



## State plan

Commodity Supplemental Food Program (CSFP)

Office of Maternal and Child Health

Division of Family Health

Utah Department of Health and Human Services

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The Utah Department of Health and Human Services (DHHS) Division of Family Health (DFH) Office of Maternal and Child Health (MCH) administers the Commodity Supplemental Food Program (CSFP) in Utah, known as Utah CSFP, in accordance with the provisions of 7 CFR Part 247 and with the provisions of 7 CFR Part 250, as applicable. The Utah CSFP policy and procedures manual provides details about how the program is implemented and is available for use by the local agency and all distribution sites.

**1. Local agency identification, in accordance with 247.6(1):**

The state agency has entered into an agreement with a local agency, Utah Food Bank, 3150 South 900 West, Salt Lake City, UT 84119. Utah Food Bank (UFB) establishes agreements with subdistributing agencies as needed.

**2. Income eligibility, in accordance with 247.6(2):**

Seniors (60 years or older) are income eligible if the income for the household is within 150% of the Federal Poverty Income Guidelines published annually by the U.S. Department of Health and Human Services.

Income and income exclusions are defined in accordance with 7 CFR 247.9(e). Utah CSFP chooses to exclude all sources of income allowed to be excluded in 7 CFR 247.9(e)(2) and excludes those required to be excluded in 7 CFR 247.9(e)(3). When warranted, the local agency shall consider the household's average income during the previous 12 months, and current household income to determine which more accurately reflects the household's status per 7 CFR 247.9(e)(4).

**3. Certification period, in accordance with 247.10 and 247.16:**

Utah CSFP participants must recertify every 3 years through formal review and must review and amend the information contained in their original CSFP application, providing proof of identification, and a signature in conjunction to their formal review. Additionally, the formal review must include a description of participants' rights and responsibilities, the program's no-show policy, and a list of helpful social services.

Utah CSFP clients must also be certified annually between their 3-year recertification through a less formal review by verifying 1) their household income status remains at or below 150% of the Federal Poverty Income Guideline, 2) their home address, and 3) their continued interest in participating in the program.

Applicants on the Utah CSFP wait list can be certified for a 1-month period in order to maximize caseload use when regular program participants miss scheduled distribution.

**4. Nutritional risk criteria, in accordance with 247.6(3):**

Nutritional risk status shall be calculated by the local agency based on the following 2 factors. 1. A participant's possession of food; including their current supply on hand and future food supply along with the financial ability to purchase food long-term. 2. A participant's access to grocery stores, public transportation or ability to travel to grocery stores, and access to another individual (not necessarily family) who can provide assistance in obtaining food.

**5. Service plan and caseload needs, in accordance with 247.6(4):**

Available caseload is allocated by the state and local agencies to subdistributing agencies and considers the need in the service area, the request for caseload submitted by the subdistributing agency, and the demonstrated ability of the subdistributing agency to administer the program. The local agency may establish agreements with other public and/or private non-profit agencies to distribute food packages in accordance with federal regulation and the Utah CSFP policies and procedures, however, all certification of participants shall be done through the local agency.

*Population eligibility*

Individuals must fall into the eligible population group as defined in 7 CFR 247.9(a) and subsequent 2014 Agricultural Act (Farm Bill).

*Residency requirement*

People eligible for Utah's CSFP must live in Utah. There is no duration or fixed residency requirement. Migrant and seasonal farm workers shall be considered as meeting the residency requirement. The local agency is authorized to serve residents from counties outside their normal service area but who live within the state of Utah. Seniors who live in nursing homes that provide food as part of their care do not qualify for program benefits.

*Caseload needed*

Utah CSFP Fiscal Year 2024 caseload is 2,904. Currently, Utah CSFP maintains a waitlist of interested applicants who are unable to participate in the program. For Fiscal Year 2025, Utah CSFP has requested a caseload increase of 350 new clients.

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## 6. Outreach, in accordance with 247.6(5):

Outreach activities are conducted at both the state and local agency level. Brochures and flyers (English and Spanish) developed by the state are available at the Utah CSFP office to promote and advertise CSFP in the general population and seniors. Utah CSFP will send information to other programs, such as senior centers and food pantries or other places where eligible individuals receive other services.

The local agency shall be required to do outreach activities. A consistent outreach message will be used statewide and provided to the local agency by the state for the senior population. The local agency is encouraged to work with DHHS Aging Services, and physicians around the state to market the program and encourage referrals.

## 7. System for storing and distributing USDA foods, in accordance with 247.6(6):

USDA foods are shipped directly from the USDA contracted warehouse to the local agency warehouse. The state monitors all multi-food and direct shipment requests for USDA foods. The local agency is responsible for the ordering, receipt and storage of USDA foods; the preparation and distribution/delivery of the food packages; and the certification of participants.

The local agency shall make sure that adequate care and security is provided for the food while in their possession. Food packages are stored and secured in areas at each distribution site to safeguard them from spoilage, infestation, fire, and other losses. These storage areas may also be used to store The Emergency Food Assistance Program (TEFAP) USDA foods or other USDA foods for local use and distribution, but CSFP USDA foods will be inventoried separately.

CSFP participants will receive prepared benefit packages at a designated drop site during normal hours of operation. Benefit packages will be delivered primarily on a monthly schedule; with an option for a bi-monthly schedule should inclement weather or transportation be an ongoing issue. Staff or volunteers at the distribution site verify eligibility and identity of recipients before they distribute benefit packages. Participants or their proxies can self-attest or otherwise verify their identity by stating their name. The local agency shall, to the extent possible, provide home delivery of prepared benefit packages to homebound elderly.

**8. Nutrition education plan, in accordance with 247.6(7):**

The local agency is responsible for making nutrition education available to all participants. At a minimum, the local agency shall distribute nutrition education information with monthly food packages in the form of a flyer or newsletter. The state agency has developed a list of nutrition education resources available through various Utah state departments.

CSFP staff at the state and local agency are encouraged to attend the National CSFP Association annual meeting. This meeting provides information to staff regarding nutrition knowledge, client needs, wellness, and current program management information.

A survey shall be developed and collected every 2 years or as needed to evaluate the effectiveness of nutrition education efforts and to obtain participant input. Survey results help the local agency make sure the nutrition information they provide meets the needs of participants.

**9. Dual participation detection, in accordance with 247.6(8):**

The CSFP application process shall be run through the local agency's database system. The database system shall automatically detect and protect against duplicate applications and will not allow for dual participation in multiple counties or pick-up from multiple subdistributing agencies. The database shall generate a list of participants for each subdistributing agency and shall assign each participant to a local subdistributing agency and not allow for a participant to be assigned to multiple subdistributing agencies.

**10. Claim pursuit standards, in accordance with 247.6(9):**

The state agency has established the following cost effective claim pursuit standard: 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 \$250 or 5 months of CSFP benefits. The local agency is required to use this standard in determining if a claim is to be pursued and to pursue claims in accordance with 247.30 and Utah CSFP policy and procedures.

**11. Homebound elderly needs, in accordance with 247.6(10):**

The state agency requires the local agency to make arrangements to meet the needs of homebound seniors. Homebound seniors and participants with disabilities will be certified by local agency staff in their homes, or through an application mailed into the local agency. Volunteers will be allowed to interview

homebound senior applicants and collect eligibility information, but the actual certification will be done by local agency staff. Homebound seniors are given priority over non-homebound seniors when applications exceed the assigned caseload level. The local agency shall allow designated proxies to pick up food packages for homebound elderly individuals.

Local agency policy prohibits delivery to hotel and temporary housing facilities. If a homebound participant finds themselves in such a situation they shall use a proxy to pick-up their monthly benefit package or make other arrangements directly with the local agency.

## **12. Emergency plan:**

During times of pandemic or disaster, the requirement that clients provide signatures to receive food boxes may be temporarily suspended in order to foster social distancing for the safety of the clients and distribution site staff. Routine procedures will resume once the disaster or pandemic has ended.

## **13. State agreements, in accordance with 247.6(11):**

See Attachment 1; Copy of the local agency award letter.