



Board of Trustees Procedure Manual

Title: Commodity Supplemental Food Program

Date Adopted: February 10, 2014

Overview: Commodity Supplemental Food Program (Senior Commodities) is a USDA nutrition program that offers free monthly nutrition information and nutritious foods to eligible people. All Commodity Supplemental Food Program (CSFP) boxes are packaged and delivered once a month by the Vermont Foodbank. Any questions about the application or delivery can be directed to 1-800-214-4648 or 1-802-477-4120.

Eligibility: The requirements to participate in the CSFP are as follows: 60 years of age or older, pregnant woman, post-partum woman, child (0-6 years) living in Vermont and income eligible. The income eligibility guidelines change from year to year.

Sign Up: Anyone who feels they are eligible can fill out a “Commodity Supplemental Food Program” (CSFP) application. The applications are on the wall of the Food Shelf storefront. After completing and signing the application form it must be mailed or faxed to: The Vermont Foodbank, Commodity Supplemental Food Program, PO Box 254, South Barre, Vermont 05670 Fax #: 1-802-476-3326. The CSFP staff at the Vermont Foodbank will review the application for eligibility. The applicant will be notified by mail if they are eligible or denied entry into the program.

Pick Up: CSFP boxes are delivered to the Food Shelf on the fourth Friday of each month along with a list of eligible participants. On this day, during storefront hours the boxes will be in the garage of the Food Shelf and

available for pick up. All boxes picked up must be signed for on the CSFP signature sheet. If there are any participants that need to re-certify, their name will be highlighted and a yellow form will be attached to the list. Please have the client fill out the yellow form and return to the Vermont Foodbank. The list will be with the boxes on the fourth Friday. After that point the list will be at the front counter of the storefront. Remember that cheese will be in a refrigerator in the warehouse and needs to be added to each CSFP box at the time of pick up. Whatever boxes are not picked up on the fourth Friday of the month will be moved to a pallet in the warehouse clearly marked as CSFP. Participants in the program can come in during regular store hours and pick up their boxes after signing the list. The signed list of participants is returned to the Foodbank delivery person when the next month boxes are brought to the Food Shelf.

Stocking: When the next month CSFP boxes arrive, any remaining boxes from the previous month can be emptied and placed on the regular shelves of the storefront.