

# Section 1

# Introduction

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# Section 1

## Introduction

### Program Description

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

### Administration

The Texas Department of Agriculture (TDA) has an agreement with United States Department of Agriculture (USDA) to administer the CSFP in Texas and does so in accordance with federal and state requirements. These requirements can be referenced in:

- Code of Federal Regulations (CFR) at 7 CFR Parts 247 and 250
- 2 CFR 200

TDA distributes funds and USDA Foods to participating contracting entities (CEs), that is, nonprofit organizations and public agencies that do the following:

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

TDA's responsibilities include the following tasks:

- Administering CSFP in Texas.
- Disbursing administrative funds.
- Assisting CEs in the operation and management of the program;
- Reviewing the program to ensure that reimbursement is used for program purposes and that USDA Foods are distributed to eligible participants.

CEs' responsibilities include the following tasks:

- Complying with the terms of the *CSFP Agreement Between Contracting Entity and Texas Department of Agriculture* ("CSFP Agreement").<sup>1</sup>
- Administering the CSFP in accordance with the CE's approved Application for Participation and Plan of Operation.<sup>2</sup>
- Complying with regulations set forth in 2 CFR 247 and 250.
- Implementing and operating an approved financial management system.
- Maintaining program records.
- Submitting claims for reimbursement.

## Other Programs

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

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

Organizations may receive additional information about these programs by contacting:

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

Or by visiting our website at [www.SquareMeals.org](http://www.SquareMeals.org).

If an organization is approved to participate in more than one program at the same time, the CE must ensure that it does the following:

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<sup>1</sup> Go to [www.SquareMeals.org](http://www.SquareMeals.org). Choose "Programs," then "Commodity Supplemental Food Program"; click on "CSFP Administration/Forms," then put the form name in the appropriate search field.

<sup>2</sup> Located in the Texas Unified Nutrition Programs System (TX-UNPS), which can be accessed at [www.SquareMeals.org](http://www.SquareMeals.org).

- Maintain separate records for each program; and
- Attribute costs to the appropriate program.

## Funding

Each year, USDA Foods and administrative funding are provided to TDA by USDA to administer and operate CSFP in Texas. TDA uses USDA monies to fund approved administrative costs associated with the operation of CSFP.

## Appeals

CEs have the right to appeal certain actions TDA takes that adversely affect their participation in CSFP. Refer to *CSFP Handbook, Section 8, Denials, Terminations, and Appeals* for additional information regarding appeal rights.