



(CSFP) Commodity Supplemental Food Program

FAQ for Agency Referrals and Applicants

The purpose of this FAQ is to assist agencies in making quality referrals to CSFP and to answer or clarify questions for both agencies and applicants about how the program operates. This sheet is updated as information and procedures change. For specific questions, please refer to the contact information at the bottom of this document.

What is CSFP?

CSFP is a USDA program that is administered by the Food Bank and overseen by the RI Division of Elderly Affairs. This program is for seniors aged 60 and over.

Who Qualifies?

Applicants must live in RI, be at least 60 years old, and have a monthly gross household income that does not exceed 130 % of the federal poverty line. For a one-person household in 2018 this limit cannot exceed \$1,316. For a two-person household the limit is \$1,784.

How do I apply?

An application can be downloaded from our website by going to www.rifoodbank.org and clicking on the “What We Do” tab. There you will find “Older Adult Services” on the left side. Under “Apply for CSFP” you’ll be able to click on the CSFP application in one of four available languages to download and print. The application can be faxed or mailed to the Food Bank along with a copy of a photo ID that shows date of birth and proof of RI residency.

What’s in the box?

Participants receive 1 box per month. The box contents vary from month to month but include:

2 boxes of cereal	Shelf stable milk
2 bottles of juice	Beans or peanut butter
2 cans of fruit	Canned protein (tuna, chicken, beef stew)
2-pound block of cheese	Powdered milk (every other month)
2 boxes of rice or cheese	Canned vegetables

CSFP cannot make special dietary accommodations at this time.

How do I get the box after I have been approved for the program?

CSFP participants can designate where they would like to pick up their box from one of our local distribution agencies. 11 of our distribution sites are open to the public and 19 are high-rise apartment buildings that distribute the boxes only the residents of the building. A list of public pick-up locations is included with this FAQ. Currently, door to door delivery service is typically not available for this program. Participants are responsible to pick up their box at the designated distribution time and/or send a designated proxy to do so.

What if I am Homebound?

CSFP participants may designate up to 3 proxies to pick up their box for them. Proxies must present their ID when picking up a box for a registered participant. The Proxy Form is attached to the application and can be submitted with the application or submitted to the Food Bank separately at any time. Proxies can also be changed at any time per the participant's request. Participants must submit the Proxy Form with the updated proxy information before a new proxy can pick up the box on their behalf.

What is the Waitlist and Why am I on it?

The USDA determines how many boxes each state can distribute monthly. This number is updated annually. In RI, we can distribute 1486 boxes each month. Right now, we have an active waitlist for the program. Wait list participants can still receive a box while they are on the wait list if and when they are notified to do so. For example, if a registered, active participant doesn't pick up their box during the designated monthly distribution time frame, a wait list participant would then be called to claim a "left-over" box from the site.

When will I be moved to the Active list?

Each month participants are discontinued from the program. This can happen if an active participant does not recertify or reenroll on time or for not picking up their box for 3 consecutive months. Wait list participants are then moved onto the active list and notified by the Food Bank at that time.

What is Recertification and Reenrollment?

The USDA requires that CSFP participants recertify every 6 months to update their address and income and to ensure the participant's interest in the program and they are asked to reenroll (fill out a new application) on a yearly basis.

Recertify: Participants recertify by picking up their box during the month before their recertification is due and will update any new information with the site coordinator. By signing for the CSFP box that month, this counts as recertification. If the participant or their proxy don't pick up the box during that time they will be discontinued.

Reenroll: Six months following the recertification, the participant will need to submit a new application, which they will receive via mail from the Food Bank, to reenroll in the program.

What happens if I am Discontinued?

If a participant is discontinued from the program they can reapply at any time. The two main reasons that a participant would be discontinued is if they miss their recertification or reenrollment or they nor their proxy have not picked up their box for 3 consecutive months. Participants will receive a notice of discontinuance in the mail and are given a 1-month grace period following this. With the notice of discontinuance, participants will receive an application should they want to reapply. The application must include a copy an ID. At this time, if the participant still qualifies, they will be placed on the waitlist.

Questions or Concerns?

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