits or their placement on a waiting list within 10 days from the date of application. Notification of ineligibility will be sent to the applicant in writing and will include the reason the applicant is not eligible, a statement of the individual's right to a fair hearing to appeal the decision, and a statement that informs the applicant that program standards are applied without discrimination by race, color, national origin, religion, sex (including gender identity and sexual orientation) or disability.

Proxies

Applicants can identify a proxy. The proxy serves as a liaison in the event the participant is unable to pick-up their food package. Proxies cannot certify or re-certify a participant. The proxy is only used for food pick-up if a participant is homebound or is unable to keep the appointment. On a separate proxy form, applicants are asked to give the name of the proxy.

Certification Period

Certification periods will be for 3 years in length. The local agency will notify participants 15 days before the expiration of their three-year certification period that their eligibility is about to expire. Participants will be required to complete a new CSFP application at that time.

CSFP participants who move to an area served by CSFP and whose certification period has not expired must be given the opportunity to continue to receive CSFP benefits for the duration of the certification period. If the local agency has a waiting list, the participant must be placed on its waiting list ahead of all other waiting applicants.

Waitlist

Once the maximum caseload has been reached, a waiting list of applicants will be kept. Waitlisted individuals will be accepted based on a first come, first served basis as space

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becomes available. Applicants will be notified of their placement on a waiting list within 10 days of their request for benefits.

In addition, Virginia offers one-month certifications for participants on the waitlist. They are certified and then if a package is available, it is offered to them for that month and then they return to the waitlist for the next month.

3. Caseload Management

Virginia has a base caseload of 10,660. The caseload is currently split between six of the seven food banks. The seventh food bank (Capital Area Food Bank) has requested funding to begin the program in 2025. Virginia is requesting a caseload increase of 1,890. This would bring the state caseload to 12,550.

The additional caseload will allow Capital Area Food Bank to begin offering the program in their region. Capital completed a warehouse renovation and is ready to manage the CSFP. Capital plans to start with a caseload of 500. They will serve the northern Virginia region, which is currently not being served.

The remaining caseload increase would be split between the remaining food banks who have continued to increase their need and are able to handle the additional amount.

Caseload equals one eligible participant per household receiving a CSFP food box monthly for 3 years. CSFP is a discretionary program with limited resources. Careful inventory and caseload management is necessary for food resources to be used efficiently and effectively. Caseload must be maintained at 95 – 101% of the total allotted. Maintaining maximum caseload will enable VDACS to request additional funds to expand the program. If a Food Bank is unable to maintain its maximum caseload, VDACS reserves the right to decrease the Food Bank's caseload and transfer it or a portion of the caseload to another Food Bank.

4. Nutrition Education

The Virginia Food Banks working with their recipient agencies will be required to make nutrition education available to all participants. This information will be distributed with the monthly food packages.

The nutrition education will contain, at minimum, the following information:

- The nutritional value of CSFP foods
- Nutritious ways to use CSFP foods
- Special nutritional needs of participants and how these needs may be met
- The importance of healthcare and the role nutrition plays in maintaining good health

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The written nutrition education materials will be included in all food packages sent to participants who have designated a proxy or who are receiving a home delivery.

Nutrition Education Evaluation

The Virginia Food Banks will work with their staff and partners to develop a nutrition education evaluation procedure. The evaluation will be directed by a nutritionist or other qualified professional. The evaluation plan will include a customer survey conducted annually to obtain participant input to help evaluate the effectiveness of the nutrition education. Nutrition education information will be adjusted based on participant feedback.

5. Homebound Participants

To make the CSFP program accessible to eligible individuals who are physically unable to pick up the food package, Food Banks will encourage the use of proxies or arrange home delivery to the extent that resources permit. Home delivery services will be arranged through the Food Bank and Food Bank volunteers.

Food Banks may work closely with the local Area Agencies on Aging, Social Services, and other agencies offering senior services to provide volunteers to assist with the management of a delivery program to homebound participants; provided Food Bank Staff also be in attendance.

If home delivery is utilized, delivery must meet the following criteria:

- Safe storage and transportation of the foods in compliance with program regulations at 7CFR Part 250;
- Verification of the identity of each CSFP participant through a review of the participant's or proxy's identification before issuing the CSFP food package, consistent with 7 CFR 247.10(b);
- All applicable records required by the State or local agency, and an assurance that the privacy of participants will be maintained, consistent with 7 CFR 247.36.
- All CSFP Distributing Agencies are subject to all USDA/CSFP requirements & regulations.

6. Outreach

Referrals will be solicited from service agencies that are in contact with low-income seniors. The goal will be to join a network of service groups to add CSFP to the variety of services seniors are receiving.

The following are examples of outreach efforts:

- A flyer placed in Social Services Departments, health and medical organizations, senior citizen centers, churches, and other local agencies serving the 60 and over population
- Information detailing all aspects of the CSFP program on the Food Bank's webpage
- Staff presentations about the program at agencies serving the 60 and over population
- Free public service announcements on local media stations

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- Advertisements and notices about the CSFP program in local newspapers and magazines

All notices and advertisements shall include a brief description of the program, eligibility criteria, a listing of the documentation required for certification, and the non-discrimination statement.

Any informational materials released to the public about the program or availability of USDA Foods to eligible households with photographs or graphics must display participants of different races, colors, and national origins.

7. Food Storage and Distribution

Detailed inventory and issuance records will be compiled by the Food Banks and Distributing Agencies. They will maintain food receipt data, food delivery bills of lading and monthly physical inventory, documentation of USDA Foods received, and food destruction logs. All original documentation must be provided to the RCM or submitted to the VDACS office.

All facilities used for storage of CSFP foods must be approved in advance by VDACS and inspected annually (or more frequently if deemed necessary or appropriate by the RCM), to ensure foods are stored at appropriate temperatures and that the facility is safe, secure and sanitary. Stock will be dated and rotated on a first-in, first-out basis (FIFO).

A physical inventory of all CSFP Foods will be reconciled with inventory records and maintained on file by VDACS and the Food Bank. Monthly inventory will be compiled in the FNS 153 Report.

Food Storage Requirements

The following practices will be followed concerning the storage of CSFP Foods.

Food Banks and Distributing Agencies must ensure that storage facilities have obtained all required Federal, State and/or local health inspection and/or approvals and those inspections /approvals are current. Records should be kept for a period of three years from the close of the current fiscal year.

Temperatures and Temperature Charts

- Refrigerated or frozen USDA Foods require that temperature charts be maintained and indicate the dates and readings for all storage units at least three times per week from an independent internal thermometer.
- Temperature charts must be maintained for each separate storage unit.
- Refrigeration unit temperatures should be maintained between 32 and 40 degrees Fahrenheit.
- Freezer temperatures must be maintained at or below 0 degrees Fahrenheit.
- Shelf stable USDA Foods require dry, cool storage.
- Dry storage temperatures should be maintained between 50 and 70 degrees Fahrenheit

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- Thermometers should be installed in dry storage areas to ensure proper temperatures are maintained.
- Temperature charts must be posted and show temperatures taken a minimum of three times per week.
- If a digital system is used, the system must allow for printing of temperature logs and provide push notifications via text or email when temperatures exceed federal requirements.

Storage of USDA Foods

- USDA Foods should be stored away from steam pipes, chemicals and equipment generating heat.
- Adequate racks or shelving must be provided for storage in freezers, refrigerators and dry storage. Foods should be stored 4" away from walls, 6" from floors and 2' from ceilings to allow for proper air circulation. Reach-in refrigerators and chest freezers must have racks to keep food 1" from the bottom shelf to allow for proper air circulation.
- Adequate lighting is required to aid in rotation and inventory checks of food.
- Adequate security by means of locks, bars, alarms, etc is required to guard against theft or vandalism.
- Storage areas must be protected against rodents and insect infestation with routine extermination service, and a record of these inspections must be maintained.
- Distributing Agencies are not required to engage an extermination service but must show they carry proper supplies to guard against pests.

Distribution

- The Food Banks and their Distributing Agencies are responsible for the preparation and distribution of the food packages
- Each eligible participant per household will receive one package of USDA Foods on a monthly basis
- Eligible participants who are unable to attend distributions may designate on their application an authorized representative as their proxy to pick up their food package
- Staff or volunteers at the distributing Agency will verify eligibility and identity of participants and proxies prior to distributing the food packages
- Participants must not be required to make any payments or provide any materials or services in connection with the receipt of CSFP Foods
- Distributing Agencies should maintain specific dates and times of distribution (ex: 9am-10am - 2nd Tuesday and Wednesday of each month)
- Distributing Agencies should notify participants of any distribution schedule changes
- The Food Bank must maintain a master list of participants at each site

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- Distributing agencies are required to provide safe handling of refrigerated product before, during and after distribution.

8. Preventing Dual Participation

As part of the certification process applicants will be informed of the illegality of simultaneous participation in more than one CSFP Program. This statement will appear on the application form, which the applicant will acknowledge, sign, and date.

The Virginia Food Banks will keep a master list of all participants. An applicant's identification will be verified at the initial certification and with each recertification. Participants found in more than one program simultaneously will be terminated from one program immediately. If the dual participation results from making false or misleading statements, or intentionally withholding information, the local agency will disqualify the participant from CSFP, unless the local agency determines that disqualification would result in a serious health risk.

9. Program Violations

If program violations are committed, local agencies may disqualify the participants for a period of up to one year. If the local agency determines that disqualification would result in a serious health risk, the disqualification may be waived. The State agency will require local agencies to permanently disqualify a participant who commits three program violations that involve fraud as follows:

- Intentionally making false or misleading statements, orally or in writing
- Intentionally withholding information pertaining to eligibility in CSFP
- Selling USDA Foods obtained in the program or exchanging them for non-food items
- Physical abuse or threat of physical abuse of program staff
- Committing dual participation

The local agency will provide the individual with written notification at least 15 days before the effective date of disqualification. The notification will include period and reason of disqualification, and a statement that the individual may appeal through the fair hearing process.

10. Cost Effective Claim Standards

The pursuit of a claim against a participant to recover the value of CSFP Foods improperly received or used is cost effective when the value exceeds \$200. In pursuing a claim against a participant, the local agency will:

- Issue a letter demanding repayment for the value of the Foods improperly received or used
- If repayment is not made in a timely manner, take additional collection actions
- Maintain all records regarding claims actions taken against participants

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The local agency will advise the participant of the opportunity to appeal the claim through the fair hearing process.

11. No Show Policy

To remain enrolled in the Commodity Supplemental Food Program, persons may fail to pick-up food during no more than two consecutive months.

- Local agencies shall establish a “no-show” policy stating the maximum allowable period that persons may fail to pick-up food packages and remain enrolled in the program is two consecutive months.
- The “no-show” policy shall be posted in a prominent location and each participant shall be informed of this policy during certification and recertification.

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- Participants who are required to be in the hospital for extended stays retain their participant status. They should not be removed from the program for missing two consecutive months. They can be issued food for any month within their certification period for which they had at least one day at home. If they have extended hospital stays covering every day of the month, they should not receive a food package for that month.

- Violation of the “no-show” policy shall result in discontinuance of CSFP benefits. If a participant violates the established “no-show” policy, the local agency must provide the participant with a written notification of discontinuance including the reason for discontinuance at least 15 days before the effective date of discontinuance. Documentation of the notification shall be maintained on a log or a copy retained in the individual’s file.
- Participants who are removed from the program for violation of the “no-show” policy are allowed to reapply for benefits unless they have violated the “no-show” policy twice previously. If a waiting list exists, participants reapplying after violating the “no-show” policy must be treated the same as all applicants and must be placed on the list in the order which they applied. Participants who violate the “no-show” policy a third time within a twelve-month period must be disqualified from CSFP for a period of up to one year, unless the local agency determines that disqualification would result in a serious health risk.

12. Agency Agreements

VDACS currently has Agency Agreements with all seven Virginia Food Banks to operate the USDA Food Distribution Program. All Virginia Food Banks are members of Feeding America.

The State will enter into an agreement with all the Virginia Food Banks to administer the CSFP prior to making USDA Foods or administrative funds available to them. These agreements will be signed and kept on file by all parties. Agreements with local agencies will be for one year and will be renewed annually. The agreement with the Virginia Food Banks will contain assurances that the following CSFP functions will be performed:

- An assurance that each agency will administer the program in accordance with all federal and state regulations
- An assurance that each agency will maintain accurate and complete records for a period of three years from the close of the fiscal year to which they pertain, or longer if the records are related to unresolved claims, actions, audits or investigations
- A statement that each agency receiving USDA Foods for distribution is responsible for any loss resulting from improper distribution or improper storage, care or handling of USDA Foods

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- A statement that each agency receiving program funds is responsible for any misuse of program funds
- A description of the specific functions that the State, sub-distributing, or local agency is delegating to another agency
- All Agreements will specify that either party may terminate the agreement by written notice to the other with a minimum notice of 30 days
An assurance that the local agency will contact their RCM at VDACS when new agencies are brought on board, providing the RCM the opportunity to inspect the new facility if scheduling permits. In the event an agency is already distributing TEFAP an inspection prior to CSFP distribution is not necessary, but the RCM may elect to visit and inspect at their earliest convenience
- An assurance that the local agency will provide nutrition education and information about the Senior Farmers' Market nutrition program with participants.
- An assurance that the local agency will provide information to participants on other health, nutrition, and public assistance programs; and make referrals as appropriate
- An assurance that the local agency will distribute USDA Foods in accordance with the approved food package distribution rate
- An assurance that the local agency will take steps to prevent and detect dual participation
- Maintain a list of the names and addresses of all distribution and storage sites under the jurisdiction of the local agency
- An assurance that the local agency will not subject any person to discrimination under the program on the grounds of race, color, national origin, religion, sex (including gender identity and sexual orientation), or disability
- An assurance that the local agency will follow all additional requirements as outlined in the CSFP Agreement Addendum, renewed annually
- An assurance that the food bank will post a listing of all distributing agencies online, updated annually (at a minimum). This list will exclude agencies operating under an agreement with a local agency.

13. Distributing Agency Agreements

The Virginia Food Banks will enter into written agreements with Distributing Agencies. These agencies will be responsible for the actual distribution of CSFP food to participants. This agreement shall be valid for one year, renewed annually.

The agreement will contain assurances that the Distributing Agencies involved in the CSFP program will perform the following functions:

- Administer the program in accordance with all federal and state regulations

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- - Each agency will maintain accurate and complete records for a period of 3 years from the close of the fiscal year to which they pertain, or longer if the records are related to unresolved claims actions, audits, or investigations
 - Each agency receiving USDA Foods for distribution is responsible for any loss resulting from improper distribution, improper storage, care, or handling of USDA Foods
 - A statement that each agency receiving program funds is responsible for any misuse of program funds
 - A description of the specific functions the Distributing Agency is delegating to another agency
 - All Distributing Agency Agreements will specify that either party may terminate the agreement by written notice to the other with a minimum notice of 30 days
- An assurance that the Distributing Agency will follow all additional requirements as outlined in the CSFP Handbook and Sub Agreement, which is renewed annually

14. Sub Distributing Agencies

VDACS allows Distributing Agencies to enter into written agreements with other agencies for the purpose of further distributing USDA Foods. These agencies could include a state Human Services Office, or any other (approved) State office where populations of individuals who would customarily be eligible to receive USDA foods are likely to gather. The Sub-Distributing Agency would be an agent of the Distributing Agency and is held to the same rules, regulations, and requirements as any other Distributing Agency. These types of agencies require VDACS approval.

15. Fair Hearing

A CSFP participant will be given the opportunity to appeal through a fair hearing any adverse action which may include the denial or discontinuance of program benefits, disqualification from the program, or a claim to repay the value of Foods received as a result of fraud.

A participant or a participant's caretaker may request a fair hearing by making a clear expression, verbal or written, to a State or local agency official that an appeal of the adverse action is desired. The participant has 60 days from the date the agency mails or gives the individual the notification of adverse action to request a fair hearing.

The participant will be provided with at least 10 days advance written notice of the time and place of the hearing and must include the rules of procedure for the hearing.

At the fair hearing the participant will have the opportunity to:

- Examine documents supporting the State or local agency's decision before and during the hearing
- Be assisted or represented by an attorney or other persons

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- - Bring witnesses
 - Present arguments
 - Question or refute testimony or evidence, including an opportunity to confront and cross-examine others at the hearing
 - Submit evidence to help establish facts and circumstances

A request for a fair hearing may be denied if:

- The request is not received within 60 days from the date the notice of adverse action is mailed or given to the participant
- The request is withdrawn by the participant in writing
- The participant fails to appear at the hearing without a good cause

The fair hearing must be conducted by an impartial official who does not have any personal stake or involvement in the decision and who was not directly involved in the initial adverse action that resulted in the hearing. The hearing official is responsible for:

Administering oaths or affirmations, as required by the State

- Ensuring that all relevant issues are considered
- Ensuring that all evidence necessary for a decision to be made is presented at the hearing, and included in the record of the hearing
- Ensuring that the hearing is conducted in an orderly manner, in accordance with due process
- Make a hearing decision

Reports and Record Keeping

The State agency will maintain accurate and complete records relating to the receipt, disposal, and inventory of Foods, the receipt and disbursement of administrative funds and other funds, eligibility determinations, fair hearings, and other program activities. The State agency will also maintain records pertaining to liability for any improper distribution of, use of, loss of, or damage to Foods, and the results obtained from the pursuit of claims arising in favor of the State or local agency.

Civil Rights

State and local agencies must comply with the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 et seq.), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and titles II and III of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

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State and local agencies must also comply with the Department's regulations on nondiscrimination (parts 15, 15a, and 15b of this title), and with the provisions of FNS Instruction 113-2, including the collection of racial/ethnic participation data and public notification of nondiscrimination policy:

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 (including gender identity and sexual orientation), 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, audiotape, 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-Form0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by

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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:

- (1) **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or (2) **fax:**
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**
program.intake@usda.gov

All program materials must contain the above statement. If the material is too small to permit the full statement to be included, the material will at a minimum include the following statement in print size no smaller than the text:

"This institution is an equal opportunity provider"

CSFP applicants or participants who believe they have been discriminated against should file a discrimination complaint with the USDA Director, Office of Civil Rights, Room 326W, Whitten Building, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or telephone (202) 720-5964.

Financial Management

VDACS will maintain financial records for the CSFP separately from other programs and in accordance with the Commonwealth of Virginia's Accounting Policies and Procedures.

Distribution of Administrative Funds

VDACS will distribute administrative funds as a reimbursement for the shared maintenance fees to Food Banks. Food Banks agree to accept the shared maintenance fee as full payment to distribute USDA Foods in lieu of charging their recipient agencies. Any transportation, storage, handling, labor, or promotional costs incurred with the distribution of CSFP foods comes out of this payment, including handling transfers of USDA foods between member Food Banks.

Food Bank Reviews

VDACS will ensure that the Food Banks and 1/3 of CSFP Distributing Agencies are reviewed annually.

State Plan

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VDACS will post a copy of their State Plan online.

Distribution Rates

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
MAXIMUM MONTHLY DISTRIBUTION RATES Effective
May 1, 2022 until Further Notice**

Food Package Category	Food Item	Amount Each Month
Fruits and Juice	Canned Fruit (15.5 oz) Juice (64 oz) Raisins (15 oz)	<ul style="list-style-type: none"> 1 juice and 3 cans fruit; or 2 juices and 2 cans fruit; or 1 package raisins, 1 juice, and 2 cans fruit; or • 1 package raisins, 2 juices and 1 can fruit.
Vegetables	Canned Vegetables or Soup (10.5 to 15.5 oz) Dehydrated Potatoes (1 lb)	<ul style="list-style-type: none"> 8 cans vegetables or soup; or • 6 cans vegetables or soup, and 1 package dehydrated potatoes.
Cheese	Cheese (2 lb)	<ul style="list-style-type: none"> 1 package cheese.
Milk	UHT Fluid Milk 1% (32 oz) Instant Nonfat Dry Milk (12.8 oz)	<ul style="list-style-type: none"> 2 UHT milk; or 1 UHT milk and 1 (12.8 oz) Nonfat Dry Milk
Meat, Poultry, and Fish	Beef, Beef Stew, or Chili* (24 oz) Chicken (10 to 15 oz) Beef Chili with Beans (15 oz) Tuna (12 oz) Salmon (14.75 oz)	<ul style="list-style-type: none"> 1 (24 oz) shelf-stable package meat and 1 (10 to 15 oz) shelf-stable package beef, poultry or fish; or 3 (10 to 15 oz) shelf-stable packages beef, poultry and/or fish of any combination.
Plant-Based Protein	Canned Beans (15.5 oz) Dry Beans or Lentils (1 to 2* lb) Peanut Butter (16 to 18* oz)	<ul style="list-style-type: none"> 3 units of any combination of canned beans, (1 lb) dry beans or lentils, and peanut butter; or 1 (2* lb) unit dry beans or lentils, and 1 unit of canned beans, peanut butter, or (1 lb) dry beans or lentils.

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Cereals	Cereal, Dry Ready-to-Eat, (12 to 18 oz) Farina (18 oz) Rolled Oats (18 to 48* oz) Grits (2 to 5* lb)	<ul style="list-style-type: none"> 2 units of any combination of cereal, farina, (18 oz) rolled oats, and (2 lb) grits; or 1 (42* to 48* oz) unit rolled oats; or 1 (5* lb) unit grits (every other month).
Pasta and Rice	Pasta (1 lb) Rice (1 to 2* lb)	<ul style="list-style-type: none"> 2 units of any combination of pasta and (1 lb) rice; or • 1 (2* lb) unit rice

Agreement made by and on:

Seth Benton
Distribution Program Manager

Date Food

Joseph Guthrie
Commissioner

Date Deputy