

TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: December 16, 2020

To: All Holders of the *Commodity Supplemental Food Program Handbook*

Revision No: 20-01

Effective: **Immediately**

Subject: Revisions to the *CSFP Handbook*, Section 6000

Section 6000, Civil Rights

- Revised outdated web links in the Nondiscrimination Statement.

This revision of Section 6000 replaces the June 2019 version.

NOTE: The style and format of this handbook are under revision. All sections will eventually undergo the bulleted list of changes below. The text was reformatted for readability.

- Some portions of the text were moved for context and logical flow.
- Some text was rewritten for clarity as well as for proper grammar, usage, and punctuation.
- Terminology was updated to reflect current TDA usage.
- The updated, tiered table of contents better aids navigation.
- Navigation to information on SquareMeals is updated.
- Footnotes now provide information that otherwise would clutter the text.

Upon complete revision of the entire handbook, TDA will correlate numbers or headings throughout. Until then, some internal references may not be accurate. TDA suggests that CEs search the text by key words or phrases. If necessary, email the USDA Foods Program Specialist at CommodityOperations@TexasAgriculture.gov for help locating information.

TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: November 25, 2019

To: All Holders of the *Commodity Supplemental Food Program Handbook*

Revision No: 19-03

Effective: **Immediately**

Subject: Revisions to the *CSFP Handbook*, Sections 4000 and related Documents

Section 4000, Managing the Program

- Revised Item 4300, Certifying Participants to permit certifications update to three (3) years and an annual validation period when a certification period exceeds one (1) year.
- Other minor revisions made to improve clarity.

This revision of Section 4000 replaces the June 2019 version.

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In addition to the revisions to the CSFP Handbook, revisions were made to the following CSFP Documents:

Certification Expiration Notice, Instructions and Form

- Reformatted the form and instructions

- Updated consistent with revisions to the Handbook summarized above.

H1504, Participant Application and Instructions

- Reformatted the form and instructions
- Updated consistent with revisions to the Handbook summarized above.

H1509, Temporary Certification and Instructions

- Reformatted the form and instructions
- Updated consistent with revisions to the Handbook summarized above.

H1515, Applicant Notification and Instructions

- Reformatted the form and instructions
- Updated consistent with revisions to the Handbook summarized above.

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The *CSFP Handbook* is available through the Texas Department of Agriculture (TDA) Internet site at <http://www.squaremeals.org/>; select Programs, Commodity Supplemental Food Program, and then CSFP Policy & Handbook.

If you download and saved a copy of the *CSFP Handbook* on your computer, delete the section indicated above and replace it with a downloaded copy of the revised section or save a complete handbook which includes the revised section indicated above.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: June 28, 2019

To: All Holders of the *Commodity Supplemental Food Program Handbook*

Revision No: 19-02

Effective: **Immediately**

Subject: Revisions to the *CSFP Handbook*, Sections 4000 and 6000

Section 4000, Managing the Program

- Revised Item 4200, Enrolling Participants to permit self declaration when applying for program benefits.

Section 6000, Civil Rights

- Revised to reflect the latest policy and guidance.

This revision of Section 4000 replaces the August 2018 version.

This revision of Section 6000 replaces the December 2015 version.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: January 7, 2019

To: All Holders of the *Commodity Supplemental Food Program Handbook*

Revision No: 19-01

Effective: **January 1, 2019**

Subject: Revisions to the *CSFP Handbook*, Section 7000

Section 7000, *Financial Management*, of the *CSFP Handbook* has been **revised** to reflect the changes as indicated below.

7311, Micro-Purchase Method – Effective January 1, 2019, the micro-purchase threshold increased from \$3,500 to \$10,000. The increased micro-purchase threshold is only applicable to those procurements conducted on or after January 1, 2019.

This revision of Section 7000 replaces the July 2018 version.

The *CSFP Handbook* is available through the Texas Department of Agriculture (TDA) Internet site at <http://www.squaremeals.org/>; select Programs, Commodity Supplemental Food Program, and then CSFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: September 10, 2018

To: All Holders of the *Commodity Supplemental Food Program Handbook*

Revision No: 18-06

Effective: **Immediately**

Subject: Revisions to the *CSFP Handbook*, Sections 9000 and 10000

The style and format of this handbook are under revision. All sections will eventually undergo the bulleted list of changes below. This current revision covers Section 9000, *Terms, Definitions, and Acronyms*; and Section 10000, *Email Notification and CSFP Handbook Online*.

- The text was reformatted for readability.
- Some portions of the text were moved for context and logical flow.
- Some text was rewritten for clarity as well as for proper grammar, usage, and punctuation.
- Terminology was updated to reflect current TDA usage.
- The updated, tiered table of contents better aids navigation.
- Navigation to information on SquareMeals is updated.
- Footnotes now provide information that otherwise would clutter the text.

Upon complete revision of the entire handbook, TDA will correlate numbers or headings throughout. Until then, however, references to titles or item numbers might not be accurate. TDA suggests that CEs search the text by key words or phrases. If necessary, email the Program Specialist at CommodityOperations@TexasAgriculture.gov for help locating information.

Section 9000, *Terms, Definitions, and Acronyms*

The following term definitions are either new or have been reworded:

- administrative cost
- administrative review official (ARO)
- adverse action
- aggregate
- certification site
- compliance review
- contracting entity
- covered contract

- debarment
- discontinuance
- distribution site
- fair hearing
- fiscal year
- household
- micro-purchase
- monitor review
- nonprofit organization
- participants
- perpetual inventory
- physical inventory
- proxy
- site
- subdistributing agency
- storage site
- wait list

The following acronym was added:

- CE – contracting entity

The following definitions have been deleted as they are no longer used, as defined, within the *CSFP Handbook* or will be removed from the *CSFP Handbook* during future revisions:

- Breastfeeding woman
- child
- contract year
- disqualification
- dual participation
- family
- foster child
- infants
- postpartum woman
- pregnant women

The following acronyms have been deleted as they are no longer used within the *CSFP Handbook* or will be removed from the *CSFP Handbook* during future revisions:

- CY – contract year
- SAO – state auditor’s office

Section 10000, Email Notification and CSFP Handbook Online

This section has been renamed *Email Notification and CSFP Handbook Online*. It was previously titled *Policy Alerts and Notices*. TDA no longer issues Policy Alerts and Notices.

The September 2018 revision of Section 9000 replaces the April 2015 version. The September 2018 revision of Section 10000 replaces the June 2009 version.

The *CSFP Handbook* is available through the Texas Department of Agriculture (TDA) Internet site at <http://www.squaremeals.org/>; select Programs, Commodity Supplemental Food Program, and then CSFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: August 16, 2018

To: All Holders of the *Commodity Supplemental Food Program Handbook*

Revision No: 18-05

Effective: **Immediately**

Subject: Revisions to the *CSFP Handbook*, Sections 11000 and 12000

The style and format of this handbook are under revision. All sections will eventually undergo the bulleted list of changes below. This current revision covers Section 11000, *Resources*; and Section 12000, *Frequently Asked Questions*.

- The text was reformatted for readability.
- Some portions of the text were moved for context and logical flow.
- Some text was rewritten for clarity as well as for proper grammar, usage, and punctuation.
- Terminology was updated to reflect current TDA usage.
- The updated, tiered table of contents better aids navigation.
- Navigation to information on SquareMeals is updated.
- Footnotes now provide information that otherwise would clutter the text.

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Changes and Additions
Section 11000

This section was rewritten to remove outdated information and duplicate information.

Changes and Additions
Section 12000

This section was rewritten to remove outdated information and duplicate information.

The August 2018 revision of Section 11000 replaces the August 2011 version. The August 2018 revision of Section 12000 replaces the April 2010 version.

The *CSFP Handbook* is available through the Texas Department of Agriculture (TDA) Internet site at <http://www.squaremeals.org/>; select Programs, Commodity Supplemental Food Program, and then CSFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: August 14, 2018

To: All Holders of the *Commodity Supplemental Food Program Handbook*

Revision No: 18-04

Effective: **Immediately**

Subject: Revisions to the *CSFP Handbook*, Section 4000

Section 4000, *Managing the Program*, of the *CSFP Handbook* has been revised as follows:

4350, The Wait List

- Text in the **Wait List Details** chart was revised to clarify information that must be confirmed when the applicant remains on the wait list fewer than six months.

4430, Certification Extension

- Text was revised to clarify conditions for certification extension.

The August 2018 revision of Section 4000 replaces the June 2018 version.

The *CSFP Handbook* is available through the Texas Department of Agriculture (TDA) Internet site at <http://www.squaremeals.org/>; select Programs, Commodity Supplemental Food Program, and then CSFP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: July 6, 2018

To: All Holders of the *Commodity Supplemental Food Program Handbook*

Revision No: 18-03

Effective: **Immediately**

Subject: Revisions to the *CSFP Handbook*, Sections 7000 and 8000

The style and format of this handbook are under revision. All sections will eventually undergo the bulleted list of changes below. This current revision covers Section 7000, *Financial Management* (previously titled *Procurement*), and Section 8000, *Denials, Terminations, and Appeals*.

- The text was reformatted for readability.
- Some portions of the text were moved for context and logical flow.
- Some text was rewritten for clarity as well as for proper grammar, usage, and punctuation.
- Terminology was updated to reflect current TDA usage.
- The updated, tiered table of contents better aids navigation.
- Navigation to information on SquareMeals is updated.
- Terms are footnoted to refer the reader to Section 9000, *Terms, Definitions, and Acronyms*.
- Footnotes now provide additional information that otherwise would clutter the text.

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Changes and Additions
Section 7000

Financial Management (previously titled *Procurement*) — Revised section name better reflects content.

Cost Principles — Added to explain cost principles; and allowable and unallowable costs.

Standards of Conduct — Revised based on 2 CFR 200.318.

Full and Open Competition — Added based on 2 CFR 200.319.

Written Procurement Procedures — Revised based on 2 CFR 200.318 to provide details about written procedures.

Procurement Methods — Revised based on 2 CFR 200.320 to provide detailed guidance about procurement methods.

Noncompetitive Method — Revised to explain the types of noncompetitive procurement methods.

Bonding Requirements — Revised to provide details about the use and requirement of bonds.

Solicitation — Revised based on 2 CFR 200.319 to detail information about solicitations.

Contracts — Revisions based on 2 CFR 200, Appendix II.

Contract Negotiation for an RFP — Revisions based on 2 CFR 200.320.

Contract for an IFB — Changes based on 2 CFR 320.

Contract Management — Added based on 2 CFR 200, Appendix II.

Clean Air and Water Act and Federal Water Pollution Control Act — Added based on 2 CFR 200, Appendix II (G).

Equal Employment Opportunity — Edits were based on 2 CFR 200, Appendix II (C).

Copeland Anti-Kickback Act — Added based on 2 CFR 200, Appendix II (D).

Davis-Bacon Act — Added based on 2 CFR 200, Appendix II (D).

Contract Work Hours and Safety Standards Act — Edits were based on 2 CFR 200, Appendix II (E).

Rights to Inventions Made Under a Contract or Agreement — Added based on 2 CFR 200, Appendix II (F).

Small and Minority Businesses, Women's Business Enterprise, and Labor Surplus Area Firms — Edited based on 2 CFR 200.321.

Protest — Revised based on 2 CFR 200.318.

Records Retention — Previously *Record Keeping Requirements*. Revised based on 2 CFR 200.333.

Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms — Revisions were made based on 2 CFR 200.321.

Compensation for Purchased Services — Revised based on 2 CFR 200.319.

Disputes — Revised based on 2 CFR 200.318.

Changes and Additions

Section 8000

Section 8000 was rewritten to encompass federal regulations succinctly and clearly. Citations at “Termination” and at “Hearing” clarify regulations as they pertain specifically to CSFP in 7 CFR 247, *Commodity Supplemental Food Program*.

The July 2018 revision of Section 7000 replaces the November 2009 version. The July 2018 revision of Section 8000 replaces the April 2010 version.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: June 1, 2018

To: All Holders of the *Commodity Supplemental Food Program Handbook*

Revision No: 18-02

Effective: **Immediately**

Subject: Revisions to the *CSFP Handbook*, Section 4000

The style and format of this handbook are under revision. All sections will eventually undergo the bulleted list of changes below. This current revision covers Section 4000, *Managing the Program*.

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Changes and Additions

Throughout – The Agricultural Act of 2014 (P.L. 113-79, the Farm Bill) amended CSFP’s eligibility requirements to phase out the participation of women, infants, and children (WIC) participating in the program. Because all women and infants have transitioned off the program, the handbook has been revised accordingly.

Coverage of Contracted Service Area – Removed NOTE per Commodity Operations because the note is no longer applicable to the program.

Receipt of USDA Foods – Added to fully explain responsibilities of CEs and subagencies.

Storage – Previously “Storage of USDA Foods.” Changed to better reflect content.

Insurance – This entire subsection was added per USDA memo FD-139, *Clarification on Inventory Protection Requirements*. Explains the requirement for insurance to protect USDA Foods stored at CE and subdistributing agencies facilities.

Date of Possession – Added example for clarity.

USDA Foods Distribution – Previously “USDA Foods Distribution to Program Recipients.” Renamed to better reflect content.

Program recipients – This information is relocated from elsewhere in this section.

Product dates – Based on FD-107, *Donated Food Storage, Distribution, and Product Dating (Revised)*.

Disaster Household Distribution Program – Added per final rule *Requirements for the Distribution and Control of Donated Foods – The Emergency Food Assistance Program: Implementation of the Agricultural Act of 2014* (April 19, 2016).

USDA Foods preferences – This information is relocated from elsewhere in this section.

Caseload Management – Added this subsection per USDA memo FD-099, *Questions and Answers about Waiting Lists, and Available Flexibilities in Caseload Management (Rev)*. The memo recommends caseload management best practices and expands on requirements laid out at 7 CFR 247. This also affects “Ensure full use of caseload.”

Food Losses – Changes to this subsection provide a full discussion of federal regulations. Items “Fraud,” “Negligence,” and “Uncontrollable Event” are moved from elsewhere as part of this discussion.

Report of Loss of USDA Foods – Previously *Loss Reports*. Revised and added content to provide a full discussion of federal regulations.

Holds and Recalls – This entire subsection has been revised. Some content was added per final rule *Requirements for the Distribution and Control of Donated Foods – The Emergency Food Assistance Program: Implementation of the Agricultural Act of 2014* (April 19, 2016). Other content was moved from elsewhere in this section. This affects the items “Public Notification of a Recall,” “Out-of-Condition USDA Foods,” and “Salvage license.”

Application Process – This subhead has been revised as necessary for clarity. Other content was moved from elsewhere in this section. Affects these items:

- Other Public Assistance Programs
- Application Form
- Confidentiality
- Participant Rights and Responsibilities

Written Application Procedures – Added per Commodity Operations to ensure program integrity.

Electronic Information – Added to express federal and state regulations about electronic signatures.

Participant Rights and Responsibilities – Previously *Participant Agreement, Rights, Obligations, and Fair Hearing Request*. Revised name accurately reflects content of form.

Eligibility – Content was moved from elsewhere in this section. Affects these subsections and items:

- Proof of Eligibility
- Name and age
- Address
- Income
- Residential Eligibility
- Citizenship
- Service Area
- Income Eligibility
- Determining Household Size
- Determining Household Income
- Determination of Eligibility
- Eligible
- Eligible and on Wait List
- Not Eligible

The Wait List – Created separate subheader to hold all wait list information. Some information was moved from elsewhere; other information was based on FD-099, *Questions and Answers about Waiting Lists, and Available Flexibilities in Caseload Management (Rev)*.

Certification – The content in this header was revised to fully explain federal regulations. Affects these subsections and items:

- Initial Certification
- Recertification

The Proxy – Added this subhead and some content per USDA memo FD-099, *Questions and Answers about Waiting Lists, and Available Flexibilities in Caseload Management (Rev)*, which recommends caseload management best practices. Other content was moved from elsewhere. Affects these items:

- Multiple Proxies
- Requirements
- Proxy Change

Dual Participation – Revised per 7 CFR 247 and per the final rule *Requirements for the Distribution and Control of Donated Foods – The Emergency Food Assistance Program: Implementation of the Agricultural Act of 2014* (April 19, 2016).

Transfer of Certification – Added content to fully explain federal regulations.

Certification Expiration – Added content to fully explain federal regulations.

Discontinuance – Revised per USDA memo FD-099, *Questions and Answers about Waiting Lists and Caseload Management*, recommends no-show policy, which Commodity Ops calls a *missed distribution policy*.

CSFP Missed Distribution Poster – Reference pending the consideration and approval of the CSFP Missed Distribution Poster. All FBs that responded to a poll have such a policy; TDA is simply standardizing the policy. This topic involves caseload management and use of the wait list per FD-099, *Questions and Answers about Waiting Lists and Caseload Management (Rev)*.

Program Violations – Added header; and revised and added content to fully explain federal regulations. This affects these subheaders and items:

- Violations Not Involving Fraud
- Violations Involving Fraud
- Three Fraudulent Violations
- Claims against Participants for Fraud
- Pursuing Claims for Fraud

Notification of Disqualification for the CSFP – Added to explain federal regulations.

Participant Rights and Responsibilities – Clarified consent to release information per federal regulations.

Sites – In this subhead, deleted lengthy lists of program requirements that are repeated in *Agreement Between CE and TDA (H1502)*.

Sites Located at Religious Organizations – Added per the following USDA memos: FD-138, *Written Notice and Referral Requirements for Beneficiaries Receiving TEFAP and CAFAP Benefits from Religious Organizations*; FD-141, *Questions and Answers Related to the 7 CFR Part 16: Equal Opportunity for Religious Organizations Final Rule*; FD-142, *Further Clarification on the Prohibition Against Explicitly Religious Activities As Part of TEFAP and CAFAP Activities*. These memos clarify “explicitly religious activities” as well as other details related to sites located at religious organizations per 7 CFR 16. The memo also provides specific examples related to CSFP.

Beneficiary Referral Request – Two policy memos address the beneficiary referral request: FD-138, *Written Notice and Referral Requirements for Beneficiaries Receiving TEFAP and CSFP Benefits from Religious Organizations* and FD-141, *Written Notice and Referral Requirements for Beneficiaries Receiving TEFAP and CSFP Benefits from Religious Organizations*.

Training – Revised to convey current practice by removing outdated training processes.

Monitor Reviews by Contracting Entities – Revised to clarify TDA’s discretion to collect specific information. Deleted repetitive content.

Deletions

Throughout – The Agricultural Act of 2014 (P.L. 113-79, the Farm Bill) amended CSFP’s eligibility requirements to phase out the participation of women, infants, and children (WIC) participating in the program. Because all women and infants have transitioned off the program, the handbook has been revised accordingly.

Determining Foster Child Income – Removed because children are no longer eligible to participate in the CSFP per the Agricultural Act of 2014. *NOTE: Children participating on or before February 6, 2014, may be eligible for recertification.*

Who Can Apply? – Placed information under different header.

The June 2018 revision replaces the April 2015 version.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: March 28, 2018

To: All Holders of the *Commodity Supplemental Food Program Handbook*

Revision No: 18-01

Effective: **Immediately**

Subject: Revisions to the *CSFP Handbook*, Sections 5000 and 6000

The style and format of this handbook are under revision. All sections will eventually undergo the bulleted list of changes below. This current revision covers Section 5000, *Visits, Reviews, and Audits* and Section 6000, *Civil Rights*.

- The text was reformatted for readability.
- Some portions of the text were moved for context and logical flow.
- Some text was rewritten for clarity as well as for proper grammar, usage, and punctuation.
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- The updated, tiered table of contents better aids navigation.
- Navigation to information on SquareMeals is updated.
- Terms are footnoted to refer the reader to Section 9000, *Terms, Definitions, and Acronyms*.
- Footnotes now provide additional information that otherwise would clutter the text.

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Changes and Additions
Section 5000

Compliance Reviews by Texas Department of Agriculture – Clarified 1) the possible frequency of compliance reviews and 2) required documentation during a compliance review.

Examination of Contracting Entity Records – Restatement of federal regulations for clarity of expected documentation during a review.

Findings and Corrective Action Plans – Revised or added per 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

General Audit Policy – New or heavily revised per 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; and per USDA Memo FD-104, *Value of USDA Donated Foods for Audits (Revised)*, which clarifies options for assigning value to USDA Foods for audit purposes.

Compliance with Audit Requirements – Updated per 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Changes and Additions

Section 6000

Data Collection and Maintenance – Clarifies for CEs the details of submitting the information.

Training – Per USDA memo FD-113, *Civil Rights Training Requirements for Volunteers*, which clarifies federal policy regarding civil rights training for volunteers in CSFP (in addition to other programs).

Accessibility Examples – Clarification of federal regulations.

Sites Located at Religious Organizations – Refers readers to *CSFP Handbook* Section 4000 for details on sites located at religious organizations.

The March 2018 revision of Section 5000 and 6000 replaces the April 2010 version of Section 5000 and the December 2015 version of Section 6000.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: May 24, 2017

To: All Holders of the *Commodity Supplemental Food Program Handbook*

Revision No: 17-01

Effective: **Immediately**

Subject: Revisions to the *CSFP Handbook*, Sections 1000, 2000, 3000

The style and format of this handbook are under revision. All sections will eventually undergo the bulleted list of changes below. This current revision covers Section 1000, *Introduction*; Section 2000, *Eligibility and Application Requirements*; and Section 3000, *Program Agreement*.

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Changes and Additions

Section 1000, *Introduction*

Program Description – Edited content per Final Rule, *CSFP: Implementation of the Agricultural Act of 2014*. The final rule phased out the eligibility of women, infants, and children in CSFP.

Section 2000, Eligibility and Application Requirements

IRS Automatic Revocation of Exemption List – Per USDA memo FD-118, *Automatic Revocation of Tax-Exempt Status* (October 13, 2011). Failure to comply with the IRS's filing requirements can result in the revocation of an organization's tax-exempt status by the IRS. TDA and CEs must ensure at least annually that organizations with which they have agreements do not appear on the list.

Debarment Certification – Rewritten in response to changes to *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts* (Form H2048). TDA offers three options for CEs to provide debarment certification for covered contracts.

Application Packet – Added to clarify that the application packet is part of the application process.

Section 3000, Program Agreement

Equipment management – Added to clarify CE's responsibilities.

Equipment inventory – Added to clarify CE's responsibilities.

Equipment safeguards – Added to clarify CE's responsibilities.

Equipment sales – Added to clarify CE's responsibilities.

Formerly "Leases;" now "Rental costs of real property and equipment" – Rewrote for clarity.

Formerly "Materials and Supplies;" now Materials and supplies, including computing devices – Rewrote for clarity.

Travel – Rewrote for clarity.

Deletions

Section 2000, Eligibility and Application Requirements

Detailed discussions of the *Application for Participation/Plan of Operation*, including the following:

- Site Information
- Budget
- Management Plan
- Nutrition Education
- Training
- Authorized Representative

The May 2017 revision replaces the April 2010 version.

CSFP Handbook is available through the Texas Department of Agriculture (TDA) Internet site. Visit <http://www.squaremeals.org/>; select Programs, Commodity Supplemental Food Program, then CSFP Policy & Handbook.

If you previously downloaded and saved a copy of the *CSFP Handbook*, delete the sections indicated above and replace them with a revised copy. Download and save each section individually.

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