

ACDA ANNUAL CONFERENCE

Coming Together to Nourish the Nation



**April 21 - 24, 2024
Marriott St. Louis Grand
St. Louis, Missouri**

Preparing for a Successful Management Evaluation

CSFP and TEFAP

Today's Speakers



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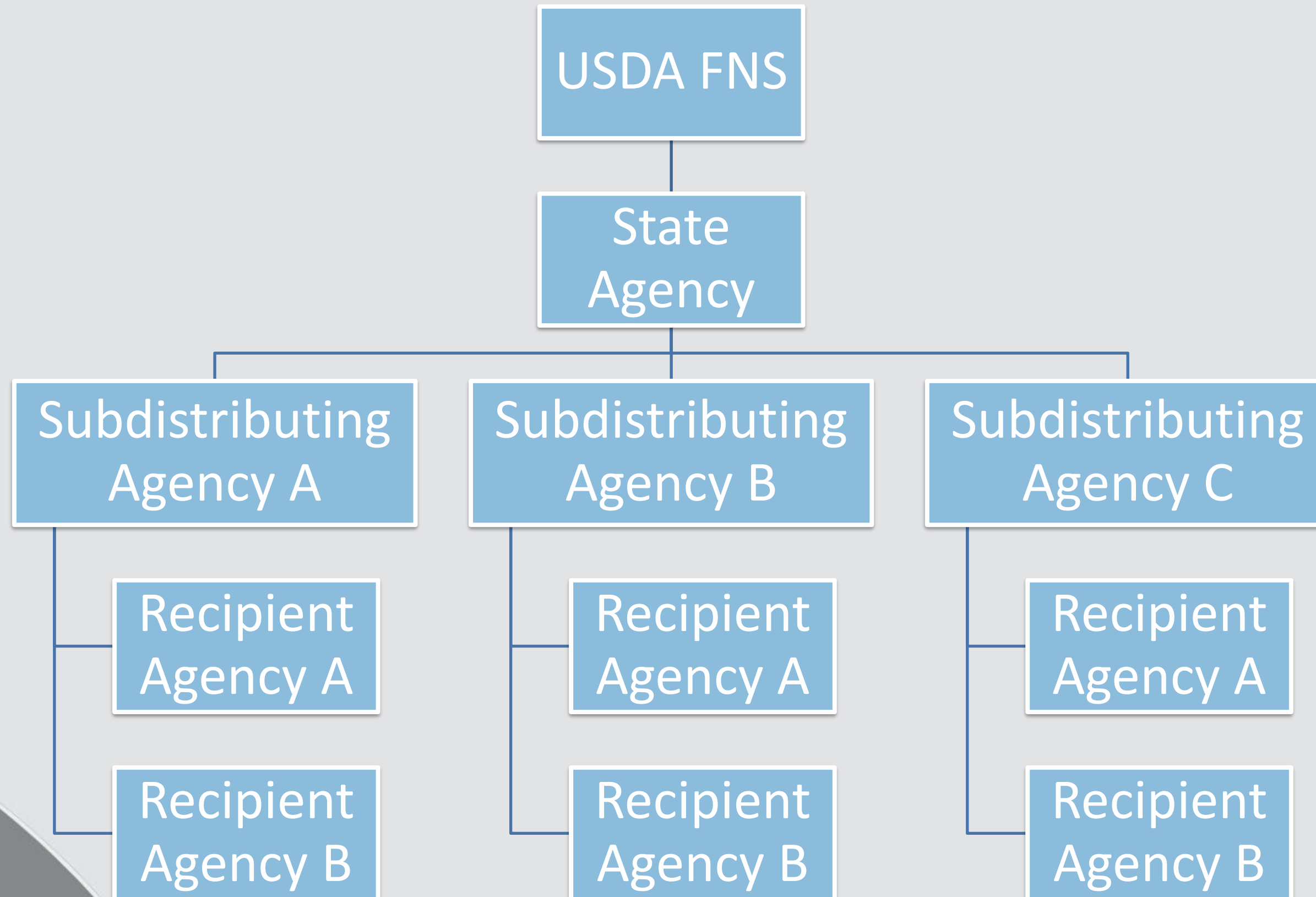


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Definitions

- USDA-United States Department of Agriculture
- FNS-Food and Nutrition Service
- RO-Regional Office
 - MARO, MPRO, MWRO, NERO, SERO, SWRO, WRO
- *SA-State Agency/Distributing Agency
- *SDA-Subdistributing Agency
- *LA-Local Agency
- *RA-Recipient Agency; ERA- Eligible RA
- CSFP-Commodity Supplemental Food Program
- TEFAP-The Emergency Food Assistance Program
- CFR-Code of Federal Regulations
- FPRS-Food Programs Reporting System
- WBSCM-Web-Based Supply Chain Management

Hierarchy



Purpose

- Review on-site operations
- Identify noteworthy processes and initiatives
- Suggest program improvements
- Ensure timely corrective action(s)



FNS Roles & Responsibilities

- Regional FNS office conducts reviews of SA operations
 - Frequency of reviews
 - State selection
 - Common findings
 - Pain points



State Roles & Responsibilities

- SA conducts CSFP reviews to ensure that local agencies meet program requirements and objectives
 - On-site review of all LA's and storage facilities utilized by LA's every 2 years
- SA must monitor the operation of TEFAP to ensure that it is being administered in accordance with Federal and State requirements
 - Annual review of at least 25% of all ERA's which have signed an agreement with the SA; each agency must be reviewed no less frequently than once every four years
 - Annual review of 1/10th or 20 (whichever is fewer) of all ERA's which receive TEFAP commodities and/or administrative funds pursuant to an agreement with another ERA.
 - Must be conducted (to the extent feasible) simultaneously with distribution/meal service/eligibility determinations

LA Roles & Responsibilities

- Local Agencies operating CSFP are responsible to conduct on-site monitoring of Recipient Agencies
 - LAs will review their RAs every two years
- Local Agencies operating TEFAP are responsible to conduct on-site monitoring of Recipient Agencies
 - LAs will review 25% of their RAs each year, resulting in a review of every RA once every four years

RA Roles & Responsibilities



FNS/SA CSFP Reviews

- State Agency Administration
- Agreements/Contracts
- Financial Management
- Audits
- Claims
- State Plan
- LA Selection/Termination
- Program Statistics/Caseload Management
- Notification by LAs
- Certification
- Dual Participation/Program Violations
- Nutrition Education
- Food Ordering/Inventory Management
- Out-of Condition Foods/Recalls/Complaints
- USDA Foods Distribution
- Reports/Recordkeeping
- Management Reviews
- Civil Rights
- Onsite Review

FNS/SA TEFAP Reviews

- State Agency Operations
- Agreements/Contracts
- Financial Management
- Audits
- Claims
- Program Management Information
- Distribution Procedures for USDA Foods
- Inventory Control
- Disasters
- Records and Reports
- Monitoring and Reviews
- Civil Rights
- Farm to Food Bank Projects

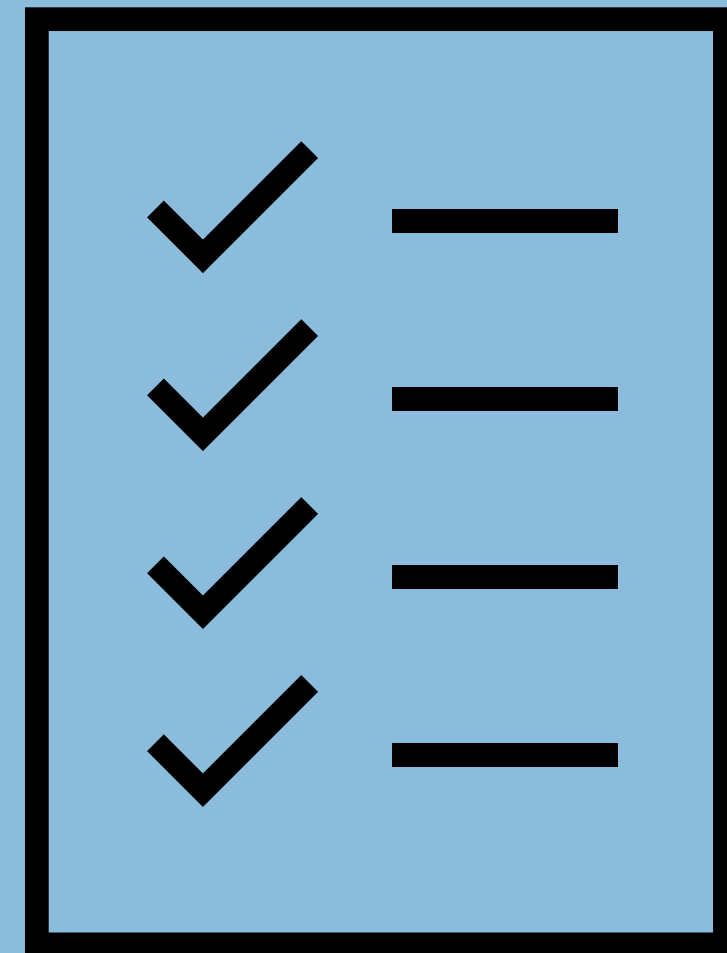
SA/LA CSFP Reviews

- All aspects of program administration must be reviewed
 - Certification procedures
 - Nutrition education
 - Civil rights compliance
 - Food storage practices
 - Inventory controls
 - Financial management systems



FNS/SA TEFAP Reviews

- Each review must encompass, as applicable:
 - Eligibility determinations
 - Food ordering procedures
 - Storage and warehousing practices
 - Inventory controls
 - Approval of distribution sites
 - Reporting and recordkeeping requirements
 - Civil rights



Resources

- Code of Federal Regulations
 - 247: CSFP
 - 250: Use of Donated Foods
 - 251: TEFAP
 - Civil Rights
- State Plan/Policy & Procedure Manual
- FNS ME Module
- Previous ME Reports



Preparing

- Ask questions
- Delegate documentation pull as needed
- Track documents gathered
- Send to FNS*
- Schedule on-site to LA/RA



Documentation Requested-CSFP

- CSFP policies and procedures manual, if applicable
- Review schedule for local agencies for FY 2023 and FY 2024
- Review forms
- Warehouse and distribution contracts, if applicable
- State agency/local agency agreements
- Sample local agency agreement with other recipient agencies (or one from each LA, if content differs)
- Local agency participant application
- All local agency certification forms and notices
- List of all local agencies and distribution sites
- Nutrition education plan

Documentation Requested-TEFAP

- TEFAP Policy & Procedure Manual, if applicable
- Review schedule for ERA's for FY 2023 and FY 2024 to date
- Review forms
- Warehouse and distribution contracts, if applicable
- State agency/eligible recipient agency agreement (or one from each local agency, if content differs)
- Sample eligible recipient agency/eligible recipient agency agreement
- Household application
- List of all eligible recipient agencies

Findings & Closing

- Findings report
- Response to findings
- Closing letter



QUESTIONS?

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