



District of Columbia
Commodity Supplemental Food Program

FY2023
STATE PLAN

THE COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)

Fiscal Year 2023 State Plan

Prepared by:

DC Department of Health

Nutrition and Physical Fitness Bureau

899 North Capitol Street NE

Washington, DC 20002

Last Updated in October 2022

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

1. **mail:**
Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
FNCSIVILRIGHTSCOMPLAINTS@usda.gov

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1. EXECUTIVE SUMMARY

The District of Columbia Department of Health Mission Statement

The District of Columbia Department of Health (DC Health) promotes health, wellness and equity across the District and protects the safety of residents, visitors, and those doing business in the nation's Capital.

Summary of DC Health Services

The Department of Health provides programs and services with the goal of reducing the burden of disease and improving opportunities for health and well-being for all District residents and visitors. DC Health does this through a number of strategies that center around the following priorities:

1. Promoting a Culture of Health & Wellness;
2. Addressing Social Determinants of Health;
3. Strengthening Public-Private Partnerships;
4. Closing the Chasm between Clinical Medicine and Public Health; and
5. Implementing Data Driven and Outcome Oriented Approaches to Program & Policy Development

Health Equity in the District of Columbia

Health equity is defined by the World Health Organization as the "attainment of the highest level of health for all people." Health inequity is an economic and a social justice reality that exists in the District of Columbia. Health inequities result in lower quality of healthcare, disparate health outcomes for minority racial/ethnic populations and people with low socioeconomic status, increased direct and indirect healthcare costs, and decreased workforce productivity.

In keeping with a Health in All Policies (HiAP) approach, DC Health continues to collaborate with a wide range of partners such as hospitals, community health centers, land use/planning agencies, state and independent advisory bodies, housing agencies, transportation agencies, schools, food agencies, parks and recreation, law enforcement, and the state Medicaid agency to carry out its mission.

Commodity Supplemental Food Program in the District of Columbia

DC Health serves as the State Agency for the administration of the DC Commodity Supplemental Food Program (CSFP) and ensures that the Program complies with all provisions of 7 CFR Part 247 and with the provisions of 7 CFR Part 250 as applicable. CSFP is a comprehensive nutrition and wellness program whose goals align with those of the Age-Friendly DC initiative (AFDC) and the 2019-2022 District of Columbia State Plan on Aging (SPOA). This State Plan reflects recommendations made in both the 2017 DC Health Systems Plan and the 2018 Health Equity Report. The State Plan aims to provide an approach focused on closing the

food access gap for the aging population in the District ensuring that seniors have access to food and other services that meet their everyday needs. The three major priorities of DC CSFP are:

1. Promote health and wellness among District seniors, targeting underserved geographical areas, homeless residents, and homebound seniors
2. Implement an age-friendly food, nutrition and wellness program, in an equitable, sustainable way
3. Positively impact food security among seniors living in the District

AFDC, guided by the Age-Friendly DC 2023 Strategic Plan, promotes District-wide policies and procedures that make the District an easier place to grow older. Age-Friendly DC is focused on providing community support and health services by ensuring that the District encourages wellness and active aging through the attainment of exceptional health outcomes. The SPOA will evaluate and identify potential areas of improvement in the delivery of services for the aging population by partnering with government agencies and local wellness programming within the District. DC CSFP goals are aligned with the District's goal to promote a stronger sense of physical, mental, and financial security among seniors as they grow older through lifelong health and security initiatives. CSFP, AFDC and SPOA initiatives include current partnerships with the Supplemental Nutrition Assistance Program Education (SNAP-Ed), Senior Wellness Centers, and other government agencies throughout the District.

This State Plan shares DC Health priorities related to its senior population, key partnerships critical to helping residents age in place, and strategies for administering the Commodity Supplemental Food Program. The State Plan also highlights major program policies and procedures and provides details about how the program is implemented. Lastly, the State Plan includes both the Nutrition Education Plan (NEP) and the Caseload Management/Outreach Plan. The DC CSFP Operations Manual, is a supplement to this State Plan and provides details around standard operating procedures and policies. See **Attachment A: DC CSFP Operations Manual**.

The District of Columbia Commodity Supplemental Food Program is administered by the DC Health's Community Health Administration (CHA), specifically the Nutrition and Physical Fitness Bureau (NPFb). Using a collective impact approach, the NPFb coordinates efforts with public and private partners to promote healthy behaviors and environments that improve health outcomes and reduce disparities in the leading causes of mortality and morbidity in the District. CHA and NPFb focus on nutrition and physical fitness promotion; cancer and chronic disease prevention and control; access to quality health care services, particularly medical and dental homes; and the health of families and individuals across the lifespan.

CHA's approach targets behavioral, clinical, and social determinants of health through evidence-based, data-informed programs, policy, and system level interventions. The DC Commodity Supplemental Food Program SA (State Agency) aims to address social determinants of health through its work with partners and stakeholders to provide the full range of CSFP services.

CSFP benefits include nutritious supplemental foods, nutrition education and referrals to health care, social service, and other community providers offering services for seniors. Health behaviors, such as food choices, are often shaped by environments and policies that originate outside of the public health sector. Therefore, addressing behavior change requires significant

cross-sector collaboration. CSFP participation can also provide opportunities for social interaction, important to overall health and wellness for seniors.

Key Partnerships

The Nutrition and Physical Fitness Bureau continues to rely on multi-sector collaborations with its partners in senior wellness to promote CSFP utilization and to address barriers to program participation. These partners include the DC Department of Aging and Community Living (DACL), the Department of Parks and Recreation (DPR), the Office of Planning (OP), and the University of the District of Columbia (UDC). Partners in healthcare include Medstar Health, Unity Health Care, Community of Hope, and Bread for the City. Non-governmental community partners include Capital Area Food Bank, Martha's Table, Food and Friends, DC Central Kitchen, DC Hunger Solutions, DC Greens, and FRESHFARM.

These partners have joined DC Health in its efforts to improve healthful food access for all residents, particularly seniors. They collaborate closely with the NPFB on its locally funded Equitable Food Access Initiatives (EFAI) including the Produce Plus Program (PPP), Healthy Corners Stores Partnerships, Home Delivered Meals for chronically ill residents, and the Joyful Food Markets (JFM).

Produce Incentive Program funded through the District's Budget Support Act (BSA) and administered by FRESHFARM Markets, the Produce Incentive Program (known as Produce Plus) provides vouchers to District residents participating in Medicaid, TANF, SNAP, QMB, WIC, SSI Disability, and/or Grocery Plus to purchase locally grown, fresh produce from farmer's markets in areas with limited access to healthy food.

Medically Tailored Home Delivered Meals funded through the District's Budget Support Act (BSA) and administered by Food and Friends, delivers medically tailored meals to homebound patients with cancer, diabetes, and other medical conditions, and their caregivers.

The Healthy Corner Stores Program funded through the District's Budget Support Act (BSA) and administered by DC Central Kitchen, delivers fresh produce and minimally processed healthy food at or below cost to small independent stores in Wards 1, 4, 5, 6, 7, and 8, as well as provides SNAP Matching incentives to participants who use benefits to purchase healthy food.

School Based Nutrition Markets funded through the District's Budget Support Act (BSA) and administered by Martha's Table's Joyful Food Markets provide pop-up monthly markets at 53 elementary schools in Wards 7 and 8. School families are able to shop at no cost for a variety of produce and pantry staples. Every child receives a 15-pound bag of groceries, 70% of which is fresh produce.

2. STATEMENT OF NEED

More than 105,000 seniors (aged 60+) reside in the District of Columbia, with an estimated 17,000 seniors living below the federal poverty line¹. While it is estimated that rates of food insecurity in the District almost doubled to 21.1% during the COVID-19 Public Health Emergency², recent figures estimate the rate of food insecurity in the District has returned to near pre-pandemic levels at 10.3% in 2020³. However, significant disparities exist by race and ethnicity with 19.5% of Black households and 12.2% of Hispanic households experiencing food insecurity compared to 1.9% of white households⁴. Historically, at least 85% of District seniors participating in CSFP self-identify as Black. Considering persistent disparities in rates of food insecurity and continued increases in food prices due to inflation, DC Health recognizes that a robust CSFP caseload is necessary to curb senior hunger in the District.

3. ORGANIZATIONAL STRUCTURE

Reference: 7 CFR §247.3(a)

Citation: *CSFP is administered at the Federal level by the Department's Food and Nutrition Service (FNS) which provides commodities, assigns caseload, and allocates administrative funds to State agencies. State agencies are responsible for administering the program at the state level. The State agency may select local agencies to administer the program in local areas of the state. The State agency must provide guidance to local agencies on all aspects of program operations. The state agency may also select subdistribution agencies to distribute or store commodities or to perform other program functions on behalf of the State agency. Local or subdistribution agencies may also elect other agencies to perform specific program functions with the state agency's approval. Although the State agency may select other organizations to perform specific activities, the State agency is ultimately responsible for all aspects of program administration.*

DC Health is the administering agency that operates the Commodity Supplemental Food Program (CSFP) in the District of Columbia. The Capital Area Food Bank (CAFB), a local nonprofit organization, is the Local Agency (LA) authorized to provide CSFP services on behalf of the District of Columbia. Contact information for both organizations are listed below:

A. State Agency Contact

Jo-Ann Jolly
State Agency CSFP Director
DC Department of Health
899 North Capitol Street, NE
Community Health Administration, 3rd Floor
Washington, DC 20002
Phone: (202) 442-9140
Website: <https://doh.dc.gov/>

Danita Banks
State Agency CSFP Program Coordinator

¹ United States Census Bureau QuickFacts District of Columbia, November 2021. www.Census.gov/quickfacts/DC

² Government of the District of Columbia, Office of Planning *The Road Ahead: 2021 Update on Food Access and Food Security in the District of Columbia*. 2021.

³ Alisha Coleman-Jensen, Matthew P. Rabbitt, Christian A. Gregory, and Anita Singh. 2021. Household Food Security in the United States in 2020, ERR-298, U.S. Department of Agriculture, Economic Research Service.

⁴ United States Census Bureau. Current Population Survey Food Security Supplement (CPS-FSS). 2016-2020.

DC Department of Health
899 North Capitol Street, NE
Community Health Administration, 3rd Floor
Washington, DC 20002
Phone: (202) 442-4770
Website: <https://doh.dc.gov/>

A. Local Agency Contact

Marian Peele, Director, Grocery Plus (CSFP and SFMNP)
Capital Area Food Bank (CAFB)
4900 Puerto Rico Avenue, NE
Washington, DC 20017
Phone: (202) 644-9823
Website: <https://www.capitalareafoodbank.org/>

B. Distribution Locations

DC CSFP distribution takes place at over 71 locations in all eight wards of the city.

See **Attachment B**: DC CSFP Distribution Sites for a complete list of distribution sites.
All distribution sites are under the jurisdiction of the Local Agency.

4. PROGRAM MANAGEMENT AND ADMINISTRATION

A. State and Local Agency Responsibilities

Reference: 7 CFR §247.5

Citation: The State agency may delegate some responsibilities to another agency; however, the State agency is ultimately responsible for all aspects of program administration.

Below is a brief description of State Agency and Local Agency responsibilities. A more detailed list is found in the DC CSFP Operations Manual.

The **State Agency** is responsible for ensuring that program requirements are being met including, but not limited to, the following:

1. Implementing a State Plan that lists state level priorities and details how federal and local CSFP requirements will be met.
2. Providing guidance and technical assistance to the Local Agency by way of State Plans, an operations manual, CFR and memoranda.
3. Managing caseload through a variety of practice and evidence-based strategies.
4. Establishing eligibility guidelines in accordance with Federal regulations.
5. Conducting biennial (every two years) administrative reviews of Local Agency programmatic activities including competency-based training, caseload management, participant certification and notification procedures, nutrition education, outreach, recordkeeping and civil rights compliance.
6. Conducting biennial (every two years) reviews of Local Agency USDA Foods management procedures including ordering, inventory, food safety and insurance.

The **Local Agency** is responsible for providing direct services to District seniors and operating the CSFP program in accordance with regulations, policies, and procedures, including, but not limited to, the following:

1. Conducting the full range of certification and distribution services as outlined in regulations, policies and procedures, and memoranda.
2. Determining an applicant's eligibility in accordance with Federal regulations.
3. Ensuring that participation does not exceed monthly caseload.
4. Maintaining monthly caseload participation at 98% or higher.
5. Conducting the full range of responsibilities related to USDA Foods ordering, receiving, storing, food safety insurance, and distribution.
6. Safeguarding CSFP commodities from theft, spoilage, damage, destruction or other loss.
7. Conducting physical inventories of product received from the USDA and maintaining inventories as required by CSFP regulations.
8. Meeting all reporting requirements.

5. PARTICIPANT ELIGIBILITY REQUIREMENTS

Reference: 7 CFR §247.5

Citation: The State agency may delegate some responsibilities to another agency; however, the State agency is ultimately responsible for all aspects of program administration.

A. Age

As of November 3, 2017, the DC CSFP is only serving eligible seniors. Senior citizens enrolled to participate in the DC Commodity Supplemental Food Program shall be not less than 60 years of age.

B. Food Program Income Guidelines

Program regulations at 7 CFR Part 247.9(c) require that elderly persons have a household income at or below 130 percent of the Poverty Guidelines to be eligible for CSFP. **See Attachment C:** Current Year Income Guidelines.

C. Residency

Reference: 7 CFR §247.9(a)

Senior citizens enrolled to participant in the DC Commodity Supplemental Food Program are required be residents of the District of Columbia.

D. Documentation of Age, Income, and Residency

All residents applying for DC CSFP provide proof of age, income**, and residency by presenting at least one of the following documents in each category. To decrease the burden associated with program participation, the District allows applicants to self-declare income**. **See Attachment D:** Acceptable Sources of Documentation of Age, Income, and Residency for a more exhaustive list.

Proof of Age	Proof of Income**	Proof of Residency
Driver's License(valid)	Social Security Payments	Bill with current address (medical, cable, credit card, utility bill)
Birth Certificate	Pensions/Veteran's Payments	Bank account statement
Passport/Visa	Earning Statement	Current paystub

State ID	SNAP household certificate	Current SSI check
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E. Nutritional Risk Criteria

Reference: 7 CFR §247.6(3)

The DC CSFP does not evaluate nutrition risk as a criterion for CSFP.

6. DISTRIBUTION SITE REQUIREMENTS

Reference: §247.10

Citation: *The requirements for distributing commodities to eligible CSFP participants and the methods used to accomplish this task.*

A. Distribution Site Agreements

The Local Agency (LA) is responsible for identifying convenient, accessible sites for distributing CSFP. The LA is required to enter into formal agreements that include Civil Rights training, and Justice For All compliance, and regulations related to providing services in places of religious activity with all sites prior to distribution. The LA is responsible for any loss resulting from improper distribution, or improper storage, care, or handling of commodities for all sites receiving USDA Foods.

Site agreements will be updated every three years or when there has been a change in distribution site management.

B. Distribution and Use of CSFP Commodities

The contents of the monthly CSFP food box are determined based on the established USDA Foods Available List for CSFP and the guidance provided in the Maximum Monthly Distribution Rates table. All food boxes conform to FNS guidelines and reflect cultural and ethnic preferences of the target audience, when possible. The Local Agency is responsible for ensuring that the distribution sites distribute only one food box of commodities to each participant on a monthly basis.

See **Attachments E and F**: USDA Foods Available List (E) and CSFP Maximum Monthly Distribution Rates (F)

C. Waitlists

DC CSFP will serve up to the maximum assigned caseload. Once the assigned maximum caseload has been reached, additional applicants shall be placed on a waiting list and served first come first served. The State Agency and Local Agency use the waitlist as part of the statewide caseload management strategy.

7. PARTICIPANT CERTIFICATION

Reference: §247.8 - 247.9, 247.13, 247.15

Citation: *Eligibility for CSFP participation will be determined based on Federal regulations governing the Program and upon completion of a certification form developed by the State agency and approved by Food Nutrition Service Regional Office (FNSRO).*

A. Annual Certification

Currently, eligible senior citizens will be certified every three years. Beginning in Fiscal Year 2020, the DC CSFP certification period was extended to three years. Applicants shall meet all eligibility criteria at the time of certification before benefits can be issued. During certification, Local Agency staff shall inform the applicant that the CSFP applies program standards without discrimination by race, color, national origin, age, sex, or disability.

Applicants and recertifying participants are advised verbally and in writing by Local Agency staff of their rights, obligations and the fair hearings process. Participants are required to sign the application/certification form confirming that they been advised.

The Local Agency is responsible for documenting all applications received as having been reviewed, the date reviewed and whether the applicant was approved, denied, or waitlisted. Certification periods may not exceed three years in length. The Local Agency will perform a yearly review (recertification) to confirm that the participant:

1. Has an unchanged address,
2. Still wishes to take part in the program
3. Income has not increased

Re-enrollment is the process where a participant completes a new application once every three years. All DC CSFP sites, except East Capitol Walk-In Center, are on a rolling enrollment schedule. For rolling enrollment, CAFB will assign 6-8 distribution sites over a 3-month period in the fiscal year to complete the re-enrollment (for applicable participants) or recertification of all their participants. CAFB staff will be assigned to each site to ensure the process is completed and the site remains in compliance. All distribution sites will complete the required training prior to the start of their enrollment/recertification period.

More information can be found in the DC CSFP Operations Manual.

B. Notification of the Expiration of Certification Period

The Local Agency shall notify participants in writing at least fifteen (15) calendar days before the expiration date that eligibility for CSFP is about to expire. Notification of expiration should be provided by writing to the participant. The notification of expiration shall include the required statement that informs the participant that CSFP applies program standards without discrimination by race, color, national origin, age, sex, or disability.

C. Certification When a Participant Moves from One CSFP Site to Another

Local Agency staff follow the verification of certification procedure when certifying participants who move from one CSFP area to another. This includes verifying that the certification has not expired (per 7 CFR 247.16(c)). Transferring participants are given the opportunity to continue to receive CSFP benefits for the duration of the certification period based on the following process:

- A. The distribution site that determined the participant's eligibility must provide verification of the expiration date of the certification period to the participant upon request.

- B. If the Local Agency has a waiting list, the participant shall be placed on the distribution site waiting list ahead of all other waiting applicants.

More information can be found in the DC CSFP Operations Manual.

D. Eligibility Determination

Applicants are notified in writing of the results of the eligibility determination.

If the applicant is ineligible, the notification identifies the eligibility requirement(s) that the applicant did not meet. The notification also informs the applicant of his/her right to a fair hearing to appeal the ineligibility determination. The Local Agency shall provide every ineligible applicant with referral information on how to access other local food assistance resources.

E. The Use of Proxies

CSFP participants may designate up to two proxies on their CSFP enrollment form to collect their CSFP box in their absence. The Local Agency informs all proxies that Federal regulations require that CSFP food be used by the participant only and may not be sold, traded or used by another. The use of proxies is an integral part of the DC CSFP caseload management strategy.

More information can be found in the DC CSFP Operations Manual.

F. Standards to Determine the Cost-Effectiveness of a Claim against a Participant

DC Health has established the following cost effective 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 participant has violated the policy for six months or longer (the certification period) or exceeded \$300, which is the average retail value per month over a six-month period of a food package. 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 7 CFR, Part 247.30 and applicable DC Health policies and procedures.

More information can be found in the DC CSFP Operations Manual.

8. CASELOAD MANAGEMENT AND OUTREACH PLAN

Reference: §247.6 (c)(5)

Citation: Develop and implement a process by which the State and local agencies partner with organizations within the community to educate the targeted population about the CSFP.

Outreach, community engagement, the use of waiting lists and proxies, along with strategic partnership building form a cornerstone of DC CSFP caseload management planning. It is a way of conducting business to ensure that eligible seniors, their families, along with public and private partners are made aware of, understand, and have a working knowledge of CSFP and the benefits of participation. Intentional, results based, driven data and evidence-based strategies will ensure that program resources are equitable, accessible, and utilized to fully serve the annual authorized caseload.

DC Health (SA) and its Local Agency partners continue to reach out to elderly populations, primarily with the help of the DC Department of Aging and Community Living (DACL) Senior Service Network and other partner organizations in the District to

educate seniors about its nutrition programs including the Commodity Supplemental Food Program.

Monthly monitoring of site participation and other performance indicators will occur in order to inform and implement approved caseload management strategies, particularly when participation falls below 98%.

A. Outreach Strategies for Home Bound Seniors

The CSFP State Agency will work with all of its partners to identify seniors that are eligible for the home delivery program. This will consist of targeting current home bound seniors in the District, maintaining active partnerships with community-based organizations, and establishing a referral network throughout the District. Local Agency partners will prioritize home bound senior CSFP delivery as part of its caseload management strategy.

9. DUAL PARTICIPATION PREVENTION

Reference: §247.19

Citation: The State agency and local agencies are responsible for monitoring CSFP to prevent dual participation.

A. Detecting Dual Participation at Enrollment

Dual participation is strictly prohibited. The State Agency has the responsibility to monitor Local Agency efforts to prevent dual participation. The Local Agency is responsible for ensuring that all applicants and participants are aware that dual participation is prohibited and for providing written materials advising of the penalty for doing so.

The Local Agency is required to use an automated management information system(s) (MIS) to manage relevant aspects of CSFP including participation and to take appropriate action when dual participation is discovered. That action will include advising the participant of the violation and imposing the appropriate penalty.

B. Detecting Dual Participation during Distribution

The Local Agency is required to implement procedures to prevent and detect dual participation. This includes implementing standard operating procedures during food package distribution. Steps to reduce dual participation include requiring identification from the participant during every pickup and securing a signature for each package distributed on the monthly distribution site roster.

C. Methods Used to Inform Applicants of the Illegality of Dual Participation

During the certification, re-certification and distribution processes, participants and proxies receive verbal and written notification of prohibitions on dual participation. Participants and applicants receive written notification and are verbally advised of the illegality of dual participation when they pick up CSFP food packages (boxes).

More information about dual participation can be found in the DC CSFP Operations Manual

10. NOTIFICATION OF DISCONTINUANCE OF PARTICIPATION

Reference: §247.12, 247.17

Citation: The local agency is responsible for notifying an applicant/participant when benefits are denied or discontinued due to fraudulence, ineligibility, or lack of commodities.

When presented with evidence that a participant is no longer eligible for CSFP benefits or if there is evidence that the applicant, participant, caretaker, or proxy fraudulently applied for or received program benefits, the participant may be disqualified from the CSFP for a period of up to one year unless the Local Agency determines the disqualification would result in a serious health risk. When being notified of discontinuation, participants shall receive:

1. a written notification of discontinuance of participation
2. notification of their right to receive a fair hearing to appeal a disqualification determination

The notice shall inform the participant that program standards are applied without discrimination by race, color, national origin, age, sex, or disability.

If a participant is no longer eligible to receive CSFP commodities, the Local Agency shall provide the participant with written notification of discontinuance at least 15 calendar days before the effective date of discontinuance. The written statement shall also contain information on the participant's right to a fair hearing to appeal this decision.

More information can be found in the DC CSFP Operations Manual.

11. NUTRITION EDUCATION PLAN

Reference: §247.18

Citation: The State agency shall create and implement a nutrition education plan in accordance with CSFP regulations. Evaluation procedures shall be established to allow participants to provide feedback as to the effectiveness of the plan.

A. Nutrition Education Plan

The CSFP Nutrition Education Plan for the District of Columbia includes delivery of evidence-based, behavior focused curricula and activities that promote healthy eating and active lifestyles. CSFP participants will take part in individual and group based direct education targeted to their specific ethnic and cultural characteristics. Nutrition education will be delivered by competent staff and volunteers from the Local Agency, the DC SNAP-Ed Program, and other providers. The State Agency CSFP Director is responsible for providing guidance and facilitating training needed by Local Agency nutrition staff to deliver effective evidence-based nutrition education services to CSFP participants and will coordinate with DC Health nutrition educators. Group education classes will be supported with complementary educational tools including SNAP-Ed approved handouts and recipes that feature key health messages based on the Dietary Guidelines for Americans and targeted to the senior population.

12. SYSTEM FOR STORING AND DISTRIBUTING COMMODITIES

Reference: §247.6(c)(6); §250.12; and §250.14;

A. Receiving

USDA Foods are shipped directly to the Local Agency warehouse from the multi-food warehouse and commercial food manufacturers under USDA contract. DC Health

approves all direct shipment requests submitted by the Local Agency into the Web-Based Supply Chain Management System (WBSCM) and monitors all multi-food shipment requests placed into WBSCM by the Local Agency. The Local Agency is responsible for the receipt and storage of commodities, keeping an accurate and up to date inventory of all foods, the preparation and distribution/delivery of the food packages, and maintaining food safety standards at all times. Detailed policies and procedures involving food management can be found in the DC CSFP Operations Manual

B. Packaging

Distribution sites, under agreement with the Local Agency, assure that adequate care and security is provided for the food while in their possession. Food packages are stored in secured areas at each distribution site to safeguard from spoilage, infestation, fire and other losses.

C. Inventory Practices

It is the Local Agency responsibility to ensure that all operational procedures conform to industry standards and best practices. The State Agency is ultimately responsible for ensuring that all USDA foods are handled properly and directs the Local Agency via policies, procedures, and memoranda. Routine monitoring will be conducted and feedback provided.

D. Distribution

Each participant is provided a monthly food package at a site that is convenient for them to access. Distribution sites include senior wellness centers and residences, schools, churches and other sites offering services to seniors. The Local Agency ensures that distribution conforms to all local and federal requirements. Policies and procedures related to distribution are found in the DC CSFP Operations Manual.

E. Food Safety

CSFP food handling and distribution will conform to District of Columbia and federal food safety standards. All Local Agency food safety practices are monitored during routine monitoring visits. See DC CSFP Operations Manual for additional details.

F. Food Safety Recall Procedures

The State Agency oversees food safety recall procedures statewide and provides updates using the State Emergency Notification System (SENS). SENS is a tool that allows State Agencies to rapidly communicate critical food recall information to Recipient Agencies so they can remove contaminated food from distribution, and keep participants safe.

Procedures for Food Safety Recalls

When notified of a food recall, the Local Agency shall take, at a minimum, the following steps:

1. Gather and segregate impacted foods in a safe, locked location;
2. Label all food involved in the recall **“FOOD SAFETY RECALL—DO NOT DISTRIBUTE.”**

3. Notify Site Leaders and designated volunteers as soon as notification of affected product is received.
4. Consult with DC Health regarding further instructions on storage and disposal of the affected food items.

G. Out-of-Condition Foods

The Local Agency follows food handling operating procedures that include proper handling and food rotation. In the event that food becomes out of condition, the Local Agency follows federal and local procedures to move the product out of production. Out of condition foods are not distributed to CSFP participants. Policies and procedures related to out-of-condition foods can be found in the DC CSFP Operations Manual.

13. COPIES OF AGREEMENTS

Reference: 7 CFR, Part 247.6(11)

Citation: Each State agency must enter into an agreement with FNS prior to receiving funds. The state agency must enter into written agreements with local or subdistribution agencies prior to making commodities or administrative funds available to them. Copies of all agreements must be kept on file by the parties to the agreements.

A. Memorandum of Understanding Between DC Health and DACL

The Memorandum of Understanding (MOU) is the authorizing vehicle for transferring local funding from the DC Department of Aging and Community Living to the DC Department of Health. The MOU, updated annually or as determined in the MOU, is a binding agreement that details responsibilities between the two District agencies. See **Attachment G: Memorandum of Understanding Between DC Health and DACL**

B. Agreement between DC Health and Local Agency

The agreement between DC Health and the Local Agency details the responsibilities of both parties and covers a maximum of five fiscal years. Any changes to the agreement affecting assurances will be submitted to USDA for review and approval. See **Attachment H: Agreement Between DC Health and the Local Agency(ies)**

14. PROGRAMMATIC ASSURANCES

A. Management Reviews

Reference: 7 CFR 247.34(a), 7 CFR 247.34(b), 7 CFR 250.12(b)

DC Health performs an on-site review of all local agencies and storage facilities at least once every two years. As part of the on-site review, the State agency evaluates all aspects of program administration. On a yearly basis, the State agency performs a physical inventory count with the Local agency warehouse staff.

More information can be found in the DC CSFP Operations Manual.

15. ATTACHMENTS

Attachment A	DC CSFP Operations Manual
Attachment B	DC CSFP Distribution Sites list
Attachment C	Current Year Income Eligibility Guidelines
Attachment D	Acceptable Sources of Documentation of Age, Income, and Residency
Attachment E	USDA Foods Available List for CSFP
Attachment F	Maximum Monthly Distribution Rates
Attachment G	Memorandum of Understanding Between DC Health and DACL
Attachment H	Agreement Between DC Health and the Local Agency(ies)

Attachment A: DC CSFP Operations Manual



District of Columbia Commodity Supplemental Food Program

Operations Manual for Distribution Site Staff and Volunteers

THE COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)

Operations Manual for Distribution Site Staff and Volunteers

Prepared by:

DC Department of Health
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Washington, DC 20002

Last Updated in November 2021

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at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

1. **mail:**
Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
FNSCIVILRIGHTSCOMPLAINTS@usda.gov

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1. INTRODUCTION

The CSFP Operations Manual (manual) is intended for participating agencies, staff, and volunteers. It is to be used as a guide to program regulations and requirements as established by the USDA and the District of Columbia. This manual provides an overview of the program, organizational structure, state and local agency responsibilities, key points of contact, program requirements and management. This manual is a supplement to the DC CSFP State Plan.

2. PROGRAM OVERVIEW

The District of Columbia Department of Health Mission Statement

The District of Columbia Department of Health (DC Health) promotes health, wellness and equity across the District and protects the safety of residents, visitors, and those doing business in the nation's Capital.

Summary of DC Health Services

The Department of Health provides programs and services with the goal of reducing the burden of disease and improving opportunities for health and well-being for all District residents and visitors. DC Health does this through a number of strategies that center around the following priorities:

1. Promoting a Culture of Health & Wellness;
2. Addressing Social Determinants of Health;
3. Strengthening Public-Private Partnerships;
4. Closing the Chasm between Clinical Medicine and Public Health; and
5. Implementing Data Driven and Outcome Oriented Approaches to Program & Policy Development

Health Equity in the District of Columbia

Health equity is defined by the World Health Organization as the "attainment of the highest level of health for all people." Health inequity is an economic and a social justice reality that exists in the District of Columbia. Health inequities result in lower quality of healthcare, disparate health outcomes for minority racial/ethnic populations and people with low socioeconomic status, increased direct and indirect healthcare costs, and decreased workforce productivity.

In keeping with a Health in All Policies (HiAP) approach, DC Health continues to collaborate with a wide range of partners such as hospitals, community health centers, land use/planning agencies, state and independent advisory bodies, housing agencies, transportation agencies, schools, food agencies, parks and recreation, law enforcement, and the state Medicaid agency to carry out its mission.

Commodity Supplemental Food Program in the District of Columbia

DC Health serves as the State Agency for the administration of the DC Commodity Supplemental Food Program (CSFP) and ensures that the Program complies with all provisions of 7 CFR Part 247 and with the provisions of 7 CFR Part 250 as applicable. CSFP is a comprehensive nutrition and wellness program whose goals align with those of the Age-Friendly DC initiative (AFDC) and the 2019-2022 District of Columbia State Plan on Aging (SPOA). This Operations Manual reflects recommendations made in the 2017 DC Health Systems Plan, the 2018 Health Equity Report, and the State Plan. The State Plan aims to provide an approach focused on closing the food access gap for the aging population in the District ensuring that seniors have access to food and other services that meet their everyday needs. The three major priorities of DC CSFP are:

1. Promote health and wellness among District seniors, targeting underserved geographical areas, homeless residents, and homebound seniors
2. Implement an age-friendly food, nutrition and wellness program, in an equitable, sustainable way
3. Positively impact food security among seniors living in the District

AFDC, guided by the Age-Friendly DC 2023 Strategic Plan, promotes District-wide policies and procedures that make the District an easier place to grow older. Age-Friendly DC is focused on providing community support and health services by ensuring that the District encourages wellness and active aging through the attainment of exceptional health outcomes. The SPOA will evaluate and identify potential areas of improvement in the delivery of services for the aging population by partnering with government agencies and local wellness programming within the District. DC CSFP goals are aligned with the District's goal to promote a stronger sense of physical, mental, and financial security among seniors as they grow older through lifelong health and security initiatives. CSFP, AFDC and SPOA initiatives include current partnerships with the Supplemental Nutrition Assistance Program Education (SNAP-Ed), Senior Wellness Centers, and other government agencies throughout the District.

This Operations Manual shares DC Health priorities related to its senior population, key partnerships critical to helping residents age in place, and strategies for administering the Commodity Supplemental Food Program. The Operations Manual also highlights major program policies and procedures and provides details about how the program is implemented. Lastly, the Operations Manual includes both the Nutrition Education Plan (NEP) and the Caseload Management/Outreach Plan.

The District of Columbia Commodity Supplemental Food Program is administered by the DC Health's Community Health Administration (CHA), specifically the Nutrition and Physical Fitness Bureau (NPFb). Using a collective impact approach, the NPFb coordinates efforts with public and private partners to promote healthy behaviors and environments that improve health outcomes and reduce disparities in the leading causes of mortality and morbidity in the District. CHA and NPFb focus on nutrition and physical fitness promotion; cancer and chronic disease prevention and control; access to quality health care services, particularly medical and dental homes; and the health of families and individuals across the lifespan.

CHA's approach targets behavioral, clinical, and social determinants of health through evidence-based, data-informed programs, policy, and system level interventions. The DC Commodity Supplemental Food Program State Agency (State Agency) aims to address social

determinants of health through its work with partners and stakeholders to provide the full range of CSFP services.

CSFP benefits include nutritious supplemental foods, nutrition education and referrals to health care, social service, and other community providers offering services for seniors. Health behaviors, such as food choices, are often shaped by environments and policies that originate outside of the public health sector. Therefore, addressing behavior change requires significant cross-sector collaboration. CSFP participation can also provide opportunities for social interaction, important to overall health and wellness for seniors.

Key Partnerships

The Nutrition and Physical Fitness Bureau continues to rely on multi-sector collaborations with its partners in senior wellness to promote CSFP utilization and to address barriers to program participation. These partners include the DC Department of Aging and Community Living (DACL), the Department of Parks and Recreation (DPR), the Office of Planning (OP), and the University of the District of Columbia (UDC). Partners in healthcare include AmeriHealth Caritas, Unity Health Care, Community of Hope and Medical Home Comprehensive Care. Non-governmental community partners include the Capital Area Food Bank, Martha's Table, Share Our Strength, Food and Friends, DC Central Kitchen, DC Hunger Solutions, DC Greens, the American Heart Association, and the DC Farmers' Market Collaborative.

These partners have joined DC Health in its efforts to improve healthful food access to all residents, particularly seniors. They collaborate closely with the NPFB on its locally funded Equitable Food Access Initiatives (EFAI) including the Produce Plus Program (PPP), Healthy Corners Stores Partnerships, Medically Tailored Home Delivered Meals for chronically ill residents, and the Joyful Food Markets (JFM).

Produce Incentive Program funded through the District's Budget Support Act (BSA) and administered by FRESHFARM Markets, the Produce Incentive Program (known as Produce Plus) provides vouchers to District residents participating in Medicaid, TANF, SNAP, QMB, WIC, SSI Disability, and/or Grocery Plus to purchase locally grown, fresh produce from farmer's markets in areas with limited access to healthy food.

Medically Tailored Home Delivered Meals funded through the District's Budget Support Act (BSA) and administered by Food and Friends, delivers medically tailored meals to homebound patients with cancer, diabetes, and other medical conditions, and their caregivers.

The Healthy Corner Stores Program funded through the District's Budget Support Act (BSA) and administered by DC Central Kitchen, delivers fresh produce and minimally processed healthy food at or below cost to small independent stores in Wards 1, 4, 5, 6, 7, and 8, as well as provides SNAP Matching incentives to participants who use benefits to purchase healthy food.

School Based Nutrition Markets funded through the District's Budget Support Act (BSA) and administered by Martha's Table's Joyful Food Markets provide pop-up monthly markets at 53 elementary schools in Wards 7 and 8. School families are able to shop at no cost for a variety of produce and pantry staples. Every child receives a 15-pound bag of groceries, 70% of which is fresh produce.

3. ORGANIZATIONAL STRUCTURE

Reference: 7 CFR §247.3(a)

Citation: CSFP is administered at the Federal level by the Department's Food and Nutrition Service (FNS) which provides commodities, assigns caseload, and allocates administrative funds to State agencies. State agencies are responsible for administering the program at the state level. The State agency may select local agencies to administer the program in local areas of the state. The State agency must provide guidance to local agencies on all aspects of program operations. The state agency may also select subdistribution agencies to distribute or store commodities or to perform other program functions on behalf of the State agency. Local or subdistribution agencies may also elect other agencies to perform specific program functions with the state agency's approval. Although the State agency may select other organizations to perform specific activities, the State agency is ultimately responsible for all aspects of program administration.

DC Health is the administering agency that operates the Commodity Supplemental Food Program (CSFP) in the District of Columbia. The Capital Area Food Bank (CAFB), a local nonprofit organization, is the Local Agency (LA) authorized to provide CSFP services on behalf of the District of Columbia. Contact information for both organizations are listed below:

A. State Agency Contact

Jo-Ann Jolly
State Agency CSFP Director
DC Department of Health
899 North Capitol Street, NE
Community Health Administration, 3rd Floor
Washington, DC 20002
Phone: (202) 442-9140
Website: <https://doh.dc.gov/>

Danita Banks
State Agency CSFP Program Coordinator
DC Department of Health
899 North Capitol Street, NE
Community Health Administration, 3rd Floor
Washington, DC 20002
Phone: (202) 442-4770
Website: <https://doh.dc.gov/>

B. Local Agency Contact

Marian Peele, Director, Grocery Plus (CSFP and SFMNP)
Capital Area Food Bank (CAFB)
4900 Puerto Rico Avenue, NE
Washington, DC 20017
Phone: (202) 644-9800
Website: <https://www.capitalareafoodbank.org/>

C. Distribution Locations

DC CSFP distribution takes place at over 71 locations in all eight wards of the city. The main distribution site, East Capital Street Walk-in Center, is open Monday through Friday at 5601 East Capital Street, SE Washington, DC 20019.

See **Attachment B: DC CSFP Distribution Sites** for a complete list of distribution sites. All distribution sites are under the jurisdiction of the Local Agency.

4. PROGRAM MANAGEMENT AND ADMINISTRATION

A. State and Local Agency Responsibilities

Reference: 7 CFR §247.5

Citation: *The State agency may delegate some responsibilities to another agency; however, the State agency is ultimately responsible for all aspects of program administration.*

The **State Agency: DC Health** shall be responsible for the following:

1. Implementing a State Plan that lists state level priorities and details how federal and local CSFP requirements will be met.
2. Providing guidance and technical assistance to the Local Agency by way of State Plans, an operations manual, CFR and memoranda
3. Selecting local agencies to administer the program throughout the state;
4. Managing caseload through a variety of practice and evidence based strategies.
5. Establishing a financial management system that accurately tracks funds received for program administration;
6. Enforcing inventory protection requirements for the determination of insurance as clarified in FNS Policy FD-139 *Clarification on Inventory Protection Requirements*;
7. Establishing eligibility guidelines in accordance with Federal regulations;
8. Establishing procedures to monitor for dual participation;
9. Providing participants with nutrition education and information regarding other public health assistance programs;
10. Establishing appeal and fair hearings procedures for local agencies and program participants;
11. Establishing standards for the pursuit of claims against participants;
12. Ensuring that program participation does not exceed the monthly caseload allocation;
13. Participating in USDA/FNS training regarding proper ordering processes;
14. Conducting announced or unannounced visits to the Local Agency and distribution sites to monitor for adherence to program regulations;
15. Conducting biennial (every two years) administrative reviews of Local Agency programmatic activities including competency based training, caseload management, participant certification and notification procedures, nutrition education, outreach, recordkeeping and civil rights compliance.
16. Conducting biennial (every two years) reviews of Local Agency USDA Foods management procedures including ordering, inventory, food safety and insurance.

The **Local Agency: Capital Area Food Bank** shall be responsible for the following:

1. Conducting the full range of certification and distribution services as outlined in regulations, policies and procedures, and memoranda.
2. Determining an applicant's eligibility in accordance with Federal regulations;
3. Ensuring that participation does not exceed monthly caseload;

4. Providing culturally and linguistically appropriate nutrition education and information regarding other public health assistance programs;
5. Conducting the full range of responsibilities related to USDA Foods ordering, receiving, storing, food safety insurance, and distribution.
6. Safeguarding CSFP commodities from theft, spoilage, damage, destruction or other loss;
7. Conducting physical inventories of product received from the USDA and maintaining inventories as required by CSFP regulations;
8. Maintaining warehouseman's legal liability insurance in an amount adequate to cover any losses arising from its failure to exercise reasonable care and responsibility required by law and imposed by contract including but, not limited to, spoilage and failure to rotate stock – per FNS Policy FD-139 *Clarification on Inventory Protection Requirements*;
9. Conducting physical inventories of product received from the USDA and maintaining inventories as required by CSFP regulations.
10. Meeting all reporting requirements.

5. PARTICIPANT ELIGIBILITY REQUIREMENTS

Reference: 7 CFR §247.5

Citation: The State agency may delegate some responsibilities to another agency; however, the State agency is ultimately responsible for all aspects of program administration.

A. Age

As of November 3, 2017, the DC CSFP is only serving eligible seniors. Senior citizens enrolled to participate in the DC Commodity Supplemental Food Program shall be not less than 60 years of age.

B. Food Program Income Guidelines

Program regulations at 7 CFR Part 247.9(c) require that elderly persons have household income at or below 130 percent of the Poverty Guidelines to be eligible for CSFP. **See Attachment C: Current Year Income Guidelines.**

C. Residency

Reference: 7 CFR §247.9(a)

Older Adults enrolled to participant in the DC Commodity Supplemental Food Program shall be residents of the District of Columbia.

D. Documentation of Age, Income, and Residency

All residents applying for DC CSFP provide proof of age, income**, and residency by presenting at least one of the following documents in each category. To decrease the burden associated with program participation, the District allows applicants to self-declare income**. **See Attachment D: Acceptable Sources of Documentation of Age, Income, and Residency** for a more exhaustive list.

Proof of Age	Proof of Income**	Proof of Residency
Driver's License(valid)	Social Security Payments	Bill with current address (medical, cable, credit card, utility bill)
Birth Certificate	Pensions/Veteran's Payments	Bank account statement
Passport/Visa	Earning Statement	Current paystub

State ID	SNAP household certificate	Current SSI check
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E. Nutritional Risk Criteria

Reference: 7 CFR §247.6(3)

The DC CSFP does not evaluate nutrition risk as a criterion for CSFP.

F. Reports and Recordkeeping

Reference: 7 CFR §247.29

Citation: *The State Agency is responsible for maintaining accurate and complete records for all aspects of the CSFP. Monthly reports must be completed and submitted to the USDA within specified time frames.*

The State Agency and Local Agency shall maintain accurate and complete financial and administrative records pertaining to all CSFP functions for three years from the close of the fiscal year to which they pertain, or longer, if the records are related to unresolved claims, actions, audits, or investigations.

DC Health is required to submit the following reports to USDA within specified time frames:

1. Monthly CSFP Report and Quarterly Administrative Financial Status Report (FNS-153);
2. Annual Financial Status Report (SF-425);
3. Annual Racial/Ethnic Group Participation Report (FNS-191).

6. DISTRIBUTION SITE REQUIREMENTS

Reference: §247.10

Citation: *The requirements for distributing commodities to eligible CSFP participants and the methods used to accomplish this task.*

A. Distribution Site Agreements

Local Agency CSFP staff are responsible for identifying and entering into annual agreements with all community and residential sites. The Local Agency provides the names, addresses, and distribution information for each site to DC Health. New sites are recruited based on program need, volunteer capacity, accessibility to participants, and accessibility for deliveries of food boxes. All new sites are required to comply with A, B, C, D, E, and F of this section.

Each distribution site receiving commodities for distribution is responsible for any loss resulting from improper distribution, or improper storage, care, or handling of commodities. Each agency receiving program funds is responsible for any misuse of program funds.

B. Distribution and Use of CSFP Commodities

The monthly CSFP food package (box) shall be pre-determined according to established FNS food packaging guidelines. The Local Agency shall ensure that the distribution sites distribute only one box of commodities to each participant on a monthly basis.

Participants shall receive the food box by self-pick-up or home delivery. All participants or their proxies shall present valid identification before receiving their box.

In order to make CSFP accessible to eligible individuals who are physically unable to pick up their benefits, distribution sites shall be required to promote the use of proxies or arrange home delivery to the extent that resources permit.

See **Attachments E and F**: USDA Foods Available List (D) and CSFP Maximum Monthly Distribution Rates (E)

C. Waitlists

DC CSFP will serve up to the maximum assigned caseload. Once the assigned maximum CSFP caseload has been reached, additional applicants shall be placed on a waiting list. The waiting list shall include the name, address, and telephone number of the applicant, as well as the date of the initial application, and the date the applicant was notified of waiting list status. The Local Agency shall notify eligible applicants within 10 calendar days of their request for benefits. The Local Agency shall maintain the waiting list. When caseload space becomes available, the Local Agency shall contact eligible applicants in priority order based on date of application.

D. Civil Rights

Reference: §247.37 (a)

Citation: State and local agencies must comply with the requirements of Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975; and titles II and III of the Americans with Disabilities Act of 1990. State and local agencies must also comply with the Department's regulations on non-discrimination and with the provisions of FNS Instruction 113-21, and the 7CFR Part 15 including racial and ethnic participation data and public notification of non-discrimination policy.

The certification form shall include a section where the applicant can indicate a self-identified racial/ethnic category which shall be kept on file for all participants.

The Local Agency shall display USDA "And Justice for All" posters, or a USDA approved substitute, in Local Agency distribution sites. The Local Agency shall supply USDA "And Justice for All" posters or a USDA-approved substitute at CSFP nutrition education activity sites or food warehouses. Nondiscrimination statements and civil rights complaint procedures shall be included in any CSFP vendor contracts, brochures, newsletters, posters, media announcements, and application or certification forms to be signed by participants. Where a significant portion of CSFP-eligible population is comprised of non-English speaking or Limited-English speaking persons, the Local Agency shall ensure that program information is made available in the appropriate language, either orally or in writing.

The Local Agency shall ensure that individuals associated with CSFP operations are informed regarding civil rights procedures. Any complaint received by the Local Agency, State Agency, or distributing agencies alleging discrimination based on race, color, national origin, age, sex, or disability shall be documented and reported immediately to the FNS Civil Rights Division at the Mid-Atlantic Regional Office within five (5) calendar days of receipt.

Civil rights activities of participating agencies shall be reviewed at least once a year by the Local Agency as part of the CSFP management review process. This review shall include confirmation that “And Justice for ALL” posters are displayed, and that the civil rights policy and discrimination complaint process appears in any public announcements, newsletters, posters, brochures, or other media used to provide CSFP information to the public.

Where applicable, the civil rights compliance review, and all CSFP program reviews, shall determine if appropriate bilingual staff, volunteers or other translation resources are available to serve applicants and participants, and that rights and responsibilities on the certification form are read to or by applicants and participants in the appropriate language. The State Agency shall review racial/ethnic enrollment data, denied applications, waiting lists, complaint reports and participant surveys to ensure that their intake staff operates in a nondiscriminatory manner. The State Agency has the right to investigate or review the Local Agency documentation upon request to determine if it is meeting the requirements of the CSFP and the State Plan.

Program participants may address a complaint concerning program operations and program staff to the Local Agency, in person, in writing, or by telephone. Contact numbers shall be included on program information distributed to participants upon enrollment and re-certification. In addition, the USDA toll-free number shall be provided to participants should they wish to make a direct complaint. Individuals shall be advised of any actions that may be taken to resolve the stated problems.

Complaint forms shall be available on request. Oral complaints shall be accepted and shall be recorded on the complaint forms by the CSFP organization receiving the complaint. All complaints shall be forwarded to the FNS Civil Rights Division at the Mid-Atlantic Regional Office within five (5) calendar days of receipt.

E. Civil Rights Pre-Award Review

Distribution sites must undergo a pre-award civil rights review to qualify as a distribution site in the CSFP. The distribution site shall submit a written assurance that the program or facility shall operate in compliance with all civil rights laws implementing nondiscrimination regulations. CSFP staff shall conduct a pre-award review of all potential distribution organizations to ensure compliance with USDA civil rights laws, regulations, and guidance. The Local Agency shall submit the pre-award desk review to the State Agency for review and approval before the first distribution using the questionnaire provided by FNS.

F. Civil Rights Training

All CSFP staff are required to attend a mandatory USDA civil rights training before distributing food to any participant. The State Agency is responsible for training sub-

recipient agencies on an annual basis. The CAFB is responsible for training their local sites, including front-line staff who interact with applicants or participants on an annual basis.

New employees and volunteers shall receive civil rights training before participating in CSFP activities. All trainings shall be documented with an agenda, copies of handouts and a dated sign-in sheet with printed (hand written or computer generated) names and signatures.

G. USDA Non-Discrimination Statement

All CSFP State, Local, and distribution locations shall post the following statement: In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

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H. Internal Revenue Service (IRS) Nonprofit Status Verification

In accordance with FNS Policy Memorandum FD-118 (FD-118), nonprofit agencies shall have a tax-exempt status under the Internal Revenue Service Code (IRC). The State Agency shall check the non-profit status of the Local Agency no less than annually to ensure that the Local Agency remains eligible to participate in the CSFP.

The Local Agency is required to complete the Tax Exempt Verification check and complete the Tax Exempt Verification Sheet annually by August 1st for all nonprofit organizations or before they begin distributing food in the CSFP. As new stations come online, the Local Agency is required to update the verification sheet, attach documentation of the sub-distributing organization's tax-exempt status, and submit documentation to the State Agency for review and approval by September 15th of each year.

If any nonprofit organizations are found to be ineligible, the Local Agency shall notify the State Agency and follow the instructions in FD-118.

I. Operating Hours for CSFP

CSFP certification and distribution shall take place at the East Capitol Walk-In Center and all community and residential distribution sites. The East Capitol Walk-In Center shall operate from 8:30 a.m. - 12:00 p.m. on Mondays, and 8:30 a.m. – 4:00 p.m. Tuesday through Friday. The Capital Area Food Bank (CAFB) location** is the main location for CAFB CSFP staff that support and monitor the walk-in center and community and residential sites. The site also houses the CSFP inventory.

**Capital Area Food Bank

4900 Puerto Rico Ave NE

Washington, DC 20017

Community and residential sites operate CSFP on a part-time basis and shall establish regular hours of operation. Sites are required to submit requests to change distribution dates and times at least 15 business days in advance of the change. This will allow sufficient time to notify participants of the pending change. Sites requesting to make changes will need to submit documentation of how and when current participants will be notified. The Local Agency may add new sites throughout the operational year at the discretion of the Local Agency based on a needs assessment (NA) and available funding. The Local Agency shall provide details of the NA to the SA upon request.

J. Timely Submission of Applications

Distribution site coordinators shall submit all CSFP enrollment applications to the Local Agency upon receipt to allow for a determination of eligibility to be made within 10 calendar days of the date of the application. The Local Agency shall follow all applicable CSFP regulations regarding notification of ineligibility and wait listing.

K. Beneficiaries Receiving TEFAP and CSFP Benefits from Religious Organizations

In reference to FNS Policy FD-138, beneficiaries receiving benefits from religious organizations shall be informed of their rights to referrals to receive benefits at non-faith based sites. The Local Agency shall be responsible for ensuring that notification is provided at the time of certification and then on an ongoing basis.

7. PARTICIPANT CERTIFICATION

Reference: §247.8 - 247.9, 247.13, 247.15

Citation: *Eligibility for CSFP participation will be determined based on Federal regulations governing the Program and upon completion of a certification form developed by the State agency and approved by Food Nutrition Service Regional Office (FNSRO).*

A. Annual Certification

Currently, eligible elderly residents are certified annually in May. Based on guidelines issued in 2019, to be implemented in Fiscal Year 2020 and 2021, the DC CSFP certification period will be extended to three years. Applicants shall meet all eligibility criteria at the time of certification before benefits can be issued. During certification, Local Agency staff shall inform the applicant that the CSFP applies program standards without discrimination by race, color, national origin, age, sex, or disability.

Beginning in January 2022, all DC CSFP sites except the East Capitol Walk-In Center will be moved to a rolling enrollment. CAFB will conduct a training for all site leaders prior to the new process being implemented. Re-enrollment and re-certification will be conducted based on the date the participant was originally enrolled. CAFB staff will be assigned to each site to ensure the process is completed. CAFB will conduct periodic audits to ensure sites remain in compliance.

Applicants and recertifying participants shall be advised verbally and in writing by Local Agency staff of their rights, obligations and the fair hearings process. Participants are required to sign the application/certification form confirming that they been advised.

The Local Agency is responsible for documenting all applications received as having been reviewed, the date reviewed and whether the applicant was approved, denied, or waitlisted. CSFP distribution staff shall submit all applications to the Local Agency within three (3) calendar days of receipt of the application. CSFP staff enter application information into the management information system database, and the individuals are designated as either a participant or a participant-waitlisted, depending on availability of the case load at the site in which they enrolled.

Once the information is completed and confirmed, a determination of eligibility is made based on the criteria provided and in compliance with CSFP regulations. Patrons (applicants) are notified of eligibility/ineligibility within 10 calendar days of the date of application. Applicants determined to be ineligible are notified in writing. The notice of ineligibility statement shall inform the applicant of his/her right to a fair hearing to appeal the decision.

Certification periods may not exceed three years in length. However, the Local Agency will perform a yearly review to confirm that the participant:

1. Has an unchanged address,
2. Still wishes to take part in the program

B. Notification of the Expiration of Certification Period

The Local Agency shall notify participants in writing at least fifteen (15) calendar days before the expiration date that eligibility for CSFP is about to expire. The notification of expiration shall include the required statement that informs the participant that CSFP

applies program standards without discrimination by race, color, national origin, age, sex, or disability. Additionally, the notification will advise of steps that the senior can take to recertify.

C. Certification When a Participant Moves from One CSFP Site to Another

Local Agency staff follow the verification of certification procedure when certifying participants who move from one CSFP area to another. This includes verifying that the certification has not expired (per 7 CFR 247.16(c)). In the instance that the participant is moving in state, the Local Agency team will follow protocols that involve transferring information from one site to another. In the instance that the participant is moving out of state or is moving in state from another jurisdiction, the Local Agency will make every effort to contact the jurisdiction and verify the certification and secure the required information.

Transferring participants are given the opportunity to continue to receive CSFP benefits for the duration of the certification period based on the following process:

- A. The distribution site that determined the participant's eligibility must provide verification of the expiration date of the certification period to the participant upon request.
- B. If the Local Agency has a waiting list, the participant shall be placed on the distribution site waiting list ahead of all other waiting applicants.

D. Eligibility Determination

CSFP staff shall notify applicants in writing of the results of the eligibility determination within ten (10) calendar days from the receipt of their application by the Local Agency. If the applicant is eligible, and the application is received close to the site's next distribution date, staff are permitted to notify the participant via phone call, email or text.

If the applicant is ineligible, the notification shall identify the eligibility requirement(s) that the applicant did not meet. The notification also informs the applicant of his/her right to a fair hearing to appeal the ineligibility determination. The Local Agency shall provide every ineligible applicant with referral information on how to access other local food assistance resources.

E. The Use of Proxies

CSFP participants may designate up to two proxies on their CSFP enrollment form to collect their CSFP box in their absence. Each proxy's name shall appear on the monthly roster next to the participant's name indicating that they may collect the CSFP box. Proxies shall give the name of the participants they are picking up the CSFP box for, and provide a valid photo ID. If a participant did not designate a proxy on their enrollment form, a temporary proxy may collect the CSFP box if the proxy provides their valid photo ID and the valid photo ID of the CSFP participant. A participant may change or update their designated proxy by speaking with a CSFP staff member, who shall document the change in proxy.

CSFP staff shall inform all proxies that Federal regulations require that CSFP food be used by the participant only and may not be sold, traded or used by another.

F. Standards to Determine the Cost-Effectiveness of a Claim against a Participant

The State Agency has established the following cost effective 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 participant has violated the policy for six months or longer (the certification period) or exceeded \$300, which is the average retail value per month over a six-month period of a food package. 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 7 CFR, Part 247.30 and applicable State Agency policies and procedures.

The dollar amount not to be exceeded will be evaluated once every three years.

8. CASELOAD MANAGEMENT AND OUTREACH PLAN

Reference: §247.6 (c)(5)

Citation: Develop and implement a process by which the State and local agencies partner with organizations within the community to educate the targeted population about the CSFP.

Outreach, community engagement, the use of waiting lists and proxies, along with strategic partnership building form a cornerstone of DC CSFP caseload management planning. It is a way of conducting business to ensure that eligible seniors, their families, along with public and private partners are made aware of, understand, and have a working knowledge of CSFP and the benefits of participation. Intentional, results based, outreach driven data and evidence-based strategies will ensure that program resources are equitable, accessible, and utilized to fully serve the annual authorized caseload.

The State Agency and Local Agency partners continue to serve elderly populations primarily with the help of the DC Department of Aging and Community Living (DACL) Senior Service Network and other partner organizations in the District to educate seniors about its nutrition programs including the Commodity Supplemental Food Program.

Monthly monitoring of site participation and other performance indicators will occur in order to inform and implement approved caseload management strategies, particularly when participation falls below 98%. The State Agency will solicit and evaluate annual feedback to evaluate CSFP menu, hours of operation, distribution location, and customer service.

A. Outreach Strategies for Home Bound Seniors

The CSFP State Agency will work with all of its partners to identify seniors that are eligible for the home delivery program. This will consist of targeting current home bound seniors in the District, maintaining active partnerships with community-based organizations, and establishing a referral network throughout the District. Local Agency partners will prioritize home bound senior CSFP delivery as part of its caseload management strategy.

9. DUAL PARTICIPATION PREVENTION

Reference: §247.19

Citation: The State agency and local agencies are responsible for monitoring CSFP to prevent dual participation.

A. Detecting Dual Participation at Enrollment

Dual participation is strictly prohibited. The State Agency has the responsibility to monitor Local Agency efforts to prevent dual participation. The Local Agency is responsible for ensuring that all applicants and participants are aware that dual participation is prohibited and for providing written materials advising of the penalty for doing so.

The Local Agency is required to use an automated management information system(s) (MIS) to manage relevant aspects of CSFP including participation and to take appropriate action when dual participation is discovered. That action will include advising the participant of the violation and imposing the appropriate penalty.

The Local Agency will review its participant records on a quarterly basis and provide a report to the State Agency of its findings related to dual participation and any action taken.

B. Detecting Dual Participation during Distribution

The Local Agency is required to implement procedures to prevent and detect dual participation. This includes implementing standard operating procedures during food package distribution. Steps to reduce dual participation include requiring identification from the participant or proxy during every pickup and securing a signature for each package distributed.

CSFP staff shall advise participants at all distribution events that they may not receive more than one CSFP food package (box) per month and may not register at more than one distribution site.

C. Methods Used to Inform Applicants of the Illegality of Dual Participation

During the certification, re-certification and distribution processes, participants and proxies receive verbal and written notification of prohibitions on dual participation. Participants and applicants receive written notification and are verbally advised of the illegality of dual participation when they pick up CSFP food packages (boxes).

10. NOTIFICATION OF DISCONTINUANCE OF PARTICIPATION

Reference: §247.12, 247.17

Citation: The local agency is responsible for notifying an applicant/participant when benefits are denied or discontinued due to fraudulence, ineligibility, or lack of commodities.

When presented with evidence that a participant is no longer eligible for CSFP benefits or if there is evidence that the applicant, participant, caretaker, or proxy fraudulently applied for or received program benefits, the participant may be disqualified from the CSFP for a period of up to one year unless the Local Agency determines the disqualification would result in a serious health risk. When being notified of discontinuation, participants shall receive:

1. a written notification of discontinuance of participation
2. notification of their right to receive a fair hearing to appeal a disqualification determination

The notice shall inform the participant that program standards are applied without discrimination by race, color, national origin, age, sex, or disability.

If a participant is no longer eligible to receive CSFP commodities, the Local Agency shall provide the participant with written notification of discontinuance at least 15 calendar days before the effective date of discontinuance. The written statement shall also contain information on the participant's right to a fair hearing to appeal this decision.

The Local Agency will review its participant records on a quarterly basis and provide a report to the State Agency listing all participants served with a notification of discontinuance of participation.

11. PARTICIPANT RIGHTS & RESPONSIBILITIES

A. USDA Participants Rights and Responsibilities

Each individual who completes a CSFP application shall receive a document that details, at a minimum, the United States Department of Agriculture (USDA) Participant's Rights and Responsibilities, CSFP program rules, and information regarding current waitlists and fair hearings. Site leaders shall provide this information orally if needed or requested.

Participants are to be advised that:

1. Federal regulations require that CSFP foods be used by the participant only and may not be sold, traded or used by another person.
2. Participants cannot receive more than one box each month. They also cannot sell commodities or exchange them for other food. Doing so could result in disqualification from the program or a claim brought against him/her for the cost of the products.
3. Participants shall report changes to household size and/or income within 10 calendar days of the change occurring.
4. Participants shall enroll in the CSFP by completing an application every three years, and verifying continued interest in the program. on an annual basis. Failing to complete an application or to recertify is cause for removal from the program.
5. Participants shall present a valid ID and sign the roster each month when picking-up CSFP benefits.
6. Participants may be removed from the CSFP for threatening or engaging in verbal or physical abuse.

Additional responsibilities for CSFP staff:

7. CSFP staff shall notify applicants in writing if CSFP determines that an applicant is ineligible, and when a applicant is terminated from the program. If this happens, applicants are advised in writing that they have the right to appeal this decision and request a fair hearing.
8. CSFP staff provides written nutrition education materials every month along with referral information about additional community resources.

B. Fair Hearings

Reference: §247.33

Citation: A process by which CSFP applicants/participants can appeal an adverse action which results in the denial or loss of benefits.

Individuals seeking continued benefits may request a fair hearing within 60 calendar days of the date of the notice of termination. Any participant denied benefits at recertification time or found ineligible during the recertification period and who requests a fair hearing within 15 calendar days of notice of termination shall continue to receive benefits until a hearing official reaches a decision or the certification period expires, whichever comes first. An applicant who is denied benefits at the time of certification shall not receive benefits before a hearing official makes a determination.

Conduct for the fair hearing, including all notifications is the responsibility of the Local Agency. The Local Agency shall establish clear, simple rules and procedures regarding the fair hearings process. The Local Agency shall notify CSFP participants/applicants of denial of benefits in writing. The letter shall outline information needed for a fair hearing and define the rights and responsibilities of all parties involved. All fair hearings shall be conducted by an impartial official who does not have any personal stake or involvement in the decision and who was not directly involved with the initial determination.

The Hearing Officer shall:

1. Ensure that hearings are scheduled within three weeks of the date the initial request is received in the district office;
2. Provide written notice of the place and time of the hearing at least 10 calendar days before the hearing date and include the rules of procedure for the hearing;
3. Ensure all relevant issues are considered;
4. Administer oaths of affirmations as required by the State;
5. Request and receive all evidence determined necessary for the hearing;
6. Regulate the conduct and course of the hearing consistent with due process;
7. Order, where relevant and necessary, an independent medical assessment or professional evaluation from a source mutually satisfactory to the appellant and OMB;
8. Render a decision which shall resolve the dispute within 45 calendar days of the initial request for a hearing.
9. Once a decision has been reached, written notification shall be sent to the individual explaining the reasons for the decision. If the Hearing Officer rules in favor of the participant, then benefits shall continue as scheduled. If the hearing decision is in favor of an applicant who was denied benefits, receipt of commodities shall begin within 45 calendar days from the date that the hearing was requested as long as the applicant is still eligible. If the hearing decision is against the participant, benefits shall be discontinued immediately and not later than the next scheduled distribution date.

A request for a fair hearing may be denied for the following reasons:

1. The request is not received within 60 calendar days from the date the Local Agency office mails or gives the participant/applicant the notice of adverse action;
2. The request is withdrawn by the appellant or representative in writing;
3. The appellant fails to appear at the hearing without good cause.

C. Standards to Determine the Cost-Effectiveness of a Claim Against a Participant

The State Agency has established the following cost effective 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 participant has violated policy for

six months or longer (the certification period) or exceeded \$300, which is the average retail value per month over a six-month period of a food package (box). 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 7 CFR, Part 247.30 and applicable State Agency policies and procedures.

The Local Agency will review records related to claims against participant provide a report to the State Agency noting any action taken.

12. CASE LOAD JUSTIFICATION INCREASE

Reference: §247.6(c)(4)

The District of Columbia Department of Health submits its request for a caseload increase based on need. Requests will include a needs assessment, a case management and outreach plan update, and performance on key indicators.

The State Agency and the Local Agency work together to implement program changes and enhancements to increase participation by:

1. Using data informed and evidence based strategies;
2. Performing direct outreach activities at distribution sites with declining participant loads;
3. Leveraging the waiting list and proxy policies to accommodate participant demand; and
4. Integrating the program into existing, recognized community hubs including parks and recreation centers, senior wellness centers and senior congregate meal locations.

Annually, the State Agency shall at a minimum:

1. Review the LA caseload management achievements
2. Conduct site visits at Local Agency certification and distribution sites to provide program oversight;
3. Monitor assigned caseloads and participant retention rate on a monthly basis; and
4. Assist the Local Agency with implementing the DC CSFP Caseload Management and Outreach Plan.

13. NUTRITION EDUCATION PLAN

Reference: §247.18

Citation: *The State agency shall create and implement a nutrition education plan in accordance with CSFP regulations. Evaluation procedures shall be established to allow participants to provide feedback as to the effectiveness of the plan.*

A. Nutrition Education Definition

Nutrition Education is any combination of educational strategies, accompanied by environmental supports, designed to facilitate voluntary adoption of food choices and other food and nutrition related behaviors conducive to health and well-being. Nutrition education is delivered through multiple venues and involves activities at the individual, community, and policy levels. CSFP nutrition education should be culturally sensitive and delivered by qualified nutrition educators.

B. Nutrition Education Plan

The CSFP Nutrition Education Plan for the District of Columbia includes delivery of evidence-based, behavior focused curricula and activities that promote healthy eating and active lifestyles. CSFP participants will take part in individual and group based direct education targeted to their specific ethnic and cultural characteristics. Nutrition education will be delivered by competent staff and volunteers from the Local Agency, the DC SNAP-Ed Program, and other providers. The State Agency CSFP Director is responsible for providing guidance and facilitating training needed by Local Agency nutrition staff to deliver effective evidence-based nutrition education services to CSFP participants and will coordinate with DC Health nutrition educators.

Group education classes will be supported with complementary educational tools including SNAP-Ed approved handouts and recipes that feature key health messages based on the Dietary Guidelines for Americans and targeted to the senior population.

14. SYSTEM FOR STORING AND DISTRIBUTING COMMODITIES

Reference: §247.6(c)(6); §250.12; and §250.14;

A. Receiving

USDA Foods are shipped directly to the Local Agency warehouse from the multi-food warehouse and commercial food manufacturers under USDA contract. The State Agency approves all direct shipment requests submitted by the Local Agency into the Web-Based Supply Chain Management System (WBSCM) and monitors all multi-food shipment requests placed into WBSCM by the Local Agency. The Local Agency is responsible for the receipt and storage of commodities, keeping an accurate and up to date inventory of all foods, the preparation and distribution/delivery of the food packages, and maintaining food safety standards at all times.

The Local Agency inventories USDA Foods received, and compares shipments received to the Bill of Landing. Differences in the product count or products listed are edited on the Bill of Landing and certified with a signature on the Bill of Landing. Staff enter inventory data into the Local Agency inventory management information system and the product is assigned a barcode that corresponds to its storage place in the Local Agency Distribution Center. Staff document noticeable damage to the container when products are received. For reporting purposes, products are calculated out to the unit dependent on their packaging within a case. All receipting of USDA goods must be formally receipting within 48 hours of receipt in WBSCM. Failure to do so, could lead into a formal corrective action.

B. Packaging

Distribution sites, under agreement with the Local Agency, assure that adequate care and security is provided for the food while in their possession. Food packages are stored in secured areas at each distribution site to safeguard from spoilage, infestation, fire and other losses. These storage areas may also be used to store the Emergency Food Assistance Program (TEFAP).

Staff pull inventory monthly to pack CSFP food packages (boxes). During pulling procedures, precautions are taken to prevent damage to the product. In the event damage occurs, damaged products are properly noted and reported to the State Agency. In addition, notations are made in the inventory list.

Staff cross check inventory during packing. Staff subtract the packed inventory from the original inventory verified at the beginning of the month. After food packages (boxes) are packed, the remaining inventory is counted and recorded. At this time, the total number of food packages and damaged products are counted and recorded. Staff cross-check these numbers with the original inventory pulled for the day. Any discrepancies result in a recount and investigation of numbers that do not match. Staff enter reconciled records into a management information system.

C. Inventory Practices

It is the Local Agency responsibility to ensure that all operational procedures conform to industry standards and best practices. The State Agency is ultimately responsible for ensuring that all USDA foods are handled properly and directs the Local Agency via policies, procedures, and memoranda. Routine monitoring will be conducted and feedback provided.

Local Agency's CSFP Operations Manager and Inventory Coordinator perform random cycle counts after each packing session, and a full inventory count occurs at the end of each month. During the warehouse inventory, every commodity is counted by its case and properly calculated out to its unit number. Damaged items are counted and set aside and reported to the State Agency. Staff compare inventory with previous records and inventory for the prior month.

Staff take a complete inventory of CSFP products in the Distribution Center after pulling inventory for packing sessions. Staff compare physical counts with electronic records. Staff resolve all inventory discrepancies through recounting and investigation. Staff document justifications for adjustment in the inventories on the inventory records.

Local Agency staff maintain accurate and complete records on site for three years from the close of the fiscal year to which they pertain, or longer if the records are related to unresolved claims, actions, audits, or investigations.

D. Distribution

Each participant is provided a monthly food package at a site that is convenient for them to access. Distribution sites include senior wellness centers and residences, schools, churches and other sites offering services to seniors. The Local Agency ensures that distribution conforms to all local and federal requirements.

The Local Agency will provide monthly reports to the State Agency detailing at a minimum, the following related to distribution:

- A. List of food items in the monthly package,
- B. Distribution location and dates,
- C. Any changes in distribution deliveries, dates, and distribution times, and
- D. Any new distribution sites

E. Food Safety

The CSFP staff and distribution sites conform to District of Columbia and federal health standards. CSFP staff comply with the following general rules regarding food safety:

1. Staff use the first-in-first-out (FIFO) system of inventory management.
2. Staff adhere to the manufacturer's "expiration" or "use-by" dates, along with FIFO, in management of food inventories.
3. Staff mark donated food cases and containers with the date of their receipt at the storage facility.
4. USDA donated foods that show signs of spoilage, infestation, or other visible defects are not used or distributed, regardless of product dates or when the foods were received.
5. If there are no visible defects, but there is a question as to the wholesomeness or safety of USDA donated foods, CSFP staff have the foods inspected by District of Columbia health officials as soon as possible and contact FNS before taking further action.
6. USDA donated foods are subject to the same safeguards and effective management practices as other foods and shall be treated as other foods when safety is in question.

The Local Agency will provide monthly food safety reports to the State Agency.

F. Food Safety Recall Procedures

The State Agency oversees food safety recall procedures statewide and provides updates using the State Emergency Notification System (SENS). SENS is a tool that allows State Agencies to rapidly communicate critical food recall information to Recipient Agencies so they can remove contaminated food from distribution, and keep participants safe.

Definition of a Food Recall

A food recall is a voluntary action by a manufacturer or distributor to protect the public from products that may cause health problems or possible death. A recall is intended to remove food products from commerce when there is reason to believe the products may be adulterated or misbranded. Recalls are initiated by the manufacturer or distributor of the meat or poultry sometimes at the request of the Food Safety and Inspection Service (FSIS).

Notification of Food Safety Recalls

FSIS notifies the public through a Recall Release for Class I and Class II recalls, and issues a Recall Notification Report (RNR) for Class III recall issues. Both Recall Releases and RNRs are posted on the FSIS Website and distributed to FSIS email subscribers. When possible, FSIS also includes pictures of the recalled product labels as part of the FSIS online Recall Release posting.

For every Class I recall, FSIS develops a list of retail consignees that have, or have had, the recalled products in their possession. The list of retail consignees is posted within three (3) calendar days of the date of the recall and includes the name, street address, city, and state of each retail consignee. The retail consignee list is updated periodically as additional retail consignee information becomes available.

When available, FSIS posts recall press releases and RNRs on the FSIS Recalls area of the Web site, at www.fsis.usda.gov/Fsis_Recalls/Open_Federal_Cases/index.asp. FISIS' newsletters, including Constituent Update, are also available via email.

subscription. The State Agency and Local Agency CAFB are required to subscribe to this electronic notification.

The Local Agency is required to request to receive FSIS press releases and recall announcements by subscribing to the FSIS website at www.fsis.usda.gov/News_&_Events/Newsletters/index.asp.

Procedures for Food Safety Recalls

When notified of a food recall, the Local Agency shall take the following steps:

1. Notify the State Agency, and FNS in writing of the food recall;
2. Gather and segregate impacted foods in a safe, locked location;
3. Label all food involved in the recall **“FOOD SAFETY RECALL—DO NOT DISTRIBUTE.”**
4. Notify Site Leaders and designated volunteers as soon as notification of affected product is received.
5. Site Leaders shall be instructed to remove the specific items on recall from each CSFP box and segregate it to a safe, locked location
6. Site Leaders shall also be notified of a date and time when the segregated product shall be collected by the CSFP Delivery Team.
7. Upon pick-up of product, Site Leaders shall confirm with the driver the amount of affected product that is being returned to the Local Agency for redirection, disposal or recondition.
8. Consult with DC Health regarding further instructions on storage and disposal of the affected food items.

G. Out-of-Condition Foods

The Local Agency follows food handling operating procedures that include proper handling and food rotation. In the event that food becomes out of condition, the Local Agency follows federal and local procedures to move the product out of production. Out of condition foods are not distributed to CSFP participants.

CSFP staff shall report out-of-condition donated foods at storage agencies to the State Agency. CSFP staff shall remove the food, destroy or otherwise dispose of the food, in accordance with FNS guidance and District of Columbia requirements about food safety and health.

The Local Agency will report monthly on out-of-condition foods.

15. COPIES OF AGREEMENTS

Reference:	7 CFR, Part 247.6(11)
Citation:	<i>Each State agency must enter into an agreement with FNS prior to receiving funds. The state agency must enter into written agreements with local or subdistribution agencies prior to making commodities or administrative funds available to them. Copies of all agreements must be kept on file by the parties to the agreements.</i>

A. Memorandum of Understanding Between DC Health and DACL

The Memorandum of Understanding (MOU) shall be the authorizing vehicle for transferring local funding from the DC Department of Aging and Community Living to the DC Department of Health. The MOU, updated annually or as determined in the MOU, is a binding agreement that details responsibilities between the two District agencies.

Attachment G: Memorandum of Understanding Between DC Health and DACL

B. Agreement between DC Health and Local Agency

The agreement between DC Health and the Local Agency details the responsibilities of both parties and covers a maximum of five fiscal years. Any changes to the agreement affecting assurances will be submitted to USDA for review and approval.

Attachment H: Agreement Between DC Health and the Local Agency(ies)

16. PROGRAMMATIC ASSURANCES

Reference: 7 CFR 247.34(a), 7 CFR 247.34(b), 7 CFR 250.12(b)

A. Management Reviews

DC Health shall perform an on-site review of all local agencies and storage facilities at least once every two years. As part of the on-site review, the State Agency shall evaluate all aspects of program administration, including:

1. Certification Procedures,
2. Nutrition Education,
3. Civil Rights Compliance,
4. Food Storage Practices,
5. Inventory Controls, and
6. Financial Management Systems

In addition to conducting on-site reviews, the State Agency shall evaluate program administration by reviewing on the following basis:

1. Financial Reports – quarterly at a minimum,
2. Audit Reports – annually minimum,
3. Food Orders – monthly at minimum,
4. Inventory Reports – quarterly at a minimum and
5. Other Relevant Information (frequency to be determined by the report)

DC Health requires the Local Agency to monitor distribution sites and their storage facilities at least once per year and document all monitoring visits and reports. All monitoring visits shall be completed by August 1st of each year.

17. ATTACHMENTS

Attachment B	DC CSFP Distribution Sites list
Attachment C	Current Year Income Eligibility Guidelines
Attachment D	Acceptable Sources of Documentation of Age, Income, and Residency
Attachment E	USDA Foods Available List for CSFP
Attachment F	Maximum Monthly Distribution Rates
Attachment G	Memorandum of Understanding Between DC Health and DACL
Attachment H	Agreement Between DC Health and the Local Agency(ies)

Attachment B: DC CSFP Distribution Sites list

Site Name	Site Address
1330 Apts	1330 7th St NW Washington, DC 20001
3001 Fort Lincoln The Gettysberg	3001 Bladensburg Rd NE, Washington, DC 20018
3005 Fort Lincoln The Vicksburg	3005 Bladensburg Rd NE, Washington, DC 20018
3298 Fort Lincoln-The Petersburg	3298 Fort Lincoln Dr NE Washington, DC 20018
3400 Fort Lincoln The Montana	2855 Bladensburg Rd NE, Washington, DC 20018
Abrams Hall	1322 Main Dr NW, Washington, DC 20012
Arbor View Apartments	1200 Southern Ave SE Washington, DC 20032
Arthur Capper	900 5th St SE Washington, DC 20003
Asbury Dwelling	1616 Marion St NW Washington, DC 20001
Asian and Pacific Island Senior Center	Door to Door Delivery
Bernice Fonteneau	3531 Georgia Ave NW Washington, DC 20010
Bread for the City SE	1640 Good Hope Rd SE Washington, DC 20010
Brookland Manor	2525 14th St NE Washington, DC 20018
Capitol Gateway	201 58th St NE Washington, DC 20019
Capitol Hill Towers	900 G St NE Washington, DC 20002
Carroll Apartments	410 M St SE Washington, DC 20003
Carver Senior	4800 East Capitol St NE Washington, DC 20019
Carver Terrace Community	2109 Maryland Ave NE Washington, DC 20002
Casa Iris	2201 12th St NW Washington, DC 20009
Cedar Heights	1510 Butler St SE Washington, DC 20020
Channel Square	325 P St SW Washington, DC 20023
Claridge Towers	1221 M St NW Washington, DC 20005
Colony House	930 Farragut St NW Washington, DC 20011
Columbia Heights Village	2900 14th St NW Washington, DC 20009
Community Family Life Services	305 E St NW Washington, DC 20001
Congress Park	1345 Savannah St SE Washington, DC 20032
Delta Towers	1400 Florida Ave NE Washington, DC 20002
East Capitol Walk-in Center	5601 East Capitol St SE Washington, DC 20019
East River Family	HUNGRY
Edgewood Commons 611	611 Edgewood St NE Washington, DC 20017
Edgewood Terrace	635 Edgewood St NE Washington, DC 20017
Fairmont Apartments	1401 Fairmont St NW Washington, DC 20009
Frederick Douglas	1427 Cedar St SE Washington, DC 20020
Garfield Hills	2317 Hartford St SE, Washington, DC 20020
Garfield Terrace	2301 11th St NW Washington, DC 20001
Gethsemane Baptist Church	5119 4th St NW Washington, DC 20001
Green Valley	2412 Franklin St NE Washington, DC 20017
Greenleaf Community Site	1200 Delaware Ave SW Washington, DC 20024
Harvard Towers	1845 Harvard St NW Washington, DC 20009
Hayes Senior Wellness	500 K St NE Washington, DC 20002
Hedin House	2900 Newton St NE Washington, DC 20018

Home Delivery - Northeast	HUNGRY
Home Delivery - Northwest	HUNGRY
Home Delivery - Southeast	HUNGRY
Horizon House	1150 12th St NW, Washington, DC 20005
Israel Baptist	1251 Saratoga Ave NE Washington, DC 200018
J.W.King	4683 H St SE Washington, DC 20019
Jubilee Housing -The Ritz	1631 Euclid St NW Washington, DC 20009
Judiciary House	461 H St NW Washington, DC 20003
Ker Conway Residence	1005 North Capitol Street NE, Washington DC 20002
Knox Hill	2700 Jasper St SE Washington, DC 20032
Langston Terrace	667 24th St SE Washington, DC 20002
Matthew Memorial	2632 Martin Luther Kng JR Ave SE Washington, DC 20020
NCBA Estates	2801 14th St NW Washington, DC 20009
Mobile Van Distribution	Capital Area Food Bank
North Capitol	5233 North Capitol St NW Washington, DC 20017
Overlook	3700 9th St SE Washington, DC 20032
Paradise	3517 Jay St NE Washington, DC 20019
Paul Lawrence Dunbar	2001 15TH St NW Washington, DC 20009
Potomac Gardens	1229 G St SE Washington, DC 20003
Raymond Recreational Center	3725 10th St NW Washington, DC 20010
Regency	5201 Connecticut Ave NW Washington, DC 20015
Robert L. Walls	4339 Bowen Rd SE Washington, DC 20019
Roundtree	2515 Alabama Ave SE Washington, DC 20020
Samuel Kelsey	3322 14th St NW Washington, DC 20010
SOME	1667 Good Hope Rd SE Washington, DC 20032
SOME - Karin House	1395 Aspen Street NW, Washington, DC 20012
Temporary Delivery	DoorDash
Tenth Street Baptist	1000 R St NW Washington, DC 20001
Triangle View Senior Living	3600 B St SE Washington, DC 20019
UPO- Petey Greene	2701 Martin Luther King JR Ave SE Washington, DC 20020
Upper Room Baptist	60 Burns St NE Washington, DC 20019
Victory Square	600 Barnes St NE Washington, DC 20019
VIDA Brightwood	1330 Missouri Ave NW Washington, DC 20011
VIDA Senior Center	1842 Calvert St SW Washington, DC 20009
Visionary Square	2401 Washington Place NE Washington, DC 20018
Walker House	2201 Savannah St SE Washington, DC 20032
Wardman Court	1550 Clifton Rd NW Washington, DC 20009
We Are Family	474 Ridge St NW Washington, DC 20001
Wheeler Creek	900 Varney St SE Washington, DC 20032

Attachment C: Current Year Income Eligibility Guidelines

48 CONTIGUOUS STATES AND DISTRICT OF COLUMBIA*				
Household Size	Federal Poverty Guidelines - 100% Annual	Elderly - 130%		
		Annual	Monthly	Weekly
1.....	\$13,590	\$17,667	\$1,473	\$340
2.....	18,310	23,803	1,984	458
3.....	23,030	29,939	2,495	576
4.....	27,750	36,075	3,007	694
5.....	32,470	42,211	3,518	812
6.....	37,190	48,347	4,029	930
7.....	41,910	54,483	4,541	1,048
8.....	46,630	60,619	5,052	1,166
For each add'l household member, add...	4,720	6,136	512	118

*CSFP State agencies must implement the adjusted income guidelines for elderly applicants immediately upon receipt. 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 (w-i-c) in the program, transitioning it to a seniors-only program. All women, infants and children were phased out in 2020. Accordingly, the 2021 IGs are only applicable to elderly individuals 60 years of age and older.

Attachment D: Acceptable Sources of Documentation of Age, Income, and Residency

Proof of Age	Proof of Income	Proof of Residency
Driver's License(valid)	Social Security Payments	Bill with current address (medical, cable, credit card, utility bill)
Birth Certificate	Pensions/Veteran's Payments	Bank account statement
Passport/Visa	Earning Statement	Current paystub
State ID	SNAP household certificate	Current SSI check
Immigration or Naturalization Record	Alimony/Child Support Documentation	Current Vehicle Registration
Marriage Certificate/Marriage License	Valid TANF or SNAP Letter (only if shows gross income)	Statement of residence, income or identify
Military Discharge Papers (DD 14)	Valid W2 Form/Income Tax Return	Housing Authority ID Card with address
Voter Registration Card		Lease Agreement
Work ID		Letter from landlord
Military ID		Rental Receipt (within last 30 days)
		Social Security letter with address
		Valid District of Columbia ID

Attachment E: USDA Foods Available List for CSFP



USDA Foods Available List for The Commodity Supplemental Food Program (CSFP) 2023



USDA Foods Description	WBCSC ID	PACK SIZE
FRUITS		
Apple Juice, 100%, Unsweetened	100893	8/64 oz bottle
Applesauce, Unsweetened, Canned (K)	100207	24/15.5 oz can
Apricots, Halves, Extra Light Syrup, Canned	100210	24/15.5 oz can
Cranberry Apple Juice, 100%, Unsweetened	100899	8/64 oz bottle
Grape Juice, Concord, 100%, Unsweetened	100895	8/64 oz bottle
Mixed Fruit, Extra Light Syrup, Canned	100211	24/15.5 oz can
Orange Juice, 100%, Unsweetened	100897	8/64 oz bottle
Peaches, Sliced, Extra Light Syrup, Canned	100218	24/15.5 oz can
Pears, Extra Light Syrup, Canned (K)	100223	24/15.5 oz can
Plums, Purple, Canned	100233	24/15.5 oz can
Raisins, Unsweetened	100295	24/15 oz box

PROTEIN FOODS		
Beef, Canned/Pouch	100127	24/24 oz package
Beef Chili, With Beans, Canned/Pouch	111180	12/15 oz package
Beef Stew, Canned/Pouch	100526	24/24 oz package
Chicken, Canned	110940	24/12.5 oz cans
Chicken, Pouch	110477	36/10 oz pouch
Peanut Butter, Smooth	111081	12/16 oz jar
Salmon, Pink, Canned	110563	24/14.75 oz can
Tuna, Chunk Light, Canned (K)	100194	24/12 oz can

KEY:
WG - Dark Green Vegetable Subgroup
OTH - Other Vegetable Subgroup
RO - Red/Orange Vegetable Subgroup
ST - Starchy Vegetable Subgroup
LG - Legume Vegetable Subgroup
K- Kosher Certification Required

USDA Foods Description	WBCSC ID	PACK SIZE	SUBGROUP
VEGETABLES			
Beans, Green, Low-sodium, Canned (K)	100306	24/15.5 oz can	OTH
Carrots, Sliced, Low-sodium, Canned	100308	24/15.5 oz can	RO
Corn, Whole Kernel, No Salt Added, Canned (K)	100311	24/15.5 oz can	ST
Mixed Vegetables, 7-Way Blend, Low-sodium, Canned	100320	24/15.5 oz can	OTH
Peas, Green, Low-sodium, Canned	100314	24/15.5 oz can	ST
Potatoes, Dehydrated Flakes	100337	12/1 lb package	ST
Potatoes, Sliced, Low-sodium, Canned	100331	24/15.5 oz can	ST
Spaghetti Sauce, Low-sodium, Canned	100335	24/15.5 oz can	RO
Spinach, Low-sodium, Canned	100323	24/15.5 oz can	DG
Sweet Potatoes, Light Syrup, No Salt Added, Canned	100316	24/15.5 oz can	RO
Tomato Juice, 100%, Low-sodium*	100898	8/64 oz bottle	RO
Tomatoes, Diced, No Salt Added, Canned	100328	24/15.5 oz can	RO
Vegetable Soup, Condensed, Low-sodium, Canned	100321	24/10.5 oz can	OTH

*Tomato juice is issued in the Fruit and Juice category in the CSFP Maximum Monthly Distribution Guide Rate.

LEGUMES			
Beans, Black, Low-sodium, Canned	110020	24/15.5 oz can	LG
Beans, Great Northern, Dry	111067	24/1 lb bag	LG
Beans, Kidney, Light Red, Dry	111080	24/1 lb bag	LG
Beans, Kidney, Light Red, Low-Sodium, Canned	100372	24/15.5 oz can	LG
Beans, Lima, Baby, Dry	111068	24/1 lb bag	LG
Beans, Pinto, Dry	111063	24/1 lb bag	LG
Beans, Pinto, Low-sodium, Canned	110021	24/15.5 oz can	LG
Beans, Vegetarian, Low-sodium, Canned	100363	24/15.5 oz can	LG
Lentils, Dry	111102	24/1 lb bag	LG

Foods are arranged based on the food group categories found at MyPlate.gov. The subgroup information is provided as a tool to support program sites with planning orders and to encourage variety in CSFP food distributions. The MyPlate.gov site also provides additional information on vegetable subgroups, whole grains and a variety of nutrition education resources that can be used to support CSFP food distribution.

This list is subject to change based on market availability.
Please refer to the WBCSC catalog which contains the most up to date list of available USDA Foods.

Revised September 2022



USDA Foods Available List for The Commodity Supplemental Food Program (CSFP) 2023



USDA Foods Description	WBCSC ID	PACK SIZE
DAIRY		
Cheese, American, Reduced Fat, Loaves, Refrigerated	100035	12/2 lb package
Milk, 1%, Shelf-Stable UHT	100050	12/32 oz carton
Milk, Instant Nonfat Dry	111006	24/12.8 oz package

KEY:
WG - Whole Grain
UHT- Ultra-High Temperature Pasteurization

USDA Foods Description	WBCSC ID	PACK SIZE	SUBGROUP
GRAINS			
Cereal, Corn Flakes**	--	12/18 oz package	
Cereal, Corn/Rice Biscuits**	--	14/12 oz package	
Cereal, Corn Squares**	--	14/12 oz package	
Cereal, Oat Circles**	--	12/14 oz package	WG
Cereal, Rice Crisp**	--	16/12 oz package	
Cereal, Wheat Bran Flakes**	--	14/17.3 oz package	WG
Cereal, Wheat Farina, Enriched	110880	10/18 oz package	
Cereal, Wheat, Shredded**	--	10/16.4 oz package	WG
Grits, Corn, White	111082	12/2 lb package	
Oats, Rolled, Quick Cooking	111074	12/18 oz package	WG
Pasta, Macaroni, Enriched	110511	20/1 lb box	
Pasta, Rotini, Whole Grain	110777	12/1 lb box	WG
Pasta, Spaghetti, Enriched	110450	20/1 lb box	
Rice, Long Grain	111075	24/1 lb bag	
Rice, Long Grain, Brown	111083	30/1 lb bag	WG

**Check WBCSC for the latest material code.

This list is subject to change based on market availability.
Please refer to the WBCSC catalog which contains the most up to date list of available USDA Foods.

Revised September 2022

Attachment F: Maximum Monthly Distribution Rates

COMMODITY SUPPLEMENTAL FOOD PROGRAM MAXIMUM MONTHLY DISTRIBUTION RATES

Effective May 1, 2022 until Further Notice

Food Package Category	Food Item	Amount Each Month
Fruits and Juice	Canned Fruit (15.5 oz)	<ul style="list-style-type: none"> 1 juice and 3 cans fruit; or 2 juices and 2 cans fruit; or 1 package raisins, 1 juice, and 2 cans fruit; or 1 package raisins, 2 juices and 1 can fruit.
	Juice (64 oz)	
	Raisins (15 oz)	
Vegetables	Canned Vegetables or Soup (10.5 to 15.5 oz)	<ul style="list-style-type: none"> 8 cans vegetables or soup; or 6 cans vegetables or soup, and 1 package dehydrated potatoes.
	Dehydrated Potatoes (1 lb)	
Cheese	Cheese (2 lb)	<ul style="list-style-type: none"> 1 package cheese.
Milk	UHT Fluid Milk 1% (32 oz)	<ul style="list-style-type: none"> 2 UHT milk; or 1 UHT milk and 1 (12.8 oz) Nonfat Dry Milk
	Instant Nonfat Dry Milk (12.8 oz)	
Meat, Poultry, and Fish	Beef, Beef Stew, or Chili* (24 oz)	<ul style="list-style-type: none"> 1 (24 oz) shelf-stable package meat and 1 (10 to 15 oz) shelf-stable package beef, poultry or fish; or 3 (10 to 15 oz) shelf-stable packages beef, poultry and/or fish of any combination.
	Chicken (10 to 15 oz)	
	Beef Chili with Beans (15 oz)	
	Tuna (12 oz)	
	Salmon (14.75 oz)	
Plant-Based Protein	Canned Beans (15.5 oz)	<ul style="list-style-type: none"> 3 units of any combination of canned beans, (1 lb) dry beans or lentils, and peanut butter; or 1 (2* lb) unit dry beans or lentils, and 1 unit of canned beans, peanut butter, or (1 lb) dry beans or lentils.
	Dry Beans or Lentils (1 to 2* lb)	
	Peanut Butter (16 to 18* oz)	
Cereals	Cereal, Dry Ready-to-Eat, (12 to 18 oz)	<ul style="list-style-type: none"> 2 units of any combination of cereal, farina, (18 oz) rolled oats, and (2 lb) grits; or 1 (42* to 48* oz) unit rolled oats; or 1 (5* lb) unit grits (every other month).
	Farina (18 oz)	
	Rolled Oats (18 to 48* oz)	
	Grits (2 to 5* lb)	
Pasta and Rice	Pasta (1 lb)	<ul style="list-style-type: none"> 2 units of any combination of pasta and (1 lb) rice; or 1 (2* lb) unit rice
	Rice (1 to 2* lb)	

Temporary Food Options

The following tables provide details on how to incorporate the temporary CSFP products and sizes into the Distribution Rates.

For the following temporary vegetable products, one product unit should be issued as one can of vegetables under the Distribution Rates.

Temporary Products 1 can = 1 can of Vegetables	
Product	Material Code
Peas W/O Salt Can 12/15 Oz	111376
Tomatoes/Okra & Corn Can 12/15 Oz	111396
Okra Cut Can 12/14.5 Oz	111395
Beans Green Cut Can 24/14.5 Oz	111391
Beans Green French Can 24/14.5 Oz	111392
Corn Fresh Cut Kernel Can 24/15.25 Oz	111394
Collard Greens NSA Can 12/14 Oz	111425
Cut Green Beans 12/14.4 Oz	111426
Cut Italian Green Beans 24/14.5 Oz	111481
Low Sodium Collards 12/14 Oz	111484
Low Sodium Kale Greens 12/14.5 Oz	111483
Low Sodium Mixed Greens 12/14.5 Oz	111472
Mixed Vegetables 12/15 Oz	111491
Whole Green Beans 24/14.5 Oz	111490
Whole Kernel Gold Corn 12/15.25 oz	111470

¹ Updated Attachment B as of April 19, 2022. Attachment B will be updated on an as-needed basis as new products are purchased.

For the following temporary vegetable products, one product unit should be issued as two cans of vegetables under the Distribution Rates.¹

Temporary Products 1 can/pouch = 2 cans of Vegetables	
Product	Material Code
Beans Green Cut & Potatoes Can 12/38 Oz	111398
Sweet Potatoes Can 12/40 Oz	111399
Sweet Potatoes Can 29 Oz	111400
Mixed Vegetables Can 12/29 Oz	111401
Spaghetti Sauce Pouch 20/28 Oz	111402
Beans Green Can 12/38 Oz	111397
Mixed Vegetables 12/29 Oz	111480

¹ Updated Attachment B as of April 19, 2022. Attachment B will be updated on an as-needed basis as new products are purchased.

Attachment G: Memorandum of Understanding Between DC Health and DACL

**MEMORANDUM OF
UNDERSTANDING BETWEEN
DISTRICT OF COLUMBIA DEPARTMENT OF AGING AND COMMUNITY LIVING
AND
DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH
FISCAL YEAR 2023**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department of Aging and Community Living (DACL) and the District of Columbia Department of Health (DC Health), referred to herein individually as "Party" and collectively as "Parties."

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

DACL's mission is to advocate, plan, implement, and monitor programs in health, education, and social services which promote longevity, independence, dignity, and choice for older District residents (ages 60 and older), people with disabilities (ages 18 to 59), and their caregivers.

DC Health's mission is to promote the health, wellness and equity across the District of Columbia (DC) and to protect the safety of residents, visitors and those doing business in the nation's capital. DC Health's responsibilities include identifying health risks; educating the public; preventing and controlling diseases, injuries and exposure to environmental hazards; promoting effective community collaborations; and optimizing equitable access to community resources.

DACL and DC Health agreed to transfer control of the Grocery Plus/Commodity Supplemental Food Program (CSFP) and Senior Farmers' Market Nutrition Program (SFMNP) from DACL to DC Health. The CSFP and the SFMNP are U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS) funded programs that operate under the Grocery Plus brand.

Effective October 1, 2017, DC Health became the DC State Agency that receives from USDA the federal grant to operate CSFP and SFMNP. For Fiscal Year 2023,

Page 1 of 5

DACL will provide to DC Health, via an intra District transfer, the local funds currently in its budget. These local funds will be used to supplement the USDA grant.

CSFP works to improve the health of low-income District residents age 60 and above. CSFP is the only USDA nutrition program that provides monthly food assistance specifically targeted at low-income seniors. The program is designed to meet the unique nutritional needs of participants, supplementing their diets with a monthly package of healthy, nutritious USDA commodities. CSFP helps prevent vulnerable seniors from having to choose between food and other basic needs. CSFP is funded each year through the federal appropriations process and serves as many eligible participants as funding allows. States receiving CSFP funds are not required to contribute a match.

The Food and Nutrition Service awards SFMNP grants to States, United States Territories, and federally-recognized Indian tribal governments to provide low-income seniors with coupons exchanged for fresh eligible foods (fruits, vegetables, and fresh-cut herbs) at farmers' markets, roadside stands, and community-supported agriculture programs. The majority (90%) of the grant funds must be used to support the costs of the foods provided to SFMNP recipients. States receiving SFMNP funds are not required to contribute a match.

IV. SCOPE OF SERVICES

A. RESPONSIBILITIES OF DACL

1. Transfer to DC Health the local funds for the Grocery Plus program.
2. Make available all records and receipts related to both CSFP and SFMNP prior to the transfer in FY 2018, as requested by DC Health.
3. Respond to DC Health's reasonable requests for additional information when such information is needed for program oversight or reporting to State or federal authorities.

B. RESPONSIBILITIES OF DC HEALTH

1. Assume all responsibility for meeting local and federal requirements for CSFP implementation.
2. Establish a financial management system that accurately tracks

funds received for program administration.

V. DURATION OF THIS MOU

The period of this MOU shall be from October 1, 2022 through September 30, 2023, unless terminated in writing by the Parties pursuant to Section XII of this MOU.

VI. FUNDING PROVISIONS

A. PROGRAM COSTS

Total funding under this MOU shall not exceed four hundred ten thousand dollars (\$410,000) for Fiscal Year 2023. Funding for services shall not exceed the actual cost of the services provided.

B. PAYMENT

1. Through an Intra-District transfer, DACL shall transfer the total amount of this MOU (\$410,000) to DC Health to be used for the purposes outlined herein.
2. Grant awards by DC Health for the purposes outlined in this MOU shall not exceed the amount of this MOU.

VII. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VIII. AMENDMENTS, MODIFICATIONS, AND RENEWAL

This MOU may be amended or modified in Fiscal Year 2023 and renewed in Fiscal Year 2024 only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties. A renewal should be based on a signed Letter of Intent ("LOI") by both agency Directors and on availability of funding in FY2024.

IX. CONSISTENT WITH LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect of hereafter enacted or promulgated.

X. COMPLIANCE AND MONITORING

DC Health will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

XI. RECORDS AND REPORTS

DC Health shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a minimum of three (3) years from the date of expiration or termination of this MOU and, upon DACL's request, make these documents available for inspection by duly authorized representatives of DACL and other officials as may be specified by the District of Columbia in its sole discretion.

XII. TERMINATION

This agreement may be terminated only with the written consent of both Parties. In the case of a termination, DC Health must provide DACL with a written report on the status of any pending services or unallocated funds. In the event of termination of this MOU, any unallocated funds under this MOU shall be returned to DACL within 30 business days of the termination date.

XIII. NOTICES

The following individuals are the contact points for each Party:

Jessica Smith
Interim Director
D.C. Department of Aging and Community Living
500 K Street, NE Washington, DC 20002
Email: Jessica.smith4@dc.gov
Phone: (202) 727-0467

Sara Beckwith
Bureau Chief, Nutrition and Physical Fitness Bureau
D.C. Department of Health
Email: sara.beckwith@dc.gov
Phone: (202) 442-9171

Jo-Ann Jolly
Division Chief, Nutrition and Physical Fitness Bureau
D.C. Department of Health
Email: joann.jolly@dc.gov
Phone: (202) 442-9140

XIV. RESOLUTION OF DISPUTES

The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of the Chief Financial Officer (OCFO)'s Office of Financial Operations and Systems (OFOS) for mediation and a final decision.

XV. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU in accordance with all relevant federal and local statutes, regulations, and policies.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

D.C. Department of Aging and Community Living

Jessica Smith

9/21/22

Jessica Smith
Interim Director

Date

Department of Health

Sharon Williams Lewis

9/14/2022

Sharon Williams Lewis DHA, RN-BC, CPM
Interim Director

Date

Attachment J: Agreement Between DC Health and the Local Agency(ies)



District of Columbia Department of Health
899 North Capitol Street, NE – 5th Floor
Washington, DC 20002



Notice of Grant Award

1. Grantee Profile:		2. Award Profile:	
Grantee Organization	CAPITAL AREA FOOD BANK	Grant No.	CHA.CSFP.2021
DUNS No.	041457821	Project Period	From: 10/01/2017 To: 09/30/2022
Tax ID No.	521167581	Maximum Award	\$5,053,929.00
Street	4900 Puerto Rico Avenue, NE	NOGA Status:	Continuation
City/Zip	Washington 20017	Document Version #	CHA2018-000005-011
Ward	5	3. Budget Period:	
Agency Head	Marian Peele, Mrs.	From: 10/01/2021 To: 09/30/2022	
Primary Point of Contact	Abigail Taylor, Director, CSFP	Current Budget Period Amount:	\$861,380.51
Primary Telephone	2027695623	Increase/Decrease:	\$0.00
Main Fax		Total Budget Period Amount:	\$861,380.51
Email Address	ataylor@capitalareafoodbank.org		
POC:			
4. Authorization/s: Local funds authorized in the FY2020 Budget Support Act for FY2021. Federal funds authorized via USDA.			
5. Fund Source/s: Local Funds \$410,000 CSFP Federal Funds \$439,103 CSFP			
6. CFDA No:		7. EGMS FO#	FO-CHA-PG-00023-000
8. Service Area(s):			
Program Title: Senior Nutrition			
	Service Category	Budget Allocation	
#1	Healthful Food Access Initiatives	\$861,380.51	
<p>This grant is subject to the terms and conditions incorporated either directly or by reference in the following:</p> <ul style="list-style-type: none"> a. The federal grant program or local District Appropriated fund authorization (legislation) cited above; b. The Mayor's Order authorizing the Director of the Department of Health to make grants under the program cited; c. The rules governing this grant authority, including uniform administrative requirements and cost principles per 2 CFR 200; d. D.C. Government regulations and DOH standard operating procedures governing this grant authority; e. The Funding Opportunity (FO) Guidance, application, approved pre-award and post-award submissions and revision documents; and f. Grant Agreement Terms accepted by the Grantee in writing or electronically via the DOH Enterprise Grants Management System (EGMS). g. Any items attached or incorporated by reference into the original grant agreement, subsequent amendment and on the purchase orders. <p>In the event there are conflicting or otherwise inconsistent policies applicable to this grant, the above order of precedence shall prevail.</p> <p>Acceptance of this award including Department of Health (DOH) <u>Standard Grant Terms and Conditions</u> is acknowledged by the grantee when funds are obtained from the grant payment system for this award.</p> <p><u>Instructions:</u> The Grantee must read and accept the DOH "Terms and Conditions." The Grantee also acknowledges acceptance of the award when funds are drawn or otherwise obtained from the payment system. All modifications of the budget, spending plan, work plan, table/schedule of deliverables require prior approval by DOH personnel. The funds awarded must be used for the purpose stated herein.</p>			
Electronic signature inserted by a DOH Grants Management Official:		Authorized by:	
Clara Ann McLaughlin, Chief Office of Grants Management 10/15/2021		LaQuandra S. Nesbitt, MD, MPH – Director	
		Date: 09/23/2021	

**District of Columbia Department of Health
Notice of Grant Award**

Continuation Page #

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Grantee Organization	Grant ID	Document Version#
CAPITAL AREA FOOD BANK	CHA.CSFP.2021	CHA2018-000005-011

TERMS AND CONDITIONS

The District of Columbia Department of Health grant recipients must comply with all terms and conditions outlined in their Notice of Grant Award and grants policy terms and conditions and any DOH grants policy statements and memoranda released under the order of the DOH Director, the Executive Office of the Mayor or by local or federal statute. The assigned DOH personnel may set conditions of award in order for the Grantee to start or continue services for the initial award period and subsequent budget period.

DOH Standard Terms and Conditions are located in the Enterprise Grants Management System and on the DOH website at www.doh.dc.gov. The document may also be requested through the DOH Office of Grants Management at doh.grants@dc.gov.

FUNDING & AUTHORIZATION

Funding Opportunity #	Requisition #	Purchase Order #
FO-CHA-PG-00023-000	RK194993	PO651927

Federal Fund Profile:

Budget Allocation By FY:

Amount this Action	Index	FY Allocation
\$158,295.53	ACFHB	
\$393,852.00	CSFP2	
\$309,232.98	DCOQ2	

APPENDICES

The District of Columbia Department of Health incorporates into this Notice of Grant Award, the following items, as approved by the assigned DOH personnel:

- Appendix A – DOH Standard Terms and Conditions
- Appendix B – Scope of Work / Schedule of Deliverables
- Appendix C – Grantee Submissions
 1. Budget & Justification
 2. Spending plan
 3. Work Plan
 4. Staffing Plan
- Appendix D – Funds Disbursement and Payment Terms
- Appendix E – Special Program Provisions (As applicable)
 1. Data reporting schedule
 2. Data Agreement
 3. Performance Plan
 4. Quality Assurance Plan
 5. Service Delivery Standards

**District of Columbia Department of Health
Notice of Grant Award**

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Grantee Organization	Grant ID	Document Version#
CAPITAL AREA FOOD BANK	CHA.CSFP.2021	CHA2018-000005-011

ARTICLE I – AGREEMENT INTRODUCTION

This Agreement is entered into between CAPITAL AREA FOOD BANK, (hereinafter referred to as the "Grantee" or "Recipient") and the DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH whose address is 899 North Capitol Street, NE Washington, DC 20002 (hereinafter referred to as "DOH, Agency and/or Grantor"), to provide financial assistance for the provision of services, as described in the DOH Notice of Grant Award (NOGA), Article II (Award Profile) and Appendix A (Scope of Services).

WHEREAS, the Department of Health is the prime recipient of financial assistance from the federal or local source stated on the NOGA, and acting as a pass-through for financial assistance is authorized to issue this award; and

WHEREAS, as the result of application for funding, the Grantee has been determined to be a sub-recipient of federal financial assistance or recipient of local District Appropriated funds from the District of Columbia Department of Health and;

WHEREAS, the Department of Health and the Grantee are responsible for complying with the appropriate federal and/or District of Columbia statutes, regulations, policies and procedures in the performance of its activities pursuant to this Agreement; and

WHEREAS, the DOH Office of the Director has assigned the administration of the funds and sub-granting oversight to the

NOW, THEREFORE, in consideration of the premises and the mutual benefits to be derived therefrom, the Department of Health and the Grantee do hereby mutually agree to the terms and conditions, requirements and schedules outlined in this Agreement and the documents attached hereto or hereafter incorporated by reference.

ARTICLE II – AWARD PROFILE

A. Scope of Services

Under the terms of this Agreement, the Grantee shall provide the services list below. The services may be defined as Program Areas, Service Categories or Subcategories that are prescribed by DOH based on program design, federal and/or local requirements for funding. In summary, the services required to be provided under this Agreement are:

•Healthful Food Access Initiatives

For a description and location of the specific activities, targets and target population and requirements related to each service, refer to APPENDIX B which outlines service areas and the annual targets for services to be provided under this Agreement.

B. Funding, Budget and Spending Plan

1. The Project Period, Budget Period and allocations of funding in each period are outlined in the Notice of Grant Award (NOGA). The fund source (e.g. federal or local funds administered by DOH) are also be stated in the NOGA.
2. The total obligation by DOH under this grant shall not exceed \$5,053,929.00 during the planned Project Period.
3. The total award amount shall be apportioned by Budget Period as follows:
Budget Period One – Not to exceed
Budget Period Two – Not to exceed
4. The Grantee shall not exceed the amount of the total award that is apportioned to the budget period. The Grantee's spending plan must reflect the funding obligations and approved apportionments for the Budget Period, unless Grantee submits a written request for a deviation from the spending plan and such request has received approval from the assigned Grant Administrator/delegate.

**District of Columbia Department of Health
Notice of Grant Award**

Continuation Page #

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Grantee Organization	Grant ID	Document Version#
CAPITAL AREA FOOD BANK	CHA.CSFP.2021	CHA2018-000005-011

5. Options years beyond the planned Project Period may be considered for this award based on the availability of source funding, additional funding and the satisfactory performance of the Grantee.

C. Fund Disbursement

1. DOH shall establish a fund disbursement plan based on requirements outlined in the DOH Terms and Conditions and any schedule created in the Enterprise Grants Management System (EGMS). This award may have prohibitions or limits on advance payments due to fund source requirements, or based on pre-award conditions and risk ratings established by DOH.
2. The sum of all monies paid to the Grantee for performance pursuant to this Grant Agreement shall not exceed the total amount contained in Article II or any revision thereto.
3. The Grantee shall account for and reimburse the District Government any interest earned on advance grant award payments no later than twenty (20) business days from the end of each DC Government Fiscal Year (September 30) and no later than thirty (30) business days after the expiration of this Agreement. All payments shall be made by check or money order made payable to the "D.C. Treasurer."
4. DOH reserves the right to withhold any payment if the Grantee is found in non-compliance with the DOH Notice of Grant Award or this Grant Agreement and fails to correct any deficiencies within a reasonable time frame as determined by DOH. DOH shall determine the amount of the payment to be withheld under this provision.

ARTICLE III –GRANTEE ASSURANCES, CERTIFICATIONS & DISCLOSURES

This section includes certifications, assurances and disclosures made by the authorized representative of the Grantee organization. These assurances and certifications reflect requirements for recipients of local and pass-through federal funding.

A. Grantee Representations

1. The Grantee has provided the individuals, by name, title, address, and phone number who are authorized to negotiate with the Department of Health on behalf of the organization;
2. The Grantee is able to maintain adequate files and records and can and will meet all reporting requirements;
3. All fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; all fiscal records are accurate, complete and current at all times; and these records will be made available for audit and inspection as required;
4. The Grantee is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and is current on all payment obligations to the District of Columbia, or is in compliance with any payment agreement with the Office of Tax and Revenue;
5. The Grantee has the administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
6. If required by DOH, the Grantee is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by a fraudulent or dishonest act committed by Grantee or any of its employees, board members, officers, partners, shareholders, or trainees;

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7. The Grantee is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
8. The Grantee either has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;
9. The Grantee has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
10. The Grantee has a satisfactory record of performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, has otherwise established that it has the skills and resources necessary to perform the services required by this Grant.
11. The Grantee has a satisfactory record of integrity and business ethics;
12. The Grantee either has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
13. The Grantee is in compliance with the applicable District licensing and tax laws and regulations;
14. The Grantee is in compliance with the Drug-Free Workplace Act and any regulations promulgated thereunder; and
15. The Grantee meets all other qualifications and eligibility criteria necessary to receive an award; and
16. The Grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of or related to this grant including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefrom, except where such indemnification is prohibited by law.

B. Federal Assurances and Certifications

The Grantee shall comply with all applicable District and federal statutes and regulations, including, but not limited to, the following:

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990; 104 Stat. 327 (42 U.S.C. 12101 et seq.);
2. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973; 87 Stat. 355 (29 U.S.C. 701 et seq.);
3. The Hatch Act, ch. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.);
4. The Fair Labor Standards Act, ch. 676, 52 Stat. 1060 (29 U.S.C. 201 et seq.);
5. The Clean Air Act (Subgrants over \$100,000), Pub. L. 108-201, February 24, 2004; 42 USC ch. 85 et seq.);
6. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970; 84 Stat. 1590 (26 U.S.C. 651 et seq.);
7. The Hobbs Act (Anti-Corruption), ch. 537, 60 Stat. 420 (see 18 U.S.C. § 1951);
8. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963; 77 Stat. 56 (29 U.S.C. 201);
9. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975; 89 Stat. 728 (42 U.S.C. 6101 et seq.);
10. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967; 81 Stat. 602 (29 U.S.C. 621 et seq.);
11. Military Selective Service Act of 1973;
12. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972; 86 Stat. 235, (20 U.S.C. 1001);
13. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986; 100 Stat. 3359, (8 U.S.C. 1101);
14. Executive Order 12459 (Debarment, Suspension and Exclusion);
15. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.);
16. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C.) to include the following requirements:

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- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
- 2) Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The Grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and
- (3) Provide all employees engaged in performance of the grant with a copy of the statement required by the law;
17. Assurance of Nondiscrimination and Equal Opportunity, found in 29 CFR 34.20;
18. District of Columbia Human Rights Act of 1977 (D.C. Official Code § 2-1401.01 et seq.);
19. Title VI of the Civil Rights Act of 1964;
20. District of Columbia Language Access Act of 2004, DC Law 15 - 414 (D.C. Official Code § 2-1931 et seq.);
21. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995; 109 Stat. 693, (31 U.S.C. 1352); and
22. Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law §15-353; D.C. Official Code § 4-1501.01 et seq.)(CYSHA). In accordance with the CYSHA any person who may, pursuant to the grant, potentially work directly with any child (meaning a person younger than age thirteen (13)), or any youth (meaning a person between the ages of thirteen (13) and seventeen (17) years, inclusive) shall complete a background check that meets the requirements of the District's Department of Human Resources and HIPAA.

ARTICLE IV – DOCUMENTS INCORPORATED BY REFERENCE

The following documents are hereby incorporated by reference and made part of this Grantee Agreement:

- A. The Notice of Grant Award and all subsequent amendments and addenda issued by the authorizing entity
- B. DOH Standard Terms of Agreement
- C. DOH Request for Application (RFA) under which this award has been issued, inclusive of all RFA addenda and amendments issued by DOH;
- D. The Grantee application and all submissions, including all standard forms, assurances and certifications, and other supporting documents contained in the application.
- E. The Grantee's work plan and any amendments approved by the DOH Administrative Unit.
- F. The Grantee's budget and any amendments approved by the DOH Administrative Unit.
- G. Office of Management and Budget Circular 2 CFR 200
- H. District of Columbia Grant Administration Act of 2015
- I. The District of Columbia City-Wide Grants Manual

ARTICLE V – ORDER OF PRECEDENCE

In the event of inconsistency among the provisions of this grant, the inconsistency shall be resolved by giving precedence in the following manner.

- A. Office of Management and Budget 2 CFR 200
- B. The Authorizing Statute for grant-making and funding as stated on the Notice of Grant Award (re: CFDA# and FAIN, if applicable)
- C. District of Columbia Budget Support Act by the most current, applicable Fiscal Year
- D. Department of Health Functions Clarification Act of 2001 (D.C. Law 14-28; D.C. Official Code § 7-731 et seq.).
- E. District of Columbia City-Wide Grants Manual
- F. DOH Policy and Procedures for RFA and NOGA Issuance and revisions
- G. DOH Requests for Applications under which, if applicable, the Grantee was awarded
- H. The Grantee's approved work plan and budget

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- I. The Grantee application in response to the DOH RFA under which the program has been funded

ARTICLE VI – INDEMNIFICATION

The Grantee agrees to indemnify and hold harmless the District of Columbia and all of its officers, agents and servants against any and all claims of liability or lawsuits arising from or based on, or as a consequence of or result of, any act, omission or default of the Grantee, its employees or its subcontractors, in the performance of the Grant.