

# Section 1000

# Introduction

## Table of Contents

1100	Program Description.....	2
1200	Administration.....	2
1300	Other Programs.....	4
1400	Funding.....	4
1500	Appeals .....	4

# Section 1000

## Introduction

### 1100 Program Description

The Commodity Supplemental Food Program (CSFP) was authorized under the Agriculture and Consumer Protection Act of 1973. The purpose of the CSFP is to improve the health and nutritional status of low-income elderly persons through nutrition education activities and the donation of supplemental foods.

When the CSFP began, it also included pregnant and postpartum women; infants; and children. As of February 7, 2014, however, USDA began to phase out the participation of women under age 60, infants, and children in the CSFP<sup>1</sup>.

### 1200 Administration

The Texas Department of Agriculture (TDA) has an agreement with the United States Department of Agriculture (USDA) to administer the Commodity Supplemental Food Program in Texas, and does so in accordance with federal and state requirements. The CE can reference these requirements in the following sources:

- Code of Federal Regulations (CFR) at 7 CFR Part 247
- 7 CFR 250
- 2 CFR 200
- Texas Administrative Code at Title 4, Part 1, Chapter 24.

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<sup>1</sup> For more information about the participation of these groups in the CSFP as well as other programs for which these groups may be eligible, see the *CSFP Handbook*, Section 4000, *Managing the Program*.

TDA distributes funds and USDA Foods to participating contracting entities (CEs), such as nonprofit organizations and public agencies that fulfill the following requirements:

- Determine the eligibility of applicants
- Receive, store, transport, and distribute USDA Foods to eligible clients
- Conduct nutrition education activities for eligible clients

TDA's responsibilities include the following:

- Administer the CSFP in Texas
- Disburse administrative funds
- Assist CEs in the operation and management of the program
- Monitor the program to ensure that reimbursement is used for program purposes and USDA Foods are distributed to eligible clients

CEs' responsibilities include the following:

- Comply with the terms of *Agreement Between Contracting Entity and Texas Department of Agriculture* (Form H1502)
- Implement and operate an approved financial management system
- Maintain program records
- Submit claims for reimbursement

**NOTE:** The CE may find forms on the Texas Department of Agriculture (TDA) website. Access the TDA website at [www.squaremeals.org](http://www.squaremeals.org), go to "Programs," click on "Commodity Supplemental Food Program," choose "CSFP Administration and Forms," then input the form title or form number in the correct field. TDA posts revised forms and instructions on the website then notifies CEs via email.

For any required form that does not have an electronic version, TDA will provide a paper version for CEs' use.

## 1300 Other Programs

TDA administers the CSFP through agreements with nonprofit organizations or public agencies in Texas. TDA also administers the following USDA nutrition programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Fresh Fruit and Vegetable Program (FFVP)
- Special Milk Program (SMP)
- Child and Adult Care Food Program (CACFP)
- Summer Food Service Program (SFSP)
- Food Distribution Program (FDP) for Child Nutrition (CN) Programs
- The Emergency Food Assistance Program (TEFAP)
- Senior Farmers' Market Nutrition Program (SFMNP) (in limited areas)
- Farmers' Market Nutrition Program (FMNP) (in limited areas)

The CE may receive additional information about these programs by contacting:

Food and Nutrition  
Texas Department of Agriculture  
P.O. Box 12847  
Austin, TX 78711  
1-877-TEX-MEAL (839-6325)

Or visit our website at [www.squaremeals.org](http://www.squaremeals.org).

If a CE is approved to participate in more than one program, the CE must ensure that it

- maintains separate records for each program and
- attributes costs to the appropriate program.

## 1400 Funding

Each year, USDA Foods and administrative funding are provided by USDA to TDA to administer and operate the CSFP in Texas.

## 1500 Appeals

CEs have the right to appeal certain actions TDA takes that adversely affects their participation in the CSFP. Refer to *CSFP Handbook*, Section 8000, *Denials, Terminations and Appeals*, for additional information regarding appeal rights.