Date: July 14, 2011

Reference: # CSFP 2011-06

To: Commodity Supplemental Food Program (CSFP) Contractors

Subject: Food Bank Information by County

Effective Date: Immediately

Purpose

REQUIRE CSFP statistics by county per food bank service area.

ADD Item 4430, Statistics by County

Implementation

Immediately

Procedure

Add the following to your handbook:

4430, Statistics by County

CSFP contractors must provide annual statistics by county for the areas they serve. This information is based on data from the previous state fiscal year, September 1st through August 31st, and is due by November 30 of each year. This information should be submitted on an Excel spreadsheet, with the fields listed in the order below:

1. Name of contractor;
2. Name of county;
3. Number of sub-agencies in county;
4. The quantity of USDA Foods received by the contractor for the fiscal year (total pounds);
5. Total value of USDA Foods received by the contractor for the state fiscal year;
6. Quantity of USDA Foods distributed by the contractor for the state fiscal year (total pounds);
7. Quantity of USDA Foods distributed by county for the state fiscal year;
8. Percentage of total USDA Foods distributed by county;
9. Total amount of CSFP administrative funds that have been reimbursed to the contractor during the state fiscal year;
10. Total administrative CSFP contractor expense for the state fiscal year; and
11. CSFP administrative expense for county for the state fiscal year.

Contact

If you have any questions, please contact Commodity Operations at 877-TEX-MEAL (877-839-6325).

This Policy Remains in Effect Until Further Notice