POLICY ALERT

Date: November 30, 2006
Reference: # CSFP 2007-1
To: Commodity Supplemental Food Program (CSFP) Contractors
Subject: Addendum to Form CSFP Participant Application
Effective Date: October 1, 2006

Purpose

This Policy Alert revises Section 7120, Data Collection and Maintenance, of your CSFP Handbook that requires you to collect racial/ethnic data information from participants applying for and/or participating in the program. You are now required to report racial/ethnic data for each participant on an annual basis.

Implementation

October 1, 2006

Procedure

Contractors must begin collecting data using the attached Addendum, along with the Commodity Supplemental Food Program (CSFP)-Participant Application form, for each participant at the time of certification or recertification.

Note: The Addendum replaces the race section of the Commodity Supplemental Food Program (CSFP)-Participant Application form. The Race section of the Participant Application may be left blank.

Participants must be given the opportunity to self-identify race and ethnicity and be informed that their responses to questions about their race and ethnicity will not affect consideration of their application.

If the participant chooses not to self-identify race and ethnicity, the certifier or Eligibility Specialist must record the participant’s race and ethnicity based on visual observation.

Data Collection

Commodity Supplemental Food Program (CSFP) Racial/Ethnic Data Collection and Reporting form has been created to assist in your reporting requirements and must be used when submitting your racial/ethnic verification report to HHSC.

continued

This Policy Remains in Effect Until Further Notice
Data Submission
Contractors must annually complete their verification requirements covering the month of April and submit them to the CSFP Contract Manager in an electronic format and send via email to matt.mcelhaney@hhsc.state.tx.us by July 1, of each contract year. Your first verification report is due July 1, 2007.

Authority
USDA Memorandum: Implementation of the New Racial/Ethnic Data Collection in the Commodity Supplemental Food Program (CSFP).

Contact
If you have any questions please contact your Contract Manager.

ATTACHMENTS