



Washington  
State Department of  
Agriculture

WSDA FOOD SAFETY & CONSUMER SERVICES DIVISION

# FOOD ASSISTANCE

## COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP) STATE PLAN

**November 2023**

***Kim Eads, Program Manager***  
***WSDA Food Assistance***

**This institution is an equal opportunity provider.**

**AGR PUB-797 (R/11/23)**

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# **CSFP State Plan:**

## **Section 1: State Agency Information**

### **CSFP STATE PLAN SECTION 1: STATE AGENCY INFORMATION**

# CSFP State Plan:

## Overview of WSDA Food Assistance

Through service, regulation, and advocacy, Washington State Department of Agriculture (WSDA) supports the equitable viability and vitality of agriculture for current and future generations of Washingtonians. WSDA focuses on building better food systems and increasing food security for all. Food Assistance (FA) is part of the Food Safety & Consumer Services Division led by Assistant Director Luisa F. Castro, PhD.

Food Assistance (FA) supports 644+ hunger-relief organizations (Sub Agencies) across the state with food, funds, grant programs, initiatives, logistics support, technical assistance, emergency management (and more). The WA network of food banks, food pantries, meal programs, community action councils, tribes, and tribal organizations serve food-insecure individuals and households – current estimates are one in five (1:5) households across the state. Over 50+ lead hunger-relief organizations and tribes (Lead Agencies) have a direct agreement with FA to run core state and federal programs at the local level.

FA has numerous partnerships that help advance the priorities of Washington State and its hunger relief network. One of these partnerships is Washington Food Coalition's Food Assistance Advisory Committee, which was established in 2011 to advise on and optimize FA policy, strategy, and programs. FA prioritizes connection, communication, and transparency with the broader hunger relief network, hosting monthly network calls as well as multiple committees and workgroups.

FA strives through its programs to advance equity, increase client dignity, and expand culturally familiar food options for all participants. FA has made significant strides in reducing client access barriers by clarifying that client intake requirements are based on client self-declaration (not documentation), removing service area restrictions, and actively engaging in stakeholder discussions that identify additional improvements in this area. Additionally, FA aims to strengthen network resiliency, grow food sovereignty, and expand economic opportunities for local farmers and producers.

FA continues to learn and implement improvements beyond those generated by the impacts of COVID-19 and its longer-term economic impacts. Multiple new initiatives, grants, pilots, and funding opportunities have been launched since 2020, contributing to a more resilient food system. Pre-COVID, FA distributed \$23-\$40 million annually through its programs to support the various needs of WA State. Since COVID-19, funding levels have ranged between \$60-90 million, vital for addressing gaps in the hunger relief network, increased costs, supply chain disruptions, and unprecedented critical community needs.

### Programs Include:

#### Commodity Supplemental Food Program (CSFP)

Federally funded (USDA) program providing nutritious food packages to low-income people 60 years of age and over (limited availability). Established in Washington in 2001, serves approximately 6,154 seniors each month (73,848 visits).

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

State funded program to support lower-income Washingtonians and those experiencing homelessness. Provides funding to local food banks and food pantries (including tribal food pantries) to support costs of food, operational expenses, training, equipment, and repairs. Established in Washington in 1986 and serves approximately 1.7 million people each year (10 million visits).

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

State funded program to support lower-income Washingtonians and those experiencing homelessness. In addition to EFAP-Tribal food pantry programs, FA provides funding to tribes and tribal organizations to support the costs of operating the tribal voucher program which supports over 10,000 tribal members. Established in Washington in 1986.

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

Federally funded (USDA) program providing food (126 entitlement fresh/frozen/shelf stable foods, in addition to any bonus offerings) and limited operational funding to emergency food providers and meal programs, to supplement diets of lower-income Washingtonians and those experiencing homelessness. Additional funding has been provided to support this program. Established in Washington in 1981 and serves about 600,000 people each month (7.2 million visits).

### **TEFAP Farm to Food Bank (TEFAP FTFB)**

Federally funded (USDA) short-term grant program helping to reduce food waste by supporting harvesting, packing, processing, and/or distributing of donated foods from farmers and growers to emergency food organizations. Established in Washington in 2019 and anticipated to be reauthorized in the 2023 Farm Bill.

### **TEFAP Reach and Resiliency (TEFAP R&R)**

Federally funded (USDA) short-term grant helping to expand the reach of TEFAP to remote, rural, tribal, low-income, and underserved areas. Established in Washington in 2022, anticipated to run through 2025.

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

Initiative to fund long-term relationships between emergency food organizations and small-scale farmers for the sale and distribution of fresh produce to the community. Established in Washington in 2014, in partnership with Harvest Against Hunger. In 2022, F2FP had 162 participating farmers.

### **Resiliency Grants and Initiatives (RGI)**

Funded through State Legislature and Coronavirus Local Fiscal Recovery fund (part of the American Rescue Plan Act), RGI builds resiliency in the WA hunger relief system. Established in 2021 to distribute funds via competitive process to hunger-relief organizations responding to COVID-19 and its long-term effects. Between 2021-23, over \$20 million will have been distributed to hunger-relief organizations and tribes across WA, including many new partners.

### **Local Food purchasing Assistance (LFPA)**

Federally funded (USDA-AMS) short-term grants provide funding to hunger relief organizations and tribes participating in FA core programs to support purchases of local foods for distribution to rural, remote, and underserved communities. This program aims to improve supply chain resiliency by supporting local and regional partnerships between socially disadvantaged farmers, producers, ranchers, and underserved communities. Established in Washington in 2022, anticipated to run through 2025.

### **Other Initiatives, Grants, Pilots**

Reserve Warehouse, SNAP-Ed (Nutrition Focused), Disaster Household Distribution (USDA), Spice Purchases, Capacity Survey, Fresh Food Boxes, Direct Food Purchasing, and more.

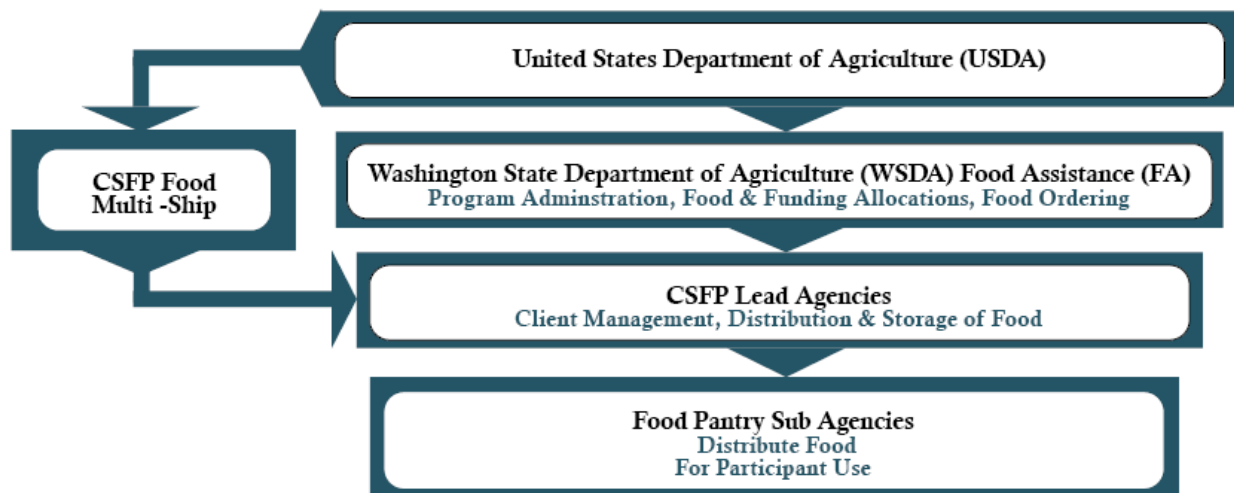
### **Food Assistance Advisory Committee:**

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.

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. Subcommittees are established and comprised of provider members, subject matter experts, stakeholders, and WSDA staff.

## CSFP State Plan:

### 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 2024, we have 13 lead agencies serving CSFP in 27 of our 39 counties and work with over 165 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 in helping to meet the needs of lower-income seniors in rural areas.

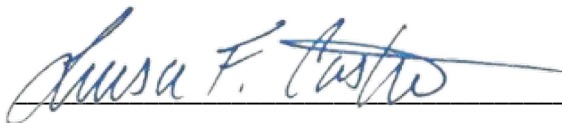


# CSFP State Plan:

## 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.



Luisa F. Castro, Assistant Director, Food Safety & Consumer Services

11/09/2023

Date

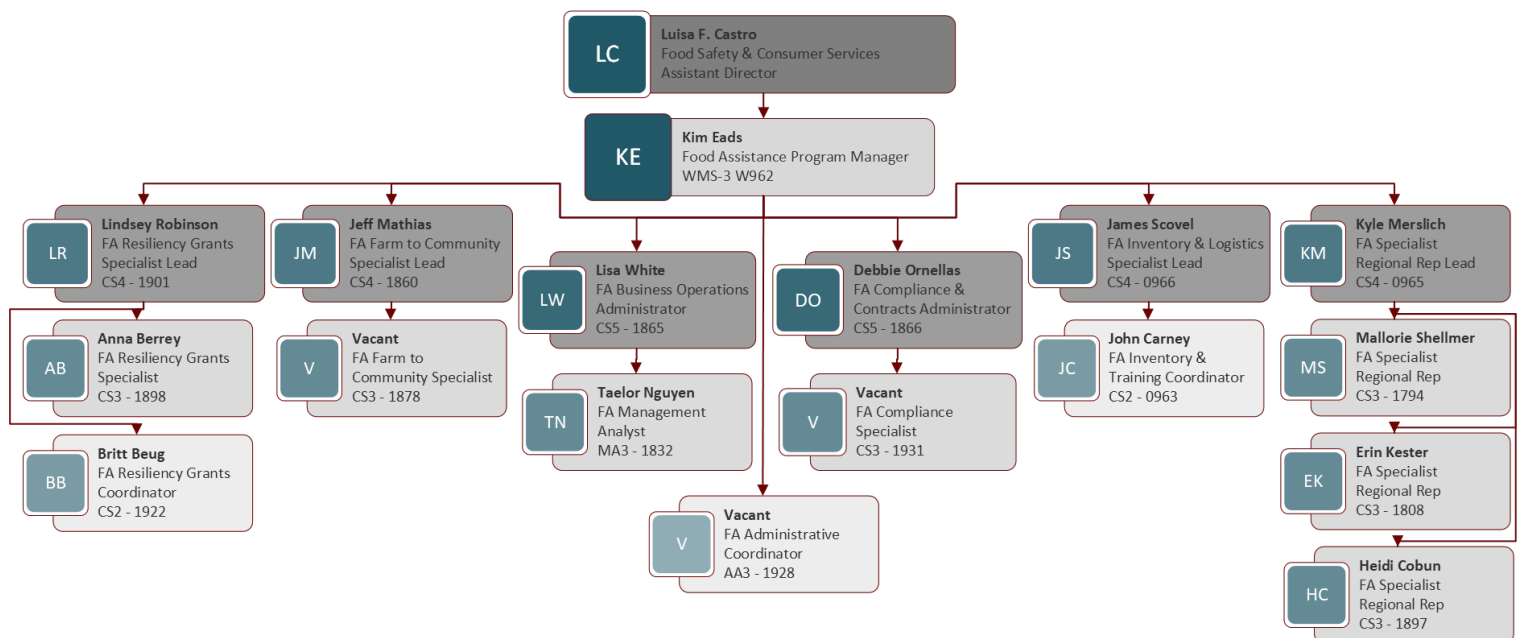


Kim Eads, Program Manager, Food Assistance

11/9/23

Date

### 2023 Organizational Chart:



# CSFP State Plan:

## WSDA Contact Information

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Email:

#### **Vacant, Compliance & Contracts Specialist**

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Email:

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### **Food Assistance**

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Web: [agr.wa.gov/services/food-access](http://agr.wa.gov/services/food-access)  
Address: WSDA Food Assistance  
1111 Washington ST SE PO Box 42560  
Olympia, WA 98504-2560

### **Food Inventory & Logistics**

#### **James Scovel, FA Specialist Logistics Lead**

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### **Regional Representatives**

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### **Farm to Community**

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#### **Vacant, Farm to Community Specialist**

Cell:  
Email:

## CSFP State Plan:

### Lead Agency Information

CSFP Lead Agency	Counties Served	Address
<b>Blue Mountain Action Council</b>	Asotin, Columbia, Franklin, Garfield, Walla Walla	8 E Cherry St Walla Walla, WA 99362
<b>Central Kitsap Food Bank</b>	Kitsap	3537 Anderson Hill Rd NW Silverdale, WA 98383
<b>Coastal Harvest</b>	Grays Harbor, Pacific	520 Tyler St. Hoquiam, WA 98550
<b>Skagit County Community Action Agency</b>	Skagit	330 Pacific Place Mount Vernon, WA 98273
<b>Community Services of Moses Lake</b>	Adams, Benton, Grant, Lincoln, Whitman, Yakima	1075 W Marina Dr. Moses Lake, WA 98837
<b>Emergency Food Network</b>	Pierce	3318 92nd Street South Lakewood, WA 98499
<b>FISH Community Food Bank</b>	Kittitas	804 Elmview Road Ellensburg, WA 98926
<b>Okanogan Community Action Council</b>	Okanogan	424 South 2 <sup>nd</sup> Ave Okanogan, WA 98840
<b>Olympic Community Action Programs</b>	Clallam, Jefferson	228 W 1st St, Suite J Port Angeles, WA 98362
<b>Rural Resources Community Action</b>	Ferry, Pend Oreille, Stevens	956 South Main Street Colville, WA 99114
<b>Spokane Valley Partners</b>	Spokane	10814 E. Broadway Spokane Valley, WA 99206
<b>Thurston County Food Bank</b>	Thurston	220 Thurston Ave NE Olympia, WA 98501
<b>Washington Gorge Action Programs</b>	Klickitat, Skamania	115 West Steuben St. Bingen, WA 98605

# CSFP State Plan:

## Recipient Agencies and Distribution Sites

### Blue Mountain Action Council – Lead Agency

SUB AGENCY NAME	PHYSICAL ADDRESS	MAILING ADDRESS
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	8 E Cherry Walla Walla, WA 99362

### Central Kitsap Food Bank – Lead Agency

SUB AGENCY NAME	PHYSICAL ADDRESS	MAILING ADDRESS
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 Bremerton, WA 98310	280 Sylvan Pines Cir Bremerton, WA 98310
Golden Tides 1	9239 Bayshore Dr NW Silverdale, WA 98383	9239 Bayshore Dr NW Silverdale, WA 98383
Golden Tides 2	9239 Bayshore Dr NW Silverdale, WA 98383	9239 Bayshore Dr NW Silverdale, WA 98383

<b>Golden Tides 3</b>	9239 Bayshore Dr NW Silverdale, WA 98383	9239 Bayshore Dr NW Silverdale, WA 98383
<b>Vintage</b>	3291 NW Mt Vintage Way Silverdale, WA 98383	3291 NW Mt Vintage Way Silverdale, WA 98383
<b>Fjord Manor/Windsong</b>	19581 1st Ave NE, Poulsbo, WA 98370	19581 1st Ave NE, Poulsbo, WA 98370
<b>Port Orchard Vista</b>	900 Mitchell Ave, Port Orchard, WA 98366	900 Mitchell Ave, Port Orchard, WA 98366
<b>Timber Run</b>	4945 Hidden Terrace Ln SE Port Orchard, WA 98366	4945 Hidden Terrace Ln SE Port Orchard, WA 98366
<b>Madrona Manor</b>	3900 Madrona Dr SE, Port Orchard, WA 98366	3900 Madrona Dr SE, Port Orchard, WA 98366
<b>Village Green</b>	3888 Madrona Dr SE Port Orchard, WA 98366	3888 Madrona Dr SE Port Orchard, WA 98366
<b>Orchard Bluff</b>	1345 SE Carl Pickel Dr, Port Orchard, WA 98366	1345 SE Carl Pickel Dr, Port Orchard, WA 98366
<b>Tamarack Apartments</b>	3511 Almira Dr Bremerton, WA 98310	3511 Almira Dr Bremerton, WA 98310
<b>Silvercrest Apartments</b>	9712 Danwood Ln NW Silverdale, WA 98383	9712 Danwood Ln NW Silverdale, WA 98383
<b>Conifer Ridge Apartments</b>	1721 Fircrest Dr SE Port Orchard, WA 98366	1721 Fircrest Dr SE Port Orchard, WA 98366
<b>Viewmont East Apartments</b>	1904 Pioneer Ln SE, Port Orchard, WA 98366	1904 Pioneer Ln SE, Port Orchard, WA 98366

#### Coastal Harvest – Lead Agency

<b>SUB AGENCY NAME</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Aberdeen Food Bank</b>	2120 Commerce Street Aberdeen, WA 98520	PO Box 444 Aberdeen, WA 98502
<b>Hoquiam Food Bank</b>	720 K St. Hoquiam, WA 98550	PO Box 472 Hoquiam, WA 98550
<b>Ocean Park Food Bank</b>	1601 Bay Ave Ocean Park, WA 98640	PO Box 907 Ocean Park, WA 98640
<b>East County Food Bank</b>	106 West Main Street Elma, WA 98541	PO Box 1440 Elma, WA 98541

#### Skagit County Community Action Agency – Lead Agency

<b>SUB AGENCY NAME</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Skagit Food Distribution Center</b>	220 Michael St Sedro Woolley, WA 98284	330 Pacific Place Mount Vernon, WA 98273

<b>Mount Vernon Manor</b>	2405 Austin Ln Mount Vernon, WA 98273	330 Pacific Place Mount Vernon, WA 98273
<b>Swinomish Senior Center</b>	17691 Reservation Road LaConner, WA 98257	17275 Reservation Road LaConner, WA 98257

#### Community Services of Moses Lake – Lead Agency

<b>SUB AGENCY NAME</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Community Services of Moses Lake</b>	1075 W Marina Dr. Moses Lake, WA 98837	PO Box 683 Moses Lake, WA 98837
<b>Ephrata Food Bank</b>	1010 A St. Ephrata, WA 98823	PO Box 804 Ephrata, WA 98823
<b>Soap Lake Food Bank</b>	325 E Main St. Soap Lake, WA 98851	PO Box 925 Soap Lake, WA 98851
<b>Grand Coulee Food Bank</b>	45925 State Rd. E Hwy. 174 N Grand Coulee, WA 99133	PO Box 671 Othello, WA 99133
<b>Othello Food Bank</b>	949 Main St. Othello, WA 99344	PO Box 152 Othello, WA 99344
<b>Royal City Food Bank</b>	229 ½ Balsam Royal City, WA 99357	17619 Rd 13 SW Royal City, WA 99357
<b>Benton City Food Bank</b>	712 N 10 <sup>th</sup> Street Benton City, WA 99320	424 W Deschutes Avenue Kennewick, WA 99336
<b>Tri-Cities Food Bank – Richland</b>	321 Wellsian Way Richland, WA 99352	424 W Deschutes Avenue Kennewick, WA 99336
<b>Tri-Cities Food Bank – Kennewick</b>	424 W Deschutes Avenue Kennewick, WA 99336	424 W Deschutes Avenue Kennewick, WA 99336
<b>Our Daily Bread</b>	221 East Martin Luther King Jr Blvd Yakima, WA 98901	221 East Martin Luther King Jr Blvd Yakima, WA 98901
<b>Council on Aging</b>	210 S Main St Colfax, WA 99111	210 S Main St Colfax, WA 99111
<b>Community Action Center</b>	350 SE Fairmont Rd Pullman, WA 99163	350 SE Fairmont Rd Pullman, WA 99163
<b>Selah</b>	216 S First Street Selah WA, 98942	216 S First Street Selah WA, 98942
<b>Colfax Food Pantry</b>	121/123 North Main Colfax, WA 99111	121/123 North Main Colfax, WA 99111
<b>Endicott Food Pantry</b>	101 Bankta St Endicott, WA 99125	101 Bankta St Endicott, WA 99125
<b>Garfield County Food Bank</b>	112 Main St Garfield, WA 99130	112 Main St Garfield, WA 99130
<b>LaCrosse Food Pantry</b>	111 North Main LaCrosse, WA 99143	111 North Main LaCrosse, WA 99143

<b>Malden Food Pantry</b>	204 W. Moreland Malden, WA 99149	204 W. Moreland Malden, WA 99149
<b>Oaksdale Food Pantry</b>	103 Steptoe Oaksdale, WA 99158	103 Steptoe Oaksdale, WA 99158
<b>Palouse Food Pantry</b>	215 East Church St Palouse, WA 99161	215 East Church St Palouse, WA 99161
<b>Rosalia Food Bank</b>	504 S Whitman Rosalia, WA 99170	504 S Whitman Rosalia, WA 99170
<b>St. John Food Bank</b>	5 W Broadway St. John, WA 99171	PO Box 528 St. John, WA 99171
<b>Tekoa Food Bank</b>	419 N Washington St. Tekoa, WA 99033	PO Box 723 Tekoa, WA 99033

#### Emergency Food Network – Lead Agency

<b>SUB AGENCY NAME</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Lend a Hand - Church of All Nations</b>	111 112th St E, Tacoma, WA 98445	111 112th St E, Tacoma, WA 98445
<b>Eatonville Family Agency</b>	305 Center St W, Eatonville, WA 98328	305 Center St W, Eatonville, WA 98328
<b>Ohana Estates</b>	800 82nd St E Tacoma, WA 98404	800 82nd St E Tacoma, WA 98404
<b>Lakewood Meadows</b>	5228 112th St SW, Lakewood, WA 98499	5228 112th St SW, Lakewood, WA 98499
<b>Gig Harbor Senior Center</b>	6509 38th Ave, Gig Harbor, WA 98335	6509 38th Ave, Gig Harbor, WA 98335
<b>Incubator Outreach</b>	202 170th St E Spanaway, 98387	202 170th St E Spanaway, 98387
<b>EFN Home Delivery</b>	3318 92nd St S Lakewood, WA 98499	3318 92nd St S Lakewood, WA 98499

#### FISH Community Food Bank – Lead Agency

<b>SUB AGENCY NAME</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>FISH Community Food Bank - Lead Agency</b>	804 Elmview Road Ellensburg, WA 98926	804 Elmview Road Ellensburg, WA 98926
<b>Upper County Community Church</b>	2821 E Railroad St Easton, WA 98926	2821 E Railroad St Easton, WA 98926
<b>New Life Assembly Church</b>	210 Main St Kittitas, WA 98934	210 Main St Kittitas, WA 98934
<b>Roslyn Presbyterian Church</b>	207 N 1st St Roslyn, WA 98941	207 N 1st St Roslyn, WA 98941

<b>HOPE SOURCE</b>	<b>110 N PENNSYLVANIA AVE</b> Cle Elum, WA 98922	<b>110 N PENNSYLVANIA AVE</b> Cle Elum, WA 98922
<b>Open Table</b>	204 Main St Ellensburg, WA 98926	204 Main St Ellensburg, WA 98926

#### Okanogan Community Action Council – Lead Agency

<b>SUB AGENCY NAME</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Brewster Senior Center</b>	109 S Bridge St Brewster, WA 98812	109 S Bridge St Brewster, WA 98812
<b>Cove Food Bank</b>	128 Glover St. Twisp, WA 98856	PO Box 895 Twisp, WA 98856
<b>Okanogan Food Pantry</b>	424 S 2 <sup>nd</sup> Ave. Okanogan, WA 98840	PO Box 1067 Okanogan, WA 98840
<b>Omak Food Bank</b>	101 W 4 <sup>th</sup> Ave Omak, WA 98841	PO Box 4337 Omak, WA 98841
<b>Tonasket Community Cultural Center</b>	101 Hwy 97 N Tonasket, WA 98855	101 Hwy 97 N Tonasket, WA 98855
<b>Oroville Food Bank</b>	922 Main St Oroville, WA 98844	PO Box 471 Oroville, WA 98844

#### Olympic Community Action Programs – Lead Agency

<b>SUB AGENCY NAME</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Port Angeles Food Bank</b>	402 S Valley St Port Angeles, WA 98362	PO Box 1885 Port Angeles, WA 98362
<b>OlyCAP Offices-for certification purposes</b>	228 W 1st St, Suite J Port Angeles, WA 98362	228 W 1st St, Suite J Port Angeles, WA 98362
<b>Sequim Food Bank</b>	144 W Alder St. Sequim, WA 98382	PO Box 1453 Sequim, WA 98382

#### Rural Resources Community Action – Lead Agency

<b>SUB AGENCY NAME</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Rural Resources Community Action – Arden Warehouse</b>	657 Elm Tree Drive Colville, WA 99114	956 S Main St Colville, WA 99114
<b>Rural Resources Community Action - Mobile Pantry</b>	varies/Tri-County	956 S Main St Colville, WA 99114
<b>Rural Resources Community Action – Lone Office</b>	210 Houghton St. Lone, WA 99139	PO Box 493 Lone, WA 99139
<b>Rural Resources Community Action – Newport Office</b>	333211 HWY 2 #200 Newport, WA 99156	333211 HWY 2 #200 Newport, WA 99156



<b>Rural Resources Community Action – Republic Office</b>	42 Klondike Rd Republic, WA 99166	PO Box 266 Republic, WA 99166
<b>Hunters Sr. Meal Site</b>	5014 Columbia River Rd Hunters, WA 99137	956 S Main St Colville, WA 99114
<b>Loon Lake Food Pantry</b>	3945 Fir St Loon Lake, WA 99148	PO Box 64 Loon Lake, WA 99148
<b>Northport Food Pantry</b>	111 Center St Northport, WA 99157	PO Box 411 Northport, WA 99157
<b>Tum Tum Food Pantry</b>	6424 HWY 291 Nine Mile Falls, WA 99026	6424 HWY 291 Nine Mile Falls, WA 99026

### Spokane Valley Partners - Lead Agency

<b>SUB AGENCY NAME</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Airway Heights Baptist Church</b>	12322 W Sunset Hwy. Airway Heights, WA 99001	12322 W Sunset Hwy. Airway Heights, WA 99001
<b>Better Living Center</b>	25 E North Foothills Spokane, WA 99228	PO Box 48124 Spokane, WA 99228
<b>Cheney Emergency Food Bank</b>	624 3rd St. Cheney, WA 99004	PO Box 614 Cheney, WA 99004
<b>Cleone's Closet</b>	13114 W. Sunset Hwy Airway Heights, WA 99001	13114 W. Sunset Hwy Airway Heights, WA 99001
<b>East Central / MLK</b>	500 S Stone St. Spokane, WA 99202	500 S Stone St. Spokane, WA 99202
<b>Greenhouse Community Center</b>	211 N Fir St. Deer Park, WA 99006	PO Box 280 Deer Park, WA 99006
<b>Medical Lake</b>	211 N LeFevre Medical Lake, WA 99022	PO Box 461 Medical Lake, WA 99022
<b>Mid City Concerns</b>	1222 W. 2nd Ave Spokane, WA 99201	1222 W. 2nd Ave Spokane, WA 99201
<b>North County</b>	40015A N Collins Rd Elk, WA 99009	PO Box 388 Elk, WA 99009
<b>Our Place Community Ministries</b>	1509 W College Spokane, WA 99201	1509 W College Spokane, WA 99201
<b>Salvation Army</b>	204 E Indiana Ave. Spokane, WA 99209	222 E Indiana Spokane, WA 99207
<b>Serve Spokane</b>	8303 N Division Spokane, WA 99208	8303 N Division Spokane, WA 99208
<b>Southside Food Bank</b>	2934 E 27th Ave. Spokane, WA 99223	2934 E 27th Ave. Spokane, WA 99223
<b>Spokane Valley Partners</b>	10814 E Broadway Spokane Valley, WA 99214	PO Box 141360 Spokane Valley, WA 99214

<b>Catholic Charities</b>	1212 W Sharp Ste. 3 Spokane, WA 99201	1212 W Sharp Ste. 3 Spokane, WA 99201
<b>Clareview Seniors</b>	4827 S Palouse Hwy Spokane, WA 99223	4827 S Palouse Hwy Spokane, WA 99223
<b>Clareview North</b>	12 E 5th Ave Spokane, WA 99202	12 E 5th Ave Spokane, WA 99202
<b>Heritage Heights</b>	3724 & 3818 N Cook St Spokane, WA 99207	3724 & 3818 N Cook St Spokane, WA 99207
<b>Pinecrest Manor</b>	204 E D St Deer Park, WA 99006	PO Box A Deer Park, WA 99006
<b>Lilac Plaza</b>	7007 & 7015 N Wiscomb Spokane, WA 99208	7007 N Wiscomb Spokane, WA 99208
<b>Canterbury Court</b>	1010 S Rockwood Spokane, WA 99202	1010 S Rockwood Spokane, WA 99202
<b>Cathedral Plaza</b>	1120 W Sprague Spokane, WA 99201	1120 W Sprague Spokane, WA 99201
<b>Coventry Court</b>	1600 W Pacific Spokane, WA 99201	1600 W Pacific #321 Spokane, WA 99201
<b>Delaney Apartments</b>	242 W Riverside Spokane, WA 99201	242 W Riverside #2 Spokane, WA 99201
<b>Fahy West Gardens</b>	1523 W Dean Spokane, WA 99201	1523 W Dean Spokane, WA 99201
<b>Hillyard Plaza</b>	2808 E Sanson Spokane, WA 99207	2808 E Sanson Spokane, WA 99207
<b>Manito Gardens</b>	500 E 29th Spokane, WA 99203	500 E 29th Spokane, WA 99203
<b>O'Malley</b>	707 E Mission Spokane, WA 99202	707 E Mission Spokane, WA 99202
<b>Park Towers</b>	217 W Spokane Falls Blvd. Spokane, WA 99201	217 W Spokane Falls Blvd. Spokane, WA 99201
<b>Pines Apts</b>	528 N Pines Spokane WA 99206	528 N Pines Spokane WA 99206
<b>Ponderosa Apts</b>	9316 E Montgomery Spokane Valley, WA 99206	9316 E Montgomery Spokane Valley, WA 99206
<b>St. Andrews</b>	1815 N Post Spokane, WA 99205	1815 N Post Spokane, WA 99205
<b>Talon Hills</b>	24950 E Hawkston Loop Liberty Lake, WA 99019	24950 E Hawkston Loop Liberty Lake, WA 99019
<b>The Vintage At Spokane</b>	43 E. Weile Spokane, WA 99208	43 E. Weile #534 Spokane, WA 99208
<b>Wilton Apts</b>	156 1/2 Browne St Spokane, WA 99201	156 1/2 Browne St Spokane, WA 99201

**Thurston County Food Bank – Lead Agency**

<b>SUB AGENCY NAME</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Belfair HUB Center for Seniors</b>	111 NE Old Belfair Hwy Belfair, WA 98528	111 NE Old Belfair Hwy Belfair, WA 98528
<b>Boardwalk I &amp; II</b>	410 Capitol Way N Olympia, WA 98501	410 Capitol Way N Olympia, WA 98501
<b>Capitol Apartments</b>	420 Sherman St SW Olympia, WA 98501	420 Sherman St SW Olympia, WA 98501
<b>Casa Madrona</b>	3948 Martin Way E Olympia, WA 98506	3948 Martin Way E Olympia, WA 98506
<b>Evergreen Villages</b>	505 Division St NW Olympia, WA 98502	505 Division St NW Olympia, WA 98502
<b>Hidden Creek Community Church</b>	1807 9th Ave SW Olympia, WA 98502	1807 9th Ave SW Olympia, WA 98502
<b>Littlerock United Methodist Church</b>	6336 SW 128th Ave Littlerock, WA 98556	6336 SW 128th Ave Littlerock, WA 98556
<b>Olympia Senior Center</b>	222 Columbia St NW Olympia, WA 98501	222 Columbia St NW Olympia, WA 98501
<b>Olympia Villages</b>	900 Fairview St. SE Olympia, WA 98501	900 Fairview St. SE Olympia, WA 98501
<b>Olympian Apartments</b>	519 Washington St SE Olympia, WA 98501	519 Washington St SE Olympia, WA 98501
<b>TCFB Pop-up: Rainier Food Bank</b>	11318 Vail Cutoff Rd SE Rainier, WA 98576	PO Box 11549 Olympia, WA 98508-1549
<b>Rochester Organization Of Families</b>	10140 Highway 12 SW Rochester, WA 98579	10140 Highway 12 SW Rochester, WA 98579
<b>Shelton - Mason County Senior Activities Association</b>	190 W Sentry Drive Shelton, WA 98584	190 W Sentry Drive Shelton, WA 98584
<b>South Sound Villa</b>	4101 Lacey Blvd SE Lacey, WA 98503	4101 Lacey Blvd SE Lacey, WA 98503
<b>Providence Saint Francis House</b>	3415 12th Ave NE Olympia, WA 98506	3415 12th Ave NE Olympia, WA 98506
<b>Thurston County Food Bank Downtown</b>	220 Thurston Ave NE Olympia, WA 98501	PO Box 11549 Olympia, WA 98508-1549
<b>Thurston County Food Bank Warehouse</b>	2260 Mottman Rd. SW Tumwater, WA 98512	PO Box 11549 Olympia, WA 98508-1549
<b>Thurston County Food Bank Lacey</b>	7027 Martin Way E Lacey, WA 98516	PO Box 11549 Olympia, WA 98508-1549
<b>Tenino Food Bank</b>	297 E Sussex Ave Tenino, WA 98589	297 E Sussex Ave Tenino, WA 98589

<b>TUMWATER APARTMENTS</b>	<b>5701 6TH AVE SW</b> Tumwater, WA 98501	<b>5701 6TH AVE SW</b> Tumwater, WA 98501
<b>Tumwater Mobile Estates</b>	930 Trosper Rd SW Tumwater, WA 98512	930 Trosper Rd SW Tumwater, WA 98512
<b>Tumwater Senior Center</b>	215 North 2nd Ave SW Tumwater, WA 98512	215 North 2nd Ave SW Tumwater, WA 98512
<b>Turning Point Church</b>	3525 Marvin Rd NE Lacey, WA 98516	3525 Marvin Rd NE Lacey, WA 98516
<b>Yelm Adult Community Center</b>	16530 103rd Ave SE Yelm, WA 98597	16530 103rd Ave SE Yelm, WA 98597
<b>Drexel House</b>	604 Devoe St SE Olympia, WA 98501	604 Devoe St SE Olympia, WA 98501
<b>Gather Church</b>	100 S Rock St Centralia, WA 98531	100 S Rock St Centralia, WA 98531
<b>Laurel Park Estates</b>	3244 66th Ave SW Olympia, WA 98512	3244 66th Ave SW Olympia, WA 98512
<b>Mountain View Church</b>	940 Israel Rd SW Tumwater, WA 98501	940 Israel Rd SW Tumwater, WA 98501
<b>Northstar Church</b>	6820 Capitol Blvd SE Tumwater, WA 98501	6820 Capitol Blvd SE Tumwater, WA 98501
<b>Quixote Village</b>	3350 Mottman Rd SW Olympia, WA 98512	PO Box 1638 Olympia, WA 98507-1638
<b>The Reserve</b>	6110 Pacific Ave SE Lacey, WA 98503	6110 Pacific Ave SE Lacey, WA 98503

#### Washington Gorge Action Programs – Lead Agency

<b>SUB AGENCY NAME</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Washington Gorge Action Programs Food Bank</b>	115 W. Steuben Street Bingen, WA 98605	PO Box 805, Bingen, WA 98605
<b>Skamania Branch Food Bank</b>	683 SW Rock Creek Dr. Stevenson, WA 98648	PO Box 507 Stevenson, WA 98648
<b>Goldendale Food Bank</b>	112 E. Main St. Goldendale, WA 98620	PO Box 805, Bingen, WA 98605
<b>Klickitat Branch Food Bank of WGAP</b>	92 Main St. Klickitat, WA 98628	PO Box 262 Klickitat, WA 98628
<b>Mobile Food Bank: Wishram School</b>	135 Bunn St Wishram, WA 98673	PO Box 805, Bingen, WA 98605
<b>Mobile Food Bank: Dallesport Community Center</b>	136 6th Ave Dallesport, WA 98617	PO Box 805, Bingen, WA 98606
<b>Mobile Food Bank: Lyle Lions Club</b>	503 Lewis & Clark Hwy Lyle, WA 98635	PO Box 805, Bingen, WA 98607

<b>Mobile Food Bank: Evergreen Community Church</b>	432 Jessup Rd Mill A, WA 98605	PO Box 805, Bingen, WA 98608
<b>Mobile Food Bank: Mt Adams Baptist Church</b>	2366 WA-141 Trout Lake, WA 98650	PO Box 805, Bingen, WA 98609
<b>Mobile Food Bank: BZ Corner Community Building</b>	1256 WA-141 White Salmon, WA 98672	PO Box 805, Bingen, WA 98610
<b>Mobile Food Bank: Bickleton Market Street Café</b>	106 Goldendale Bickleton Rd Bickleton, WA 99322	PO Box 805, Bingen, WA 98611
<b>Mobile Food Bank: Pueblo Del Rio Apartments</b>	403 Chinook St Roosevelt, WA 99356	PO Box 805, Bingen, WA 98612
<b>Mobile Food Bank: Glenwood School</b>	320 Bunnel St Glenwood, WA 98619	PO Box 805, Bingen, WA 98613

## **CSFP State Plan:**

### **Section 2: Eligibility Standards**

# CSFP STATE PLAN SECTION 2: ELIGIBILITY STANDARDS

# CSFP State Plan:

## 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 CSFP Income Guidelines (AGR-444), please visit the Food Assistance Forms and Publications webpage at: <https://agr.wa.gov/services/food-access/hunger-relief-agency-hub/fa-forms-and-pubs>.

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.

# CSFP State Plan:

## 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 and receive the Welcome to CSFP senior resources handout (AGR PUB-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 Lead Agency 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 Lead Agency 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 Participant Agreement and Eligibility Application which includes the following:

- Verification of address and identification verification are required; and
- Self-declare 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.



**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 Lead Agency may notify the applicant verbally or in writing.
- Written notification of placement on a waiting list.
- If found ineligible the Lead Agency 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 they can 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.

## **CSFP State Plan:**

### **Nutritional Risk Criteria**

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

## **CSFP State Plan:**

### **Section 3: Caseload Management**

# CSFP STATE PLAN SECTION 3: CASELOAD MANAGEMENT

# CSFP State Plan:

## 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 Lead Agency 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.

## **CSFP State Plan:**

### **Section 4: Outreach**

# CSFP STATE PLAN SECTION 4: OUTREACH

# CSFP State Plan:

## 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.

## **CSFP State Plan:**

### **Section 5: Commodity Management**

# CSFP STATE PLAN SECTION 5: COMMODITY MANAGEMENT

# CSFP State Plan:

## Commodity Receipting

### **All Commodities Must be Receipted in WBSCM Within 48 Hours of Receipt:**

Lead Agencies who receive direct USDA 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 provided by WSDA is available upon request and periodically through the year.

### **Monitoring:**

The FA staff position responsible for the ordering, receipt management, and inventory will monitor compliance for the 48-hour receipting requirement on a bi-monthly basis. CSFP compliance reviews include a question regarding timely receipting into WBSCM. Significant noncompliance will be reported to the FA program manager.



# CSFP State Plan:

## Storage and Distribution

Distribution of product from the Leads Agency 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 site's monthly inventory reports are sent to their Lead Agency. The Lead Agency Inventory Reports (AGR-2249) are turned in to WSDA.

WSDA and Lead Agencies 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 (Lead Agencies 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 the management of food inventories. The Lead Agency shall not store more than a three-month supply of each CSFP food item, without WSDA FA Approval.

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 Lead Agencies (AGR-2256) or Sub Agencies (AGR-2255).

USDA food complaints should be submitted to WSDA FA using the Food Assistance – USDA Food Complaint form (AGR-2329). Complaints should be submitted within ten (10) days of the reported incident unless there is a food safety or health risk which should be reported immediately.

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 participant will be able to have complete meals. Typically, volunteers will “pre-pick” the CSFP food into standard food packages in accordance with the monthly distribution rates (AGR-PUB-506).

## **CSFP State Plan:**

### **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 Lead Agencies and Sub Agencies 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 Lead Agencies with inventory of the recalled product. Lead Agencies are responsible for providing the instructions to their Sub Agencies with inventory of the recalled product.

Lead Agencies will submit inventory results to WSDA Food Assistance. WSDA shall then compile the results and report the findings to USDA to determine the next steps. Our CSFP Procedures Manual includes step by step instructions of what Lead Agencies and Sub Agencies will need to do if they are impacted by a hold or recall.

# CSFP State Plan:

## 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 Lead Agencies and Sub Agencies 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 maintains updated inventory records for each of the Lead Agencies.

WSDA Lead Agencies may be required to transfer USDA commodities to the area of crisis. There will be no cost to the Lead Agency for the transfer. In certain circumstances USDA will be able to replace the value of the commodities provided for the crisis. Our Lead Agencies 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 <https://www.fns.usda.gov/usda-foods/program-disaster-manual>.

## **CSFP State Plan:**

### **Section 6: Nutrition Education**

# CSFP STATE PLAN SECTION 6: NUTRITION EDUCATION

# CSFP State Plan:

## 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 has been translated into multiple languages. Local agencies and clients will be able to access nutrition education materials online at <https://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 nutritional 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 with 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 (AGR-2248) 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.

### **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 Welcome to CSFP (AGR PUB-739) 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:

- **Cook WA Meal Kit Recipes:** Recipes created or modified by Washington chefs utilizing Washington grown produce and USDA commodities that can be packaged together in a meal kit with complete ingredients for a family meal.
- **Chef Quan's Kitchen Recipes:** WSDA collaborated with Quan Hoang, the Washington State Governor's Mansion Executive Chef to create recipes using Washington grown produce.
- **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. On this [Senior Nutrition Resources](#) webpage, have a quarterly (Fall, Winter, Spring, Summer) Senior Nutrition Newsletter for distribution to participants.

## **CSFP State Plan:**

### **Section 7: Dual Participation**

# CSFP STATE PLAN SECTION 7: DUAL PARTICIPATION

# CSFP State Plan:

## 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.



## **CSFP State Plan:**

### **Section 8: Pursuit of Claims**

# CSFP STATE PLAN SECTION 8: PURSUIT OF CLAIMS

# CSFP State Plan:

## 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).

## **CSFP State Plan:**

### **Section 9: Homebound Elderly**

# CSFP STATE PLAN SECTION 9: HOMEBOUND ELDERLY

## **CSFP State Plan:**

### **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.

## **CSFP State Plan:**

### **Section 10: Compliance Management**

# CSFP STATE PLAN SECTION 10: COMPLIANCE MANAGEMENT

# CSFP State Plan:

## WSDA Compliance Reviews

### **WSDA Staff Shall Monitor Fiscal Reports on a Monthly Basis:**

WSDA staff conducts monitoring of Leads Agencies by evaluating monthly submitted expenditure reports and responses. At any time, WSDA may request a Lead Agency to send in all supporting documentation for expenditures.

- If a Lead Agency violates any conditions set forth in the Agreement, WSDA staff will investigate the violation.

### **WSDA Compliance Reviews of Lead Agencies and Sub Agencies:**

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 includes:

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

If a Lead Agency or Sub Agency violates any of the more critical conditions set forth in the Agreement, 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 Lead Agencies and Sub Agencies are available on the Food Assistance webpage.

## **CSFP State Plan:**

### **Section 11: Agreements**

# CSFP STATE PLAN SECTION 11: AGREEMENTS

# CSFP State Plan:

## Agreements

### **FFY 2024 CSFP Agreements between WSDA and Lead Agencies:**

- K4726 Blue Mountain Action Council
- K4727 Central Kitsap Food Bank
- K4728 Coastal Harvest
- K4729 Skagit County Community Action Agency
- K4730 Community Services of Moses Lake
- K4731 Emergency Food Network
- K4732 FISH Community Food Bank
- K4733 Okanogan County Community Action Council
- K4734 Olympic Community Action Programs
- K4735 Rural Resources Community Action
- K4736 Spokane Valley Partners
- K4737 Thurston County Food Bank
- K4788 Washington Gorge Action Programs