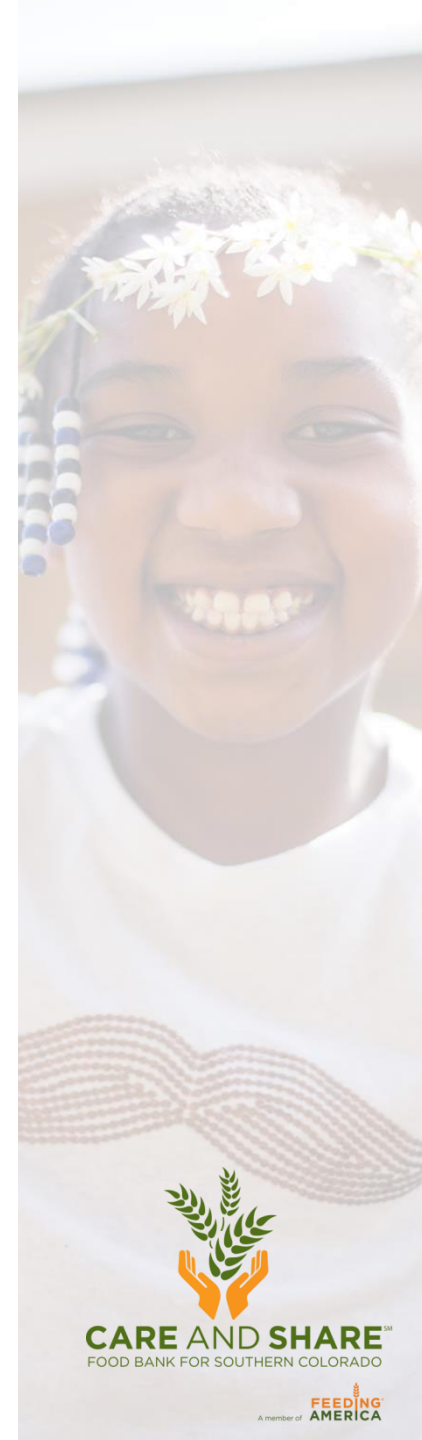


# COMMODITY SUPPLEMENTAL FOOD PROGRAM TRAINING



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



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# YOU WILL LEARN...

- How to manage the CSFP signature sheets
- How to identify which seniors need to re-apply or recertify
- Why seniors may be removed from the CSFP signature sheet
- How to complete and verify the monthly report
- Options to order bread and produce for your seniors
- Who you can contact if you have any questions



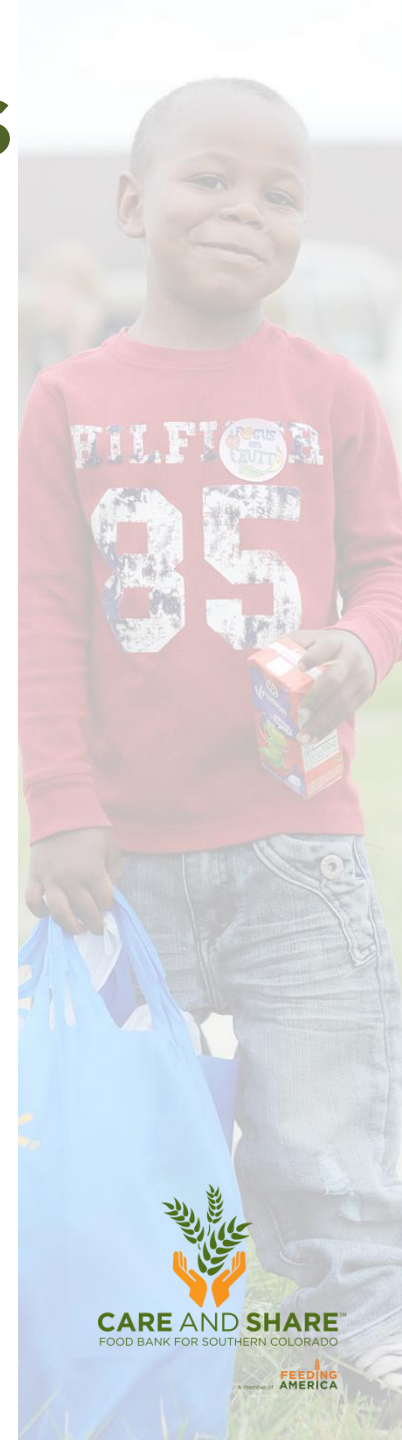
# ADDING SENIORS TO SIGNATURE SHEETS

CSFP Recertification Notes	Client Name	Signature Required	Client/Agency Notes	Menu#
	Bentley, Roger (0427)			
Client Recertification Expired. RECERT REQUIRED NOW.	Brake, Patricia (0717)			
	Brown, Johnnie L(0719)			
Client Recertification Expired. RECERT REQUIRED NOW.	Conrad, Leslie (0809)			

- A completed application needs to be submitted before a box can be issued to a senior.
- **Once the application has been completed and certified by the agency representative, the senior's name must be hand-written on the signature sheet.**

Please refer to [state training](#) for applications and recertifications.

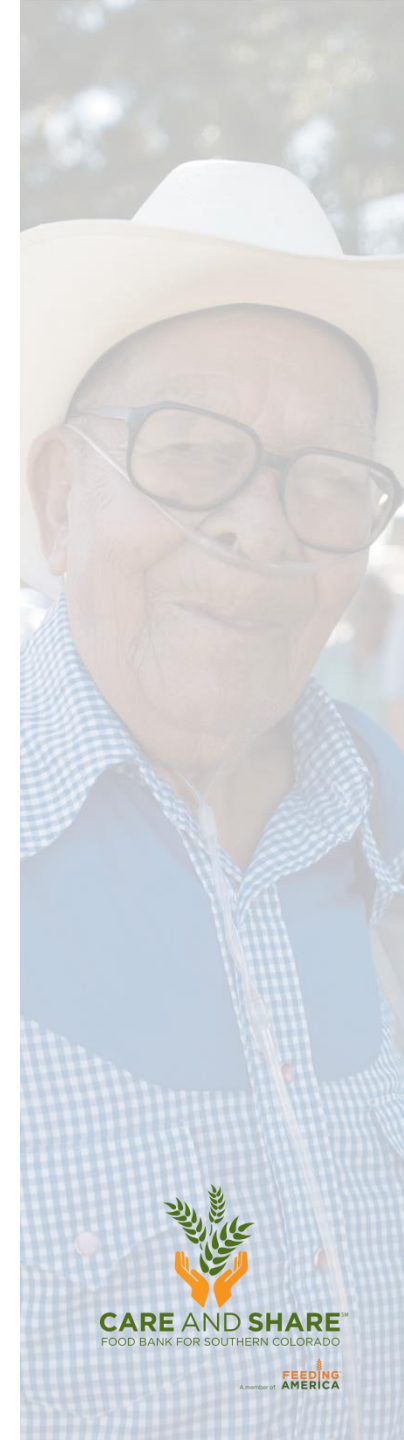
**Note:** Sites can recertify seniors over the phone.



# MANAGING SIGNATURE SHEETS

CSFP Recertification Notes	Client Name	Signature Required	Client/Agency Notes	Menu#
	Stanley, Patricia (0108)			
	Stanley, Steve (1210)			
	Stewart, Ardith Anne(1105)			
	Stover, Tom (0801)			
	Trusty, Jacqueline (1002)			
Client Recertification Expired. RECERT REQUIRED NOW.	Tucker, Dona (0404)			

1. Once the senior comes to pick up a CSFP box, find the senior's name on the signature sheet.
  2. If the CSFP Recertification Notes section, to the left of the form, indicates that the senior needs to recertify, please complete the recertification form for the senior (once per year).
  3. If the CSFP Recertification Notes section, to the left of the form, indicates that the senior needs to reapply, please have the senior to complete a new application (every 3 years).
  4. Have the senior sign the section that says signature required.
  5. Write the Menu# found on the CSFP box in the last section to the right.
  6. If the senior needs to be removed from the program, write the reason in the section that says Client/Agency Notes.
- **Note:** CSFP signature sheets are sent to each site as close to the first distribution of the month as possible to ensure our volunteers have as much time as possible to process all applications and recertification.



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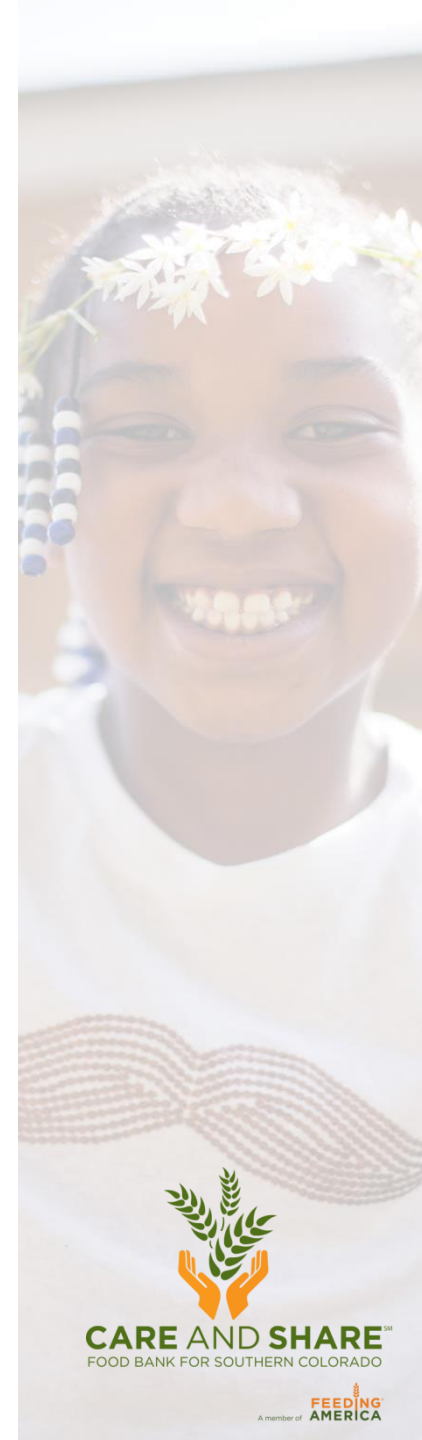
# WHERE ARE MY SENIORS?

There are a few reasons that the seniors would be systematically removed from the signature sheet

- If the senior is not eligible
- If the senior is past due for a recertification or application
- If the application/recertification was completed incorrectly and our volunteers could not process them
- Our volunteers did not have enough time to process all applications and recertifications before the signature sheets were generated

**Note:** Care and Share staff will notify you of any issues we had with processing paperwork.

**Note:** Submitting applications and recertifications immediately or within a few days of distribution allows our volunteers more time to process them and helps avoid seniors from being removed from the signature sheet.



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# ADDING SENIORS BACK

If you are missing names on the signature sheet for two consecutive months, contact [Agencies@CareandShare.org](mailto:Agencies@CareandShare.org).

## 1. Double-check the application or recertification

- Is the senior eligible?
- Is the form complete?

2. Send verified application or recertification to [Agencies@CareandShare.org](mailto:Agencies@CareandShare.org).

Contact Regional Manager if more assistance is required.



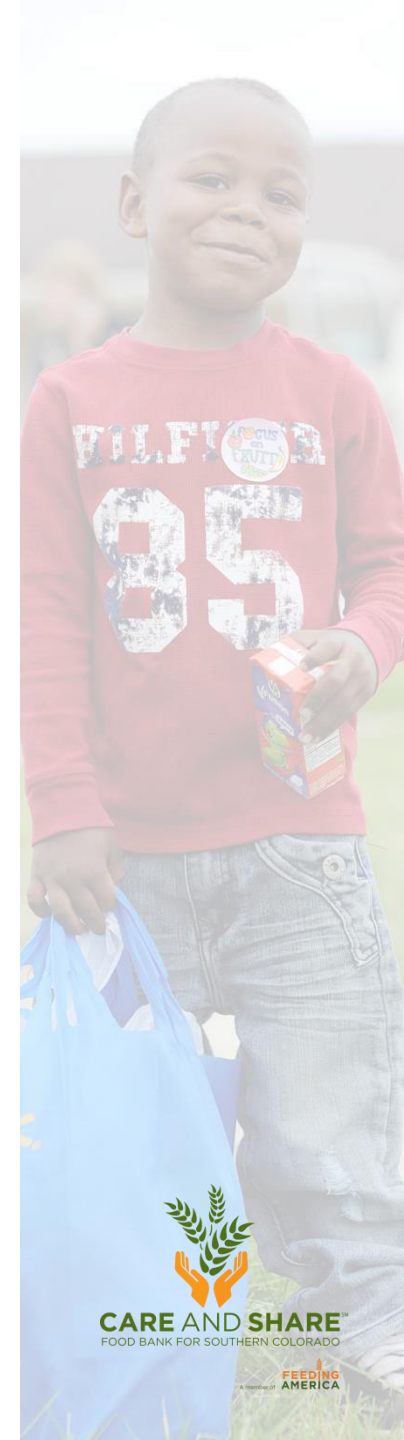
# MONTHLY REPORT

Agency Name:	ABC CSFP		
Monthly Report For:	2/1/2021		
Number of BOXES left over from last month:	10	Number of CHEESES left over from last month:	12
Number of BOXES received this month:	50	Number of CHEESES received this month:	48
<b>TOTAL:</b>	<b>60</b>	<b>TOTAL:</b>	<b>60</b>
Total Number of BOXES leftover this month:	5	Number of CHEESES left over this month:	5
Menu Number <u>    </u> M42_ Leftover Boxes <u>  </u> <u>  </u>			
Menu Number <u>    </u> Leftover Boxes <u>    </u>			
Menu Number <u>    </u> Leftover Boxes <u>    </u>			
Menu Number <u>    </u> Leftover Boxes <u>    </u>			

**IMPORTANT:** The number of boxes and cheese left over from last month must be the same number that was reported in the previous month.

1. Enter your Agency Name and the month of the report
2. Enter the number of boxes and cheese you reported on the previous month's report.
3. Enter the total amount of boxes and cheese you received from Care and Share during the report month.
4. Enter the total number of boxes and cheese left over after final distribution of the month.
5. Enter the menu numbers of boxes you have left over after final distribution of the month.

**Note:** All CSFP boxes come with a menu # on a sticker on the box. We are required to report the amount of inventory that has not been distributed to the state each month, so reporting the menu numbers is very important.



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# MONTHLY REPORT CONTINUED

Number of BOXES required NEXT month:		Number of CHEESES required NEXT month:	
Did your delivery invoice match the number of boxes/cheese you received? (YES or NO) If NO, please explain:		Did you have any food loss? (YES or NO):	
If you have extra or missing boxes/cheeses, please explain why:		Number of signatures on this month's signature sheets:	

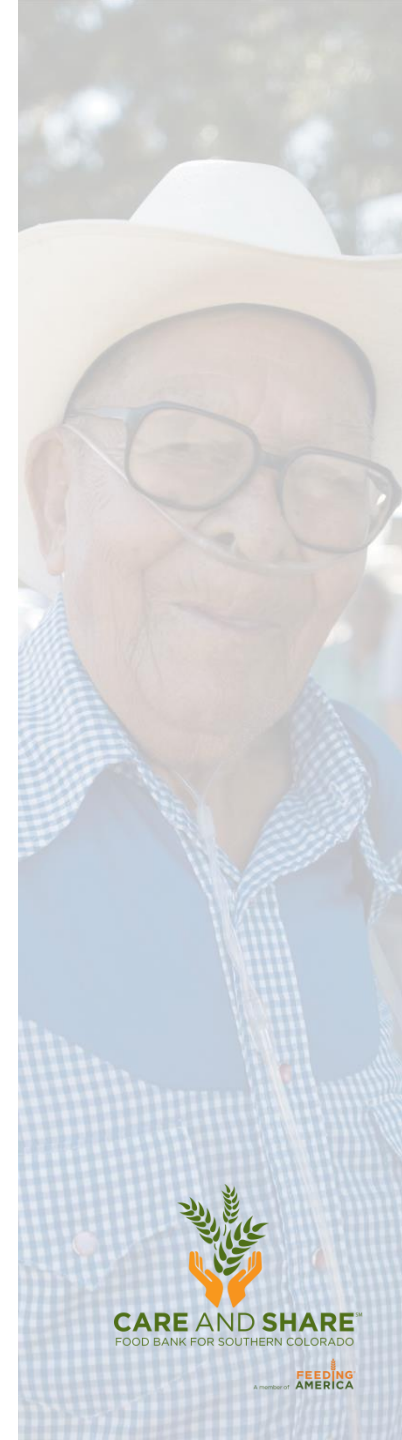
6. Enter the total number of boxes and cheese you would like Care and Share to send next month.

7. Indicate if the invoice did not match what you actually received and explain.

8. Indicate if you had any CSFP food loss in the report month and explain.

9. Enter the number of seniors you served in the report month.

**Note:** CSFP Reports are due on the 1<sup>st</sup> of the following month.



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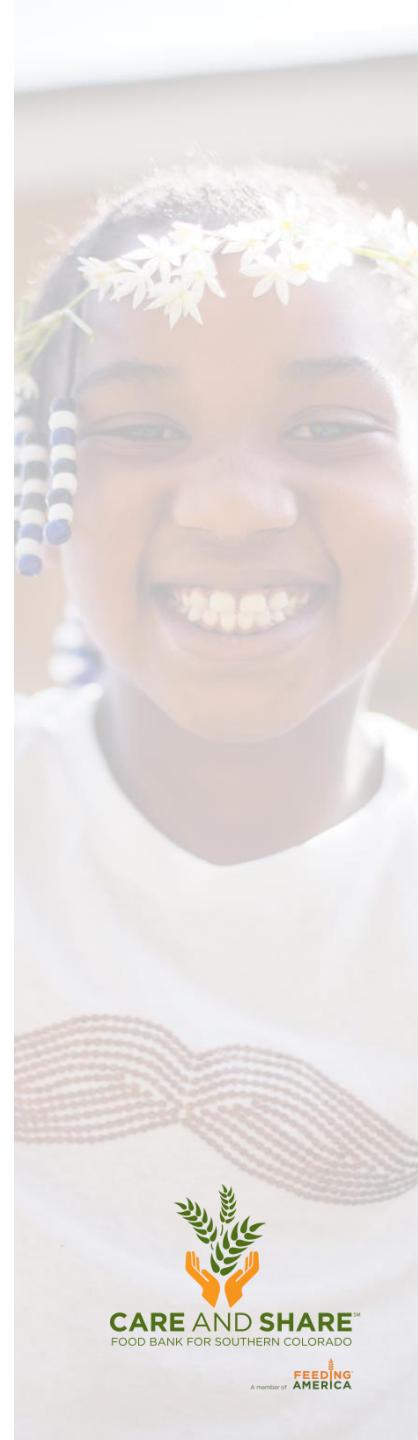
# VERIFY MONTHLY REPORT

**Number of boxes left from last month + boxes received in report month – boxes left over after distribution = seniors served**

The number of boxes distributed must equal the number of signatures received.

1. Did you correctly record your beginning inventory?
2. Did you check and verify your invoice upon receiving your boxes?
3. Did you correctly record your inventory after the final distribution?
4. Did you verify signatures for all seniors who received a box?

Contact [Agencies@CareandShare.org](mailto:Agencies@CareandShare.org) for any additional information.



# REPORT EXAMPLE

## CSFP MONTHLY REPORT

<b>Agency Name:</b>	ABC CSFP		
<b>Monthly Report For:</b>	2/1/2021		
Number of BOXES left over from last month:	5	Number of CHEESES left over from last month:	6
Number of BOXES received this month:	30	Number of CHEESES received this month:	39
<b>TOTAL:</b>	<b>35</b>	<b>TOTAL:</b>	<b>45</b>
<b>Total Number of BOXES leftover this month:</b>	<b>2</b>	<b>Number of CHEESES left over this month:</b>	<b>12</b>
Menu Number _M47_ Leftover Boxes __1__			
Menu Number _M48_ Leftover Boxes __1__			
Menu Number _____ Leftover Boxes _____			
Menu Number _____ Leftover Boxes _____			
<b>Number of BOXES required NEXT month:</b>	<b>33</b>	<b>Number of CHEESES required NEXT month:</b>	<b>23</b>
Did your delivery invoice match the number of boxes/cheese you received? (YES or NO) If NO, please explain:	No	Did you have any food loss? (YES or NO):	No
If you have extra or missing boxes/cheeses, please explain: <b>I received 10 extra cheese this month</b>		Number of signatures on this month's signature sheets:	33

## This is what this report tells us

- Agency had 5 CSFP boxes and 6 cheese left from last month.
- Agency received 30 CSFP boxes and 39 cheese this month.
- The total CSFP boxes the agency had this month was 35 and the total cheese was 45.
- The agency has 2 CSFP boxes and 12 cheese left.

- The 2 CSFP boxes that are left over from the report month are menu 47 and menu 48.
- Agency is requesting 33 CSFP boxes and 23 cheese for next month.
- This agency received 39 cheese when the invoice only said 29.
- This agency served 33 seniors.

**Number of boxes left from last month (5) + boxes received in report month (30) – boxes left over after distribution (2) = seniors served (33)**  
**5 + 30 – 2 = 33**



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# ORDERING EXTRA

Bread and produce are available to all CSFP agencies that are interested.

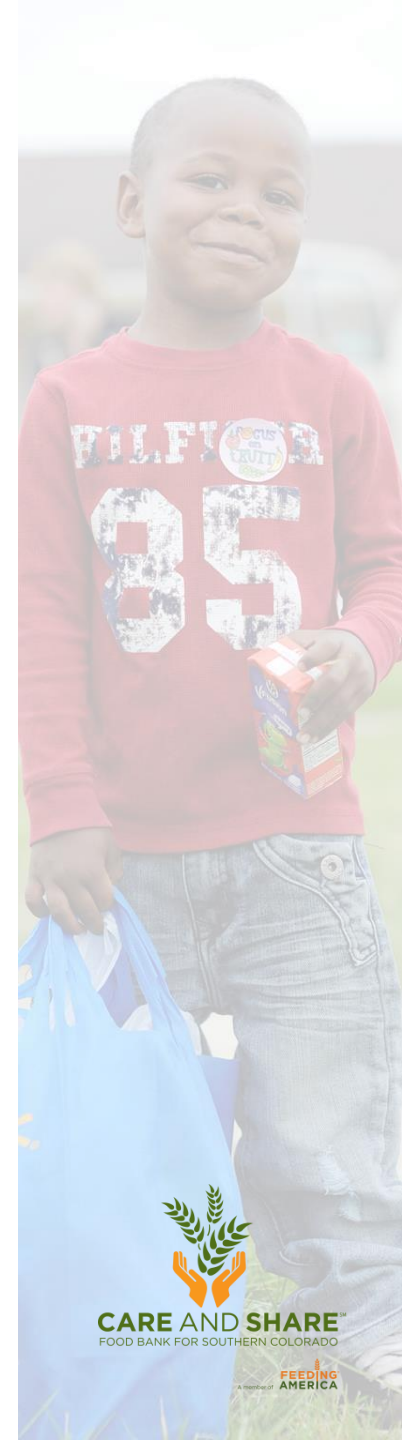
How you can request

- Bread and produce is requested by the box or by a 1/4 tote/pallet. You can send specific requests as well.
- Example: 1 tote bread, 1/4 pallet potatoes, and 1 tote misc. produce, no carrots.

Here are the options:

- You can either send a specific request each month to [agencies@careandshare.org](mailto:agencies@careandshare.org)
- You can set up an ongoing order that will be sent to you each month.

**Note:** The produce that we have varies based on what is available at the time the order is prepared. Occasionally, no produce is available for the order.



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# CSFP RESOURCES



- For current version of the CSFP proxy form, applications, and recertifications click [here](#)
- For CSFP report template click [here](#)
- For CSFP Application training click [here](#)
- To review the CSFP Policies and Procedures Manual click [here](#)
- For Civil Rights training click [here](#)

If you have any questions, please reach out to [agencies@careandshare.org](mailto:agencies@careandshare.org) or contact your regional manager.

