

Commodity Supplemental Food Program (CSFP) Timeline



<p>1. July 1</p>	<p>Applications for January caseload are sent out to partners</p> <ul style="list-style-type: none"> - Agencies currently receiving CSFP boxes and would like to increase the number, should turn in an application with the total amount of boxes. -Agencies currently receiving CSFP boxes that do not want an increase do not have to turn in an application. -New agencies that would like to start receiving boxes should turn in an application. -Agencies already in the program should have participating seniors reapply for their boxes.
<p>2. September</p>	<p>Mandatory Annual Agency Partner Meeting</p> <ul style="list-style-type: none"> -Agencies that participate in the senior box program are required to go through trainings that will be offered every year at the Agency Annual Meeting.
<p>3. October 1</p>	<p>Partner Applications are due to Freestore Foodbank</p> <ul style="list-style-type: none"> -If agency partners do not get their applications in by October 1, they will have to wait until the following year.
<p>4. October 15</p>	<p>Application is due to the state asking for new caseload number</p> <ul style="list-style-type: none"> -The Freestore will add up the number of requested boxes and send the application to the state. -In the past the Freestore has received about 80% of the total number requested.
<p>5. Beginning of January</p>	<p>Freestore Foodbank receives caseload number from the state</p> <ul style="list-style-type: none"> -Freestore will be reaching out to agencies that turned in an application to let them know if they will receive any boxes and how many they will get. -All new agencies will receive a site visit from a FSFB employee, existing partners can request a visit if they would like one.
<p>6. End of January</p>	<p>Freestore Foodbank is finished with all agency outreach</p> <ul style="list-style-type: none"> -Agency partners should have applications from seniors in the community -Decide which model to use, will you have a waitlist or will you be first come first served? -All agencies with a caseload should send out approval, denial, and waitlist letters to participants.
<p>7. End of February</p>	<p>Follow up with partners participating in program</p> <ul style="list-style-type: none"> -Does there need to be any adjustments in partner caseload?
<p>8. April 1</p>	<p>Probation period over</p> <ul style="list-style-type: none"> -Have new partners been able to distribute every box by the end of the month for the first 3 months. -Has there been any issues that have not been addressed with a Freestore employee?
<p>9. April 30</p>	<p>Annual Racial/Demographics Report due</p>