

Constructing Commodity Supplemental Food Program (CSFP) Food Packages

Texas Department of Agriculture



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.
This institution is an equal opportunity provider.

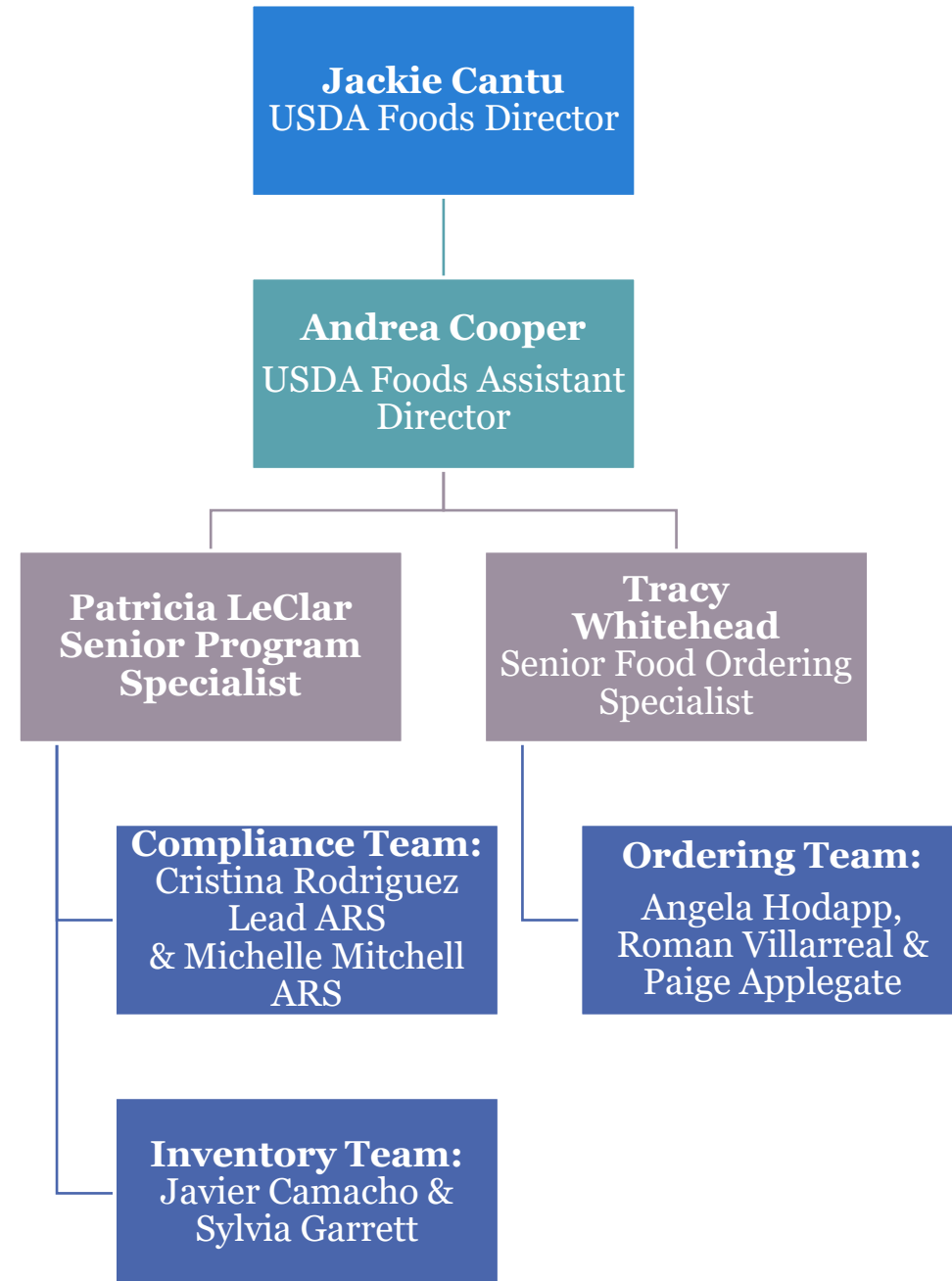


Food and Nutrition Division
Commodity Supplemental Food Program



Updated 9/4/2025
www.SquareMeals.org

Introduction: USDA Foods Team



Introduction: USDA Foods Team

I. CSFP Overview

II. CSFP Guide Rate

III. Strategic Inventory Use & Menu Planning

IV. Constructing Food Packages

V. Distribution of Packages

VI. Compliance & Take Aways

VII. Questions

I. CSFP Overview

Policy

7 CFR 247.10

Commodity Supplemental Food Program (CSFP)
Contracting Entities (CEs)
must distribute food
packages to CSFP
participants *every month*
(or *bi-monthly*) in
accordance with the CSFP
guide rate established by
the Food and Nutrition
Service (FNS).



CSFP Overview: CSFP Ordering

- **Ordering Team Responsibilities**

The State places all CSFP orders on behalf of each Contracting Entity (CE).

- **Product Variety**

- The goal is to provide a consistent variety of products to all CEs.
- Split truckloads may occur due to logistical constraints.

- **WBSCM (Web-Based Supply Chain Management)**

- Use the *Requisition Status Report* to track incoming shipments.
- Review shipment statuses and estimated delivery dates regularly.
- Utilize the report feature to convert case quantities into individual units (eaches).



CSFP Overview: Inventory

Inventory Management for CSFP Items

- CSFP items are received in cases; it's recommended to track inventory in eaches for accuracy.
- Ensure accurate receipting in WBSCM; document shortages, losses, damages, & overages.
- All CSFP items stored at the warehouse and partner agencies are considered on-hand inventory belonging to the (CE).
- All items are shelf stable with the exception for cheese, which requires refrigeration.

Storage Guidelines

- Keep CSFP inventory separate from other federal food programs (e.g., TEFAP, CACFP, NSLP).
- Clearly label all CSFP items to prevent comingling.
- Designate a specific storage area (e.g., aisle) for CSFP inventory within the warehouse.

CSFP Overview: Eligibility & Issuance

Eligibility:

Only participants who meet CSFP requirements may receive one (1) food box per designated month.

Distribution Schedule:

Boxes may be distributed monthly or on a bi-monthly (advance issuance).

No Retroactive Issuance:

Retroactive issuance (providing a missed box from a previous month) is not allowed unless a USDA-approved waiver is granted and communicated by TDA.

Example Missed Distribution:

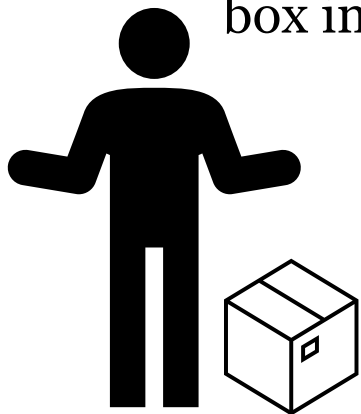
If a participant misses their box pickup, do not reissue the missed box the following month or count it toward the previous month's distribution.

True or False: Retroactive Issuance

Scenario:

- Participant was certified and deemed eligible in the month of June
- Participant did **not pick up** their food box in July
- Participant arrives at the site in the month of August

Question: Does the CE issue the missed food box from July and the current month box in August?



Answer: False

Explanation:

Retroactive issuance (providing a food box from a previous month) is not allowed unless a USDA-approved waiver has been granted and communicated by TDA. Therefore, the CE may only issue the August food box.

CSFP Overview: Caseload & Issuance

Program Year: October 1-September 30

Each CE is assigned a caseload for the PY by TDA.

CE must issue the designated caseload assignment on a monthly basis.

Example: Food Bank of Golden Crescent is assigned 2,000 caseload for PY 26. How many food boxes may they issue in October 2025?

Answer: 2,000

Caseload & Issuance Question

Scenario:

- Caseload Assignment for Food Bank A: 5,050
- Food Boxes issued in October: 4,000

Question: What is the total participation number reported for the month of October?

- A. 5,050
- B. 4,000
- C. 1,050

Answer: B. 4,000

Explanation: The participation number reflects how many participants physically received a food box — not the total caseload or number of boxes available.

II.

CSFP Guide Rate

CSFP GUIDE RATE

Each package must meet the CSFP guide rate's food categories and issuance requirements.

Ensure variety and consistency to support participants' nutritional needs.

Do not distribute incomplete boxes that are missing required food components.



True or False: Guide Rate Requirements

| Food Package Category | Food Item | Amount Each Month |
|-----------------------|---|--|
| Milk | <ul style="list-style-type: none">• UHT Fluid Milk 1% (32oz)• Instant Nonfat Dry Milk (12.8oz) | <ul style="list-style-type: none">• 2 UHT milk; or• 1 UHT milk and 1 instant non-fat dry milk |

Scenario:

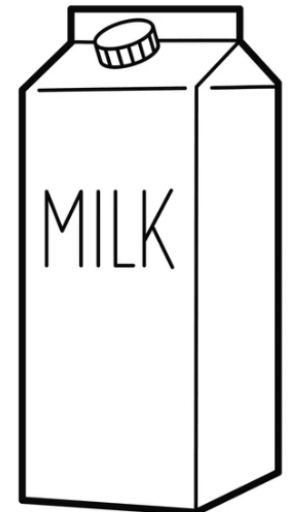
- Food bank runs out of UHT milk
- Food bank builds the CSFP box using 2 nonfat dry (NFD) milk

Question: Is the milk category complete?

Answer: False

Explanation: To meet CSFP requirements, the milk component must include either:

- 2 UHT milks, or
- 1 UHT milk and 1 NFD milk
- Two NFD milks alone do *not* fulfill the milk category.



True or False: Guide Rate Requirements

| Food Package Category | Food Item | Amount Each Month |
|-------------------------|---|--|
| Meat, Poultry, and Fish | <ul style="list-style-type: none">• Beef or Beef Stew (24 oz)• Beef Chili with Beans (15 oz)• Chicken (10–12.5 oz)• Tuna (12 oz)• Salmon (14.75 oz) | <ul style="list-style-type: none">• 1 (24 oz) shelf-stable package meat and 1 (10–15oz) shelf-stable package beef, poultry or fish; or• 3 (10–15 oz) shelf-stable packages beef, poultry and/or fish of any combination |

Scenario:

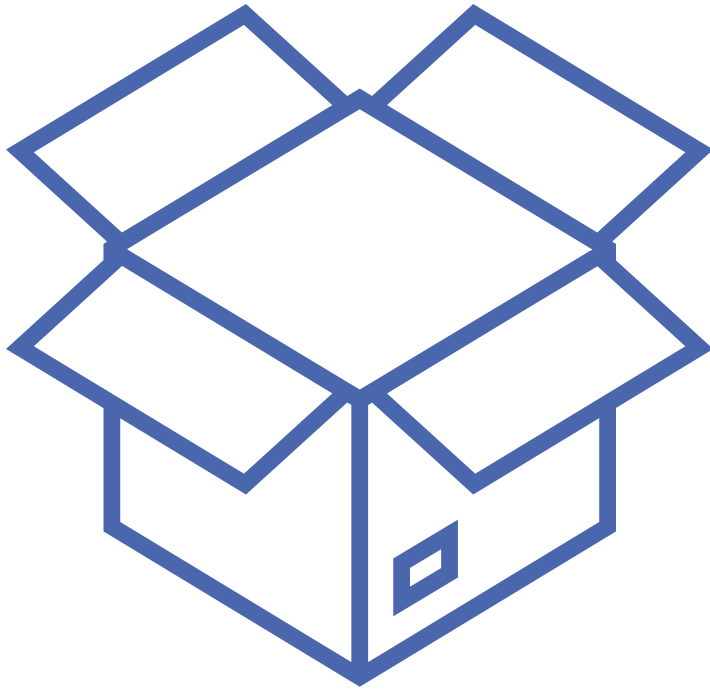
- The food bank is experiencing a shortage of small (10–15 oz) cans in the Meat, Poultry, and Fish category.
- Instead of providing three small cans, it substitutes with two large (24 oz) cans of meat, poultry, or fish.

Question: Does this substitution fulfill the complete requirement for the Meat, Poultry, and Fish category?

Answer: False

Explanation: There is no approved option in the CSFP food package to fulfill the Meat, Poultry, and Fish category using two large (24 oz) cans.

CSFP GUIDE RATE



Guide rates are reviewed regularly by USDA.

Changes in agricultural market conditions may impact the guide rate.

Food items may no longer be available.

TDA may communicate changes or recommendations to CEs as applicable.

CSFP GUIDE RATE: Update

CSFP Guide Rate updated, effective September 1, 2025

No changes to the maximum food amounts.

Larger pack sizes for some items may no longer be available.

Distribute existing inventory of larger pack sizes until depleted.

Current

Attachment A

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
TEMPORARY* MAXIMUM MONTHLY DISTRIBUTION RATES**

Effective May 1, 2022 until Further Notice

| Food Package Category | Food Item | Amount Each Month |
|-------------------------|--|---|
| Fruits and Juice | Canned Fruit (15.5 oz) | <ul style="list-style-type: none"> 1 juice and 3 cans fruit; or 2 juices and 2 cans fruit; or 1 package raisins, 1 juice, and 2 cans fruit; or 1 package raisins, 2 juices and 1 can fruit. |
| | Juice (64 oz) | |
| | Raisins (15 oz) | |
| Vegetables | Canned Vegetables or Soup (10.5 to 15.5 oz) | <ul style="list-style-type: none"> 8 cans vegetables or soup; or 6 cans vegetables or soup, and 1 package dehydrated potatoes. |
| | Dehydrated Potatoes (1 lb) | |
| Cheese | Cheese (2 lb) | <ul style="list-style-type: none"> 1 package cheese. |
| Milk | UHT Fluid Milk 1% (32 oz) | <ul style="list-style-type: none"> 2 UHT milk; or 1 UHT milk and 1 (12.8 oz) Nonfat Dry Milk |
| | Instant Nonfat Dry Milk (12.8 oz) | |
| Meat, Poultry, and Fish | Beef, Beef Stew, or Chicken (24 oz) | <ul style="list-style-type: none"> 1 (24 oz) shelf-stable package meat and 1 (10 to 15 oz) shelf-stable package beef, poultry or fish; or 3 (10 to 15 oz) shelf-stable packages beef, poultry and/or fish of any combination. |
| | Chicken (10 to 15 oz) | |
| | Beef Chili with Beans (15 oz) | |
| | Tuna (12 oz) | |
| | Salmon (14.75 oz) | |
| Plant-Based Protein | Canned Beans (15.5 oz) | <ul style="list-style-type: none"> 3 units of any combination of canned beans, (1 lb) dry beans or lentils, and peanut butter; or 1 (2* lb) unit dry beans or lentils, and 1 unit of canned beans, peanut butter, or (1 lb) dry beans or lentils. |
| | Dry Beans or Lentils (1 to 2* lb) | |
| | Peanut Butter (16 to 18* oz) | |
| Cereals | Cereal, Dry Ready-to-Eat, (12 to 18 oz) | <ul style="list-style-type: none"> 2 units of any combination of cereal, farina, (18 oz) rolled oats, and (2 lb) grits; or 1 (42" to 48" oz) unit rolled oats, or 1 (2* lb) unit grits (every other month). |
| | Farina (18 oz) | |
| | Rolled Oats (18 to 48" oz) | |
| | Grits (2 to 5* lb) | |
| Pasta and Rice | Pasta (1 lb) | <ul style="list-style-type: none"> 2 units of any combination of pasta and (1 lb) rice; or 1 (2* lb) unit rice |
| | Rice (1 to 2* lb) | |

**Commodity Supplemental Food Program Maximum
Monthly Distribution Rates**

Effective September 1, 2025 until Further Notice

Updated*

| Food Package Category | Food Item | Amount Each Month |
|-------------------------|---|---|
| Fruits and Juice | Canned Fruit (15.5 oz) | <ul style="list-style-type: none"> 1 juice and 3 cans fruit; or 2 juices and 2 cans fruit; or 1 package raisins, 1 juice, and 2 cans fruit; or 1 package raisins, 2 juices and 1 can fruit. |
| | Juice (64 oz) | |
| | Raisins (15 oz) | |
| Vegetables | Canned Vegetables or Soup (10.5 to 15.5 oz) | <ul style="list-style-type: none"> 8 cans vegetables or soup; or 6 cans vegetables or soup, and 1 package dehydrated potatoes. |
| | Dehydrated Potatoes (1 lb) | |
| Cheese | Cheese (2 lb) | <ul style="list-style-type: none"> 1 package cheese |
| Milk | UHT Fluid Milk 1% (32 oz) | <ul style="list-style-type: none"> 2 UHT milk; or 1 UHT milk and 1 instant nonfat dry milk. |
| | Instant Nonfat Dry Milk (12.8 oz) | |
| Meat, Poultry, and Fish | Beef or Beef Stew (24 oz) | <ul style="list-style-type: none"> 1 (24 oz) shelf-stable package meat and 1 (10 to 15 oz) shelf-stable package beef, poultry or fish; or 3 (10 to 15 oz) shelf-stable packages beef, poultry and/or fish of any combination. |
| | Beef Chili with Beans (15 oz) | |
| | Chicken (10 to 12.5 oz) | |
| | Tuna (12 oz) | |
| | Salmon (14.75 oz) | |
| Plant-Based Protein | Canned Beans (15.5 oz) | <ul style="list-style-type: none"> 3 units of any combination of canned beans, dry beans or lentils, and peanut butter. |
| | Dry Beans or Lentils (1 lb) | |
| | Peanut Butter (16 oz) | |
| Cereals | Cereal, Ready-to-Eat (10 to 20 oz) | <ul style="list-style-type: none"> 2 units of any combination of cereal, farina, rolled oats, and grits. |
| | Farina (18 oz) | |
| | Rolled Oats (18 oz) | |
| | Grits (2 lb) | |
| Pasta and Rice | Pasta (1 lb) | <ul style="list-style-type: none"> 2 units of any combination of pasta and rice. |
| | Rice (1 lb) | |

CSFP Guide Rate: Recommendations

Important Notice – Tuna (Item #100194):

- Do NOT include this item in any CSFP food boxes.
- Product is currently on hold.
- Store in the warehouse until further instructions from USDA.
- Clearly label as: “DO NOT USE”.

TDA Recommendation- Meat, Poultry, & Fish Category:

- **1 Large** (24oz) package of beef, poultry, or fish
- **1 small** (10-15oz) package of beef poultry, or fish.

CSFP Guide Rate: Recommendations

- **Milk Category**
 - TDA recommends including: 2 units of UHT milk per CSFP box.

| Food Package Category | Food Item | Amount Each Month |
|-----------------------|---|--|
| Milk | <ul style="list-style-type: none">• UHT Fluid Milk 1% (32oz)• Instant Nonfat Dry Milk (12.8oz) | <ul style="list-style-type: none">• 2 UHT milk; or• 1 UHT milk and 1 instant non-fat dry milk |



CSFP GUIDE RATE LOCATION:

Square Meals-

CSFP Resource Page:
<https://squaremeals.org/Programs/Commodity-Supplemental-Food-Program/Resources>

FNS Website:

FNS.USDA.GOV:
<https://www.fns.usda.gov/csfp/revised-monthly-distribution-rates-vegetable-issuance>

Newsletter/
communications
from TDA

A table titled "Revised Maximum Distribution Rates" showing updated rates as of 8/20/25. The table has multiple columns and rows, but the text is too small to read accurately. It appears to list various food items and their corresponding distribution rates.

Revised Maximum Distribution Rates - Updated as of 8/20/25

III.

Strategic Inventory Use & Menu Planning

Understanding USDA Direct Delivery vs. Multi Food Warehouse

Item Number Identification:

- **USDA Direct Deliveries:** Sales Order Item numbers begin with **5000xxx**
- **Multi Food Warehouse (Contracted Vendor):** Sales Order Item numbers begin with **1000xxx**

Delivery Notifications from Multi:

- **No advance delivery appointment required**
 - TDA Ordering Team will notify CEs of upcoming Multi WH shipments.
 - Multi WH/USDA have also been sending email communications directly to food banks.

Important Receiving Reminders:

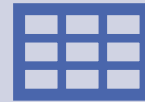
- **Check BIUB Dates & FIFO**
 - Same truck may have boxes with different dates.
 - Prioritize the distribution of Multi WH inventory first
 - Scan a copy of BOL to TDA Inventory for assistance in receipting into WBSCM.



Strategic Inventory Use



It is preferred that CEs convert CSFP cases into eaches (units)



FNS-153 reporting is completed in units



Menu building is tracked and planned in units



Box assembly is performed using units, not cases

Strategic Inventory Use: Losses



**REPORT ALL LOSSES AND
DAMAGES TO TDA WITHIN
24 HOURS**



**USE THE LOSS FORM, 1638
FOR ALL SUBMISSIONS**



**THERE IS NO MINIMUM
THRESHOLD TO SUBMIT
LOSSES OR DAMAGES—IF 1
OR 2 UNITS ARE DAMAGED
FROM A CASE, THAT MUST
BE REPORTED.**

Strategic Inventory Use

State inventory limits:

- CFR 250.12 The state is limited to no more than 3 months of on-hand inventory per food category.

Inventory Reporting:

- TDA orders on the reconciliation of what each CE reports on the FNS 153
- This report determines how much product each CE has used, on hand, and may require.
- CE must ensure accuracy when completing report.

Strategic Inventory Use

- **Item Number Consistency:**
Always maintain the original USDA Item Number in your inventory system for accurate tracking and reporting.
- **Item Naming Suggestions:**
For easy recognition, consider adding a prefix or identifier such as “USDA/CSFP” to the item name.

•*Example:* CSFP100218 for Item Number 100218 and Sliced Peaches as Item Description.
- **Completed Boxes:** Enter back into inventory.

No.: FRU100218CS, Location Filter: CTFB, Quantity on Hand: >0
Location Code: CTFB

| Item | Location Code | Bin Type Code | Bin Code | Quantity | Weight | Pick Quantity |
|---------------------------------|------------------------|---------------|----------|----------|--------|---------------|
| FRU100218CS CSFP Sliced Peaches | | | | | | |
| | CTFB | STORAGE | DA41F | 2,448 | 2,295 | 0 |
| | CTFB | STORAGE | DA43F | 2,448 | 2,295 | 0 |
| | CTFB | STORAGE | DA45F | 2,448 | 2,295 | 0 |
| | CTFB | STORAGE | DA49F | 2,448 | 2,295 | 0 |
| | CTFB | STORAGE | DA51F | 2,448 | 2,295 | 0 |
| | CTFB | STORAGE | DA54B | 1,488 | 1,395 | 0 |
| | Item FRU100218CS Total | | | 13,728 | 12,870 | 0 |
| | Report Total | | | 13,728 | 12,870 | 0 |

| | | | | | | On Hand | On Order | On Hold | Available | | |
|---------------------------------|-----------------|-------------|---------------------|--------|--------|---------|-----------------|-------------|-----------|--------|--------|
| Warehouse: 001 DRY | | | Aisle: A | | | | | | | | |
| 2660100 CSFP BOX ASST 28 LB DRY | | | Prim Bin: A103A DND | | | 439 | 47 | 0 | 392 | | |
| Bin: | Lot: | Expiration: | On Hand: | Alloc: | Avail: | Bin: | Lot: | Expiration: | On Hand: | Alloc: | Avail: |
| A103A | 230321-CSFP2-5 | 9/17/2023 | 39 | 0 | 39 | A103C | 230321-CSFP2-7 | 9/17/2023 | 50 | 47 | 3 |
| A110B | 230321-CSFP3-1 | 9/17/2023 | 50 | 0 | 50 | A110C | 230321-CSFP3-2 | 9/17/2023 | 50 | 0 | 50 |
| A113C | 230321-CSFP3-9 | 9/17/2023 | 50 | 0 | 50 | A114B | 230321-CSFP3-10 | 9/17/2023 | 50 | 0 | 50 |
| A114C | 230321-CSFP3-11 | 9/17/2023 | 50 | 0 | 50 | A115B | 230321-CSFP3-12 | 9/17/2023 | 50 | 0 | 50 |
| A115C | 230321-CSFP3-13 | 9/17/2023 | 50 | 0 | 50 | | | | | | |

True or False: Strategic Inventory Use

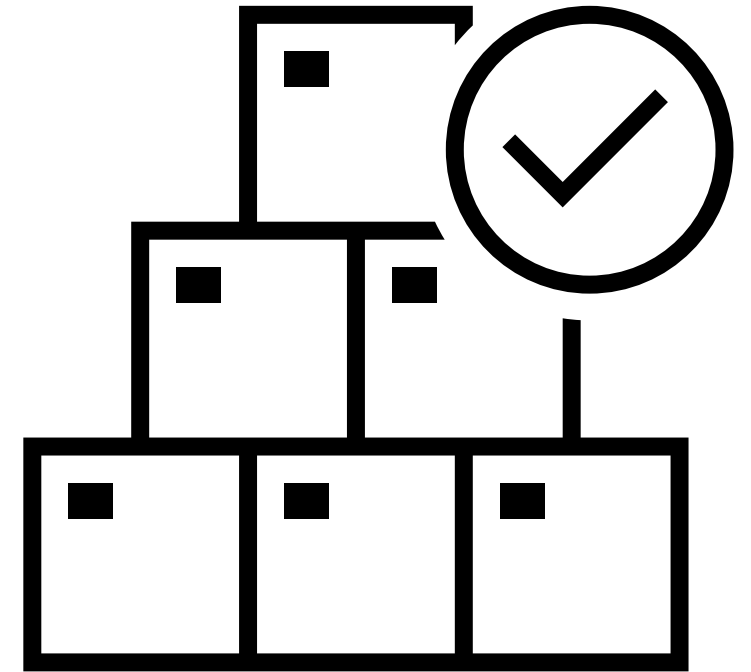
Scenario:

- Food Bank picks required units from inventory to build CSFP boxes per respective menu.
- Perpetual inventory is reconciled and adjusted to reflect the removal of the units.
- 100 boxes are assembled for the following month's distribution.

Question: Does the CE have to add the completed boxes back into inventory?

Answer: Yes

Explanation: All completed CSFP boxes must be added back into inventory and tracked until it is distributed to an eligible participant.



Question: Issued Boxes

Scenario:

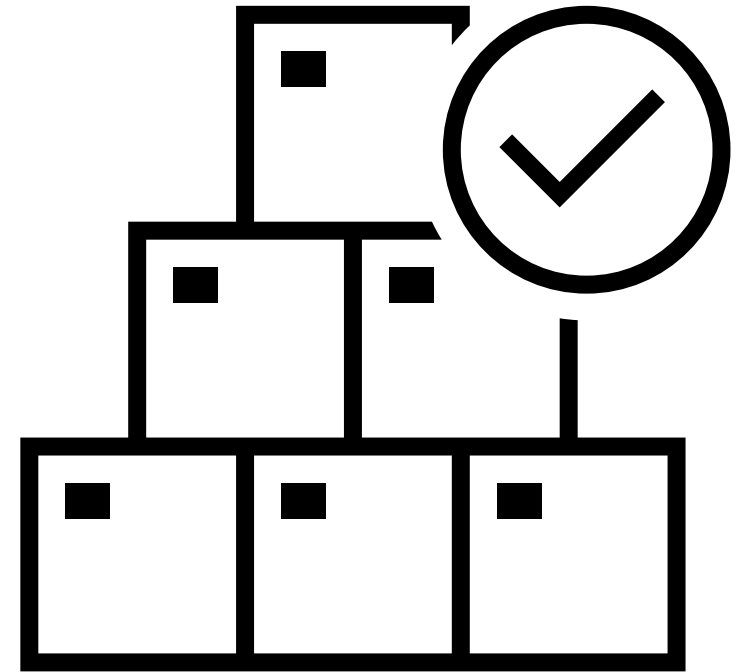
- Food Bank delivers 100 CSFP boxes to Site A for the month of September
- Out of those 150 boxes, 100 boxes were distributed to participants, and 50 remain as leftover.

Question: How many boxes must be reconciled back to the CE's inventory?

- A. 50
- B. 150
- C. 0

Answer: 50

Explanation: The **leftover boxes** must be accounted for and reconciled back to the CE's inventory records.



CSFP Menu Development



- **Who is Responsible for CSFP Menu Development at your food bank?**
 - **Programs Team** – Ensures compliance, eligibility, distribution, and tracks participants receiving a box.
 - **Nutrition Team** – Develops nutritious, balanced menu options that meets participants needs.
 - **Warehouse/Operations Team** – Manages logistics, inventory, and product availability
- Teamwork is key to creating effective and compliant CSFP boxes.

CSFP Menu Development

Managing Small Quantities

- Don't let small quantities linger
- Check inbound shipment schedules; some items may only arrive once or twice per year

Inventory Depletion Builds

- Plan for multiple menus per month based on available inventory
- Menus may differ slightly to help deplete specific items
- Create a separate menu for last remaining units/eaches if no further shipments are expected

Tracking Menus

- Utilize a menu number system to differentiate and track builds
- Use a spreadsheet to maintain records for improved accessibility and accuracy

Other

- Utilize your inventory systems to prioritize expiring items (FIFO, FIFE)
- Diversify items when inventory allows (e.g., proteins, fruits, and vegetables)

CSFP Menu Development: CE Examples

- CEs will color-code by food category
- Include the guide rate to ensure compliance
- Utilize a spreadsheet and number system
- CEs will include notes on units that may be running low.

| Boxes 1253 | | | | 1/2 | | | |
|-------------|--------------------------|---------------|---------|---------|--|--|--|
| Item Number | Description | Units per Box | INV. QC | DEVO QC | | | |
| CSF100035-1 | CHEESE | 1 | 1,253 | JP | NOTES: *See notes below | | |
| CSF100899-1 | Cran Apple Juice 4LBS. | 1 | 1,253 | JP | | | |
| CSF100218-1 | Peaches Cling 1/15oz. | 1 | 1,253 | JP | | | |
| CSF100207-1 | Applesauce, can | 1 | 1,253 | JP | | | |
| CSF100223-1 | Pears, Canned 1/#300 | 1 | 1,253 | JP | | | |
| CSF111006-1 | Instant NDM Milk pkg | 1 | 1,253 | JP | 1 Juice and 3 Canned Fruit | | |
| CSF100050-1 | 1% Milk | 1 | 1,253 | JP | 1 UHT milk and 1 (12.8oz) Nonfat dry milk | | |
| CSF110477 | Boned Pouch Chicken | 1 | 1,253 | JP | 3(10 to 15oz) shelf-stable package beef, poultry, and/or fish of any combination | | |
| CSF110563 | Pink Salmon, Can | 2 | 2,506 | JP | 3 Units Of Any Combined Beans/Peanut Butter = 3 Units Per Box | | |
| CSF100372 | Kidney Beans Light Red | 1 | 1,253 | JP | Units of any combination of cereal, farina, (18oz.) rolled o | | |
| CSF110020 | Black Beans Can 15oz. | 1 | 1,253 | JP | 2 Units of any combination of pasta or (1lb) rice | | |
| CSF111067 | BEANS, GREAT NORTHERN | 1 | 1,253 | JP | 8 cans vegetables or soup | | |
| CSF110880 | Farina , Wheat | 1 | 1,253 | JP | | | |
| CSF111074 | Rolled Oats | 1 | 1,253 | JP | | | |
| PACSF110511 | Elbow Mac | 1 | 1,253 | JP | | | |
| CSF110450-1 | Spaghetti Pasta | 1 | 1,253 | JP | | | |
| CSF100331-1 | Potatoes, Wht Slices | 2 | 2,506 | JP | | | |
| CSF100320-1 | Mixed Veggies 1/14.5oz. | 2 | 2,506 | JP | | | |
| CSF100308 | Sliced Carrots 1/14.5.oz | 2 | 2,506 | JP | | | |
| CSF100311-1 | Corn Whole Kernel | 2 | 2,506 | JP | | | |
| | | | 30,072 | | | | |

12/7/2023 48cs/pall

KIT-C442

*Component Short or Subject to Waiver

| Food Category | Package | Item # | Description | Damaged Eaches/Cases | Pack Size | Eaches per Box | Eaches Needed | Box Recipe |
|----------------|---------|--------|------------------------------------|----------------------|-----------------|----------------|----------------|---------------------------|
| Cereals | | | | | | | | |
| | | C02441 | Rolled Oats (Oatmeal) | | 12 18oz tubes | 2 | 2880 | 2 Tubes of Oatmeal |
| Juices & Fruit | | | | | | | | |
| | | C01608 | Cranberry Apple Juice | | 8 64oz bottles | 1 | 1440 | 1 Bottle of Juice |
| | | C50972 | Lite Mixed Fruit | | 24 15oz cans | 1 | 1440 | 1 Can of Mixed Fruit |
| | | C16719 | Lite Sliced Peaches | | 24 15oz cans | 2 | 2880 | 2 Cans of Sliced Peaches |
| Proteins Meat | | | | | | | | |
| | | C90458 | Boned Chicken Pouch (1 eaches) | | 36 10oz pouches | 2 | 2880 | 2 Pouches of Chicken |
| | | C54685 | Chunk White Chicken | | 24 12.5oz cans | 1 | 1440 | 1 Can of Chicken |
| Milk | | | | | | | | |
| | | C13461 | Reduced Fat 1% Milk | | 12 32oz cartons | 2 | 2880 | 2 Cartons of Milk |
| Protein Plant | | | | | | | | |
| | | C01012 | Creamy Peanut Butter | | 12 16oz jars | 1 | 1440 | 1 Jar of Peanut Butter |
| | | C17284 | Vegetarian Beans | | 24 15oz cans | 2 | 2880 | 2 Cans of Vegetarian Bean |
| Pasta & Grain | | | | | | | | |
| | | C10450 | Spaghetti | | 20 1lb bags | 1 | 1440 | 1 Bag of Spaghetti |
| | | C05512 | Long Grain Rice | | 24 1lb bags | 1 | 1440 | 1 Bag of Rice |
| Cheese | | | | | | | | |
| | | C48516 | American Cheese | | 12 32oz bars | 1 | 1440 0 0 | |
| Vegetables | | | | | | | | |
| | | C00306 | Green Beans | | 24 14.5oz cans | 2 | 2880 | 2 Cans of Green Beans |
| | | C28659 | Vegetarian Vegetable Soup (1 each) | | 24 10.5oz cans | 2 | 2880 | 2 Cans of Vegetable Soup |
| | | C00311 | Whole Kernel Corn | | 24 15.25oz cans | 2 | 2880 | 2 Cans of Corn |
| | | C13423 | Canned Spinach (Low Sodium) | | 24 14oz cans | 2 | 2880 | 2 Cans of Spinach |

1440

2 Units of Dry Cereal in any combination

1 Juice and 3 cans of Fruit OR

2 Juices and 2 can of Fruit

1 (24oz) MEAT and 1 (10-15oz) Beef/Poultry/Fish OR
3 (10-15oz) Units Beef/Poultry/Fish any combination

2 Units of UHT Milk(32oz) OR
1 Unit of 32oz UHT and 1 Nonfat Dry Milk(12.8oz)

3 Peanut Butter(16oz), Canned Beans(15.5oz),
Dry Beans(1lb) or Dry Lentils(1lb) any combination OR
1 (2lb) Unit Dry Bean or Lentil and 1 unit of canned beans
peanut butter or 1lb dry beans or lentils
2 Units of Pasta or Rice(1lb) any combination

1 Unit of Cheese to be distributed onsite

8 Cans Vegetables or Soups OR
6 Cans Vegetables or Soups AND
1 Unit of Dehydrated Potatoes

| 1440 | |
|---|--|
| 2 Units of Dry Cereal in any combination | |
| 1 Juice and 3 cans of Fruit OR | |
| 2 Juices and 2 can of Fruit | |
| 1 (24oz) MEAT and 1 (10-15oz) Beef/Poultry/Fish OR 3 (10-15oz) Units Beef/Poultry/Fish any combination | |
| 2 Units of UHT Milk(32oz) OR 1 Unit of 32oz UHT and 1 Nonfat Dry Milk(12.8oz) | |
| 3 Peanut Butter(16oz), Canned Beans(15.5oz), Dry Beans(1lb) or Dry Lentils(1lb) any combination OR 1 (2lb) Unit Dry Bean or Lentil and 1 unit of canned beans peanut butter or 1lb dry beans or lentils 2 Units of Pasta or Rice(1lb) any combination | |
| 1 Unit of Cheese to be distributed onsite | |
| 8 Cans Vegetables or Soups OR 6 Cans Vegetables or Soups AND 1 Unit of Dehydrated Potatoes | |

CSFP Menu Development: CE Examples

| Food Category | | #/bag | Product Ref # | Product Name | Order Qty | Qty per client b |
|-----------------------------|--|-------|---------------|-----------------|-----------|------------------|
| Vegetables (10.5oz-15.5oz) | | 8 | 206767 | Sweet Potatoes | 6912 | 2 |
| Soup (10.5oz-15.5oz) | | | 204875 | Mixed Veggies | 6912 | 2 |
| Dehydrated Potatoes (1lb) | | | 202489 | Green Beans | 6912 | 2 |
| | | | 204424 | Diced tomatoes | 6912 | 2 |
| Juices (64oz) | | 4 | 201597 | Tomato Juice | 3456 | 1 |
| Fruits (15.5oz) | | | 200738 | peaches | 10,368 | 3 |
| Raisins (15oz) | | | | | | |
| Beef / Stew / Chili* (24oz) | | 3* | 204419 | Salmon | 6912 | 2 |
| Chicken (10oz-15oz) | | | 204953 | chicken (pouch) | 3456 | 1 |
| Beef Chili w/Beans (15oz) | | | | | | |
| Tuna (12oz) | | | | | | |
| Salmon (14.75oz) | | | | | | |
| Canned Beans (15.5oz) | | 3* | 205995 | Lentils (Dry) | 6912 | 2 |
| Dry Beans/Lentils (1-2lb*) | | | 205926 | peanut Butter | 3456 | 1 |
| Peanut Butter (16-18oz*) | | | | | | |
| Cheese | | 1 | | | | |
| Milk NonFat Dry (12.8oz) | | 2 | 201948 | Milk 1% | 6912 | 2 |
| Milk UHT 1% (32oz) | | | | | | |
| Pasta (1 lb) | | 2* | 204927 | Pasta Rotini | 6912 | 2 |
| Rice (1-2lb*) | | | | | | |
| Cereal (12-18oz) | | 2* | 205991 | Grits | 6912 | 2 |
| Farina (18oz) | | | | | | |
| Rolled Oats (18-48oz*) | | | | | | |
| Grits (2-5lb*) | | | | | | |

Acct. # 00800 CSFP

Date: 2/5/25

of Bags: 3456

R:03/07/2

| CSFP | | CSBSEPT24-1 | | 1,328 | | | | | | | | | | | |
|-------------|---------------------------------|------------------|-----------------|--------|-----------------------|---------------------|-------------------|-----------------------|------------|-----------------------|--|--|--|--|--|
| Item Number | Description | Quantity per box | Weight per unit | Total# | Lot# | Price per unit (\$) | Cost per box (\$) | Weight per box (lbs.) | TOTAL (\$) | | | | | | |
| CS100308 | CSFP Carrots | 2 | 1 | 2656 | LOT070662 | 0.42 | 0.84 | 2 | 1115.52 | | | | | | |
| CS100316 | CSFP Sweet Potatoes | 2 | 1 | 2656 | LOT659634 | 1.05 | 2.1 | 2 | 2788.8 | | | | | | |
| CS100320 | CSFP Mixed Vegetables | 2 | 1 | 2656 | LOT691568 | 0.51 | 1.02 | 2 | 1354.56 | | | | | | |
| CS100321 | CSFP Vegetable Soup | 2 | 1 | 2656 | LOT632285 | 0.71 | 1.42 | 2 | 1885.76 | | | | | | |
| CS100207 | CSFP Applesauce | 2 | 1 | 2656 | LOT69731 & LOT649050 | 0.65 | 1.3 | 2 | 1726.4 | 374 from LOT637131 | | | | | |
| CS100223 | CSFP Pears | 2 | 1 | 1328 | LOT680995 | 0.77 | 0.77 | 1 | 1022.56 | | | | | | |
| CS100895 | CSFP Grape Concord Juice | 4 | 1 | 1328 | LOT667494 | 1.64 | 1.64 | 4 | 2177.92 | last of concord grape | | | | | |
| CS110563 | CSFP Salmon | 2 | 1 | 2656 | LOT644225 & LOT644225 | 1.9 | 3.8 | 2 | 5046.4 | 186 from LOT644225 | | | | | |
| CS110940 | CSFP Chunk Chicken | 2 | 1 | 1328 | LOT704336 | 2.02 | 2.02 | 1 | 2682.56 | | | | | | |
| CS110021 | CSFP Pinto Beans | 2 | 1 | 1328 | LOT653140 | 0.41 | 0.41 | 1 | 544.48 | | | | | | |
| CS110020 | CSFP Black Beans | 2 | 1 | 2656 | LOT670001 & LOT712124 | 0.96 | 1.92 | 2 | 2549.76 | 1953 from LOT670001 | | | | | |
| CS100050 | CSFP 1% Low Fat Milk | 1 | 2 | 1328 | LOT685065 | 0.8 | 1.6 | 2 | 1062.4 | | | | | | |
| CS110006 | CSFP Dry Milk | 1 | 1 | 1328 | LOT700661 | 2.15 | 2.15 | 1 | 2855.2 | | | | | | |
| CS110511 | CSFP Pasta Macaroni Plain Elbow | 2 | 1 | 2656 | LOT695439 | 0.51 | 1.02 | 2 | 1354.56 | | | | | | |
| CS110774 | CSFP Oats Rolled | 2 | 1 | 2656 | LOT684967 & LOT712415 | 0.94 | 1.88 | 2 | 2496.64 | 1386 from LOT684967 | | | | | |
| FROZEN BOX | CSFP Unworked CTFB Box | 1 | 1 | 1328 | LOT662349 | 0.74 | 0.74 | 1 | 982.72 | | | | | | |
| | | | | | | | 23.83 | 29 | 31646.24 | | | | | | |

CSFP Menu Development: Recap

1

1. Finalize the Menu:
Use the Guide Rate and on-hand inventory to build compliant menus

2

2. Organize & Pull Inventory

- Pull products in eaches (individual units) based on the menu
- Reconcile and track inventory for picked product that is still at warehouse

3

3. Build Boxes

- Identify a designated area for box assembly
- Assemble boxes consistently according to the menu

4

4. Enter Completed Boxes into Inventory

- Reconcile and report all completed boxes into your inventory system until boxes are distributed to participants.

IV. Constructing Food Packages

Box Builds: Staff vs. Volunteers

Staff Builds

- Strong inventory management & controls
- Minimal Losses and/or damages
- Focus on quality over quantity
- Supports team building amongst staff
- Internal training opportunities

Volunteer Builds

- Requires less staff time
- More people to support packing
- Needs CE staff oversight, training, and clear instructions
- Often prioritizes quantity over quality
- Promotes community engagement and volunteer hours

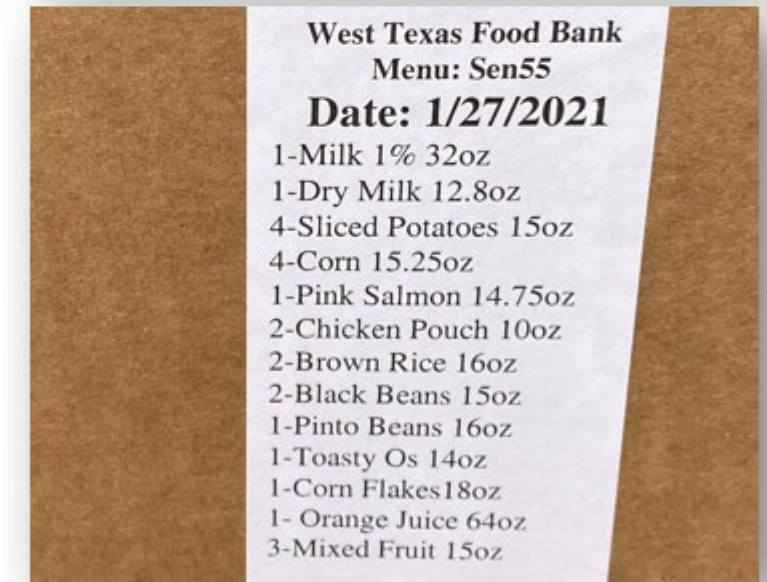
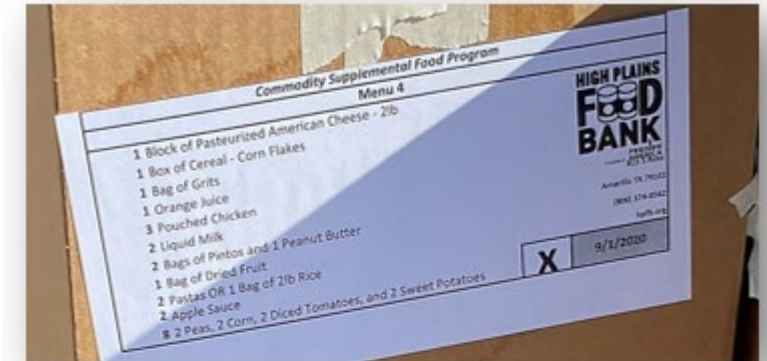
Box Builds: Packaging Materials

- Boxes or bags may be used to assemble CSFP food packages.
- Determine appropriate size and weight (poundage) for packaging.
- Custom messaging is permitted (e.g., SNAP, food bank name, program name, etc.).
- Packaging materials are allowable costs under the CSFP program.



Box Builds: Labeling Boxes

- **Include Menu/Box Build Number per CSFP box**
 - Assign a unique number to each box based on its build/menu.
 - Supports accurate tracking and inventory controls.
- **List CSFP Food Items**
 - Helps participants understand what is in their box
 - For Warehouse Staff-
 - Simplifies the process of identifying returned boxes
 - Enhances inventory management and tracking accuracy.
- **Labeling Options**
 - Labels or printed inserts may be created and attached to each box.



Box Builds: Nutrition Education

Purpose

- Nutrition Education and health referrals must be provided to participants per federal regulations.

Nutrition Education into CSFP Builds

- Nutritional Handouts
- Newsletters
- Recipes
- Flyers

How to Distribute

- During the application process
- Include inside the box
- Provide as an “add-on” during distributions

USDA
United States Department of Agriculture


Nutrition Benefits of the Commodity Supplemental Food Program

As we age, eating well can make a positive difference in our health and how we feel. Healthy foods and beverages can increase our energy levels, improve digestion, and help prevent chronic disease. The Commodity Supplemental Food Program (CSFP) provides a monthly food package tailored for older adults, age 60 or above, that can help stretch your food dollars and add nutritious foods to your diet for good health.

USDA Foods Fit

CSFP offers a variety of American-grown USDA Foods that can fit into your healthy eating pattern:

- Canned and dried **fruits** – unsweetened or lightly sweetened
- Canned **vegetables** – low sodium or no salt added
- Low fat **dairy** – cheese and shelf stable milk
- Whole **grains** – oats, whole grain pasta, rice, and cereals
- Variety of **proteins** – beans, lean meats, poultry, and fish



Choose **MyPlate**.gov


The CSFP food package provides:

- Protein, calcium, iron, vitamins A, C, and D, and other nutrients that promote health
- Low sodium foods to support heart health

If you have special dietary needs, check with your doctor or Registered Dietitian about how these foods can fit into your healthy eating pattern.

Learn More

- [MyPlate for Older Adults](#)
- [USDA Foods Product Information Sheets and Recipes](#)
- [USDA CSFP Sharing Gallery: Recipes and Cookbooks](#)



Commodity Supplemental Food Program
USDA is an equal opportunity provider, employer, and lender. April 2020

Box Builds: Quality Control of Food Packages

Random
sampling of
built boxes.

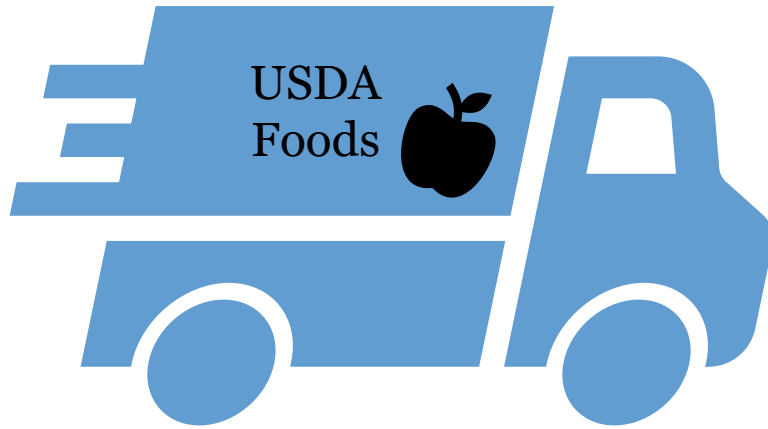
Weighing CSFP
boxes.

Inventory
counts of box
builds &
returns.

Ensuring box
builds align with
menu & guide
rate.

V. Distribution of Food Packages

Distribution Methods



Main Methods:

- CE Led: Distribution by CE staff
- Partner Agency Led: Distribution by site staff
- Hybrid: Combination of both methods

Advanced Issuance / “Double Distribution”

- Based on inventory availability
- Can be utilized year-round, during the holiday months, or for specific sites (e.g., rural)
- Not the same as retroactive distributions, which are not allowed.

Home Deliveries

- Delivered by the CE directly
- Or through private delivery services (e.g., Door Dash)

Distribution of Packages: Reminders

Cheese Handling

- Must be stored and transported with proper temperature control.
- Utilize coolers or temperature-controlled trucks
- Ensure temperature is maintained during distribution.

Add-Ons & Extras

- Non-USDA foods may be included (e.g., produce, fresh milk, donated product)
- May be used for items arriving after box builds or oversized items that didn't fit in the box/bag

Refused Items

- Must be returned to the CE
- Re-enter into both physical and perpetual inventory

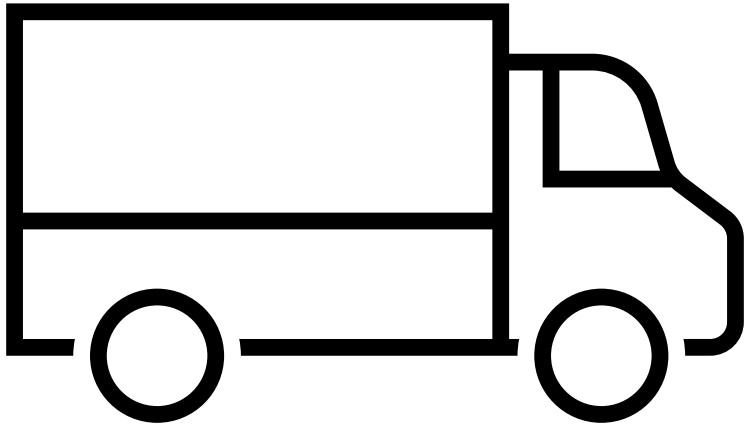
TEFAP vs. CSFP

- Do not supplement TEFAP inventory with CSFP items.
- No comingling of products.

Distribution of Packages: Cheese Temperature Control



TEFAP & CSFP Distributions



- CEs may choose to conduct TEFAP & CSFP distributions at the same time and location.
- Must ensure proper eligibility for each program
- Maintain separate tracking and reporting for each program.
- Ensure comingling does not occur.

VI. Compliance & Take Aways

Common Areas of Non-Compliance:

Inventory & Reporting

- Inventory sample count does not match the CE's reported on-hand inventory
- Ineffective reporting methods leading to incorrect participation numbers
- CEs not receipting shipments in WBSCM within the 24-hour timeframe or accurately
- Losses, damages, shortages or overages not reported accurately in WBSCM
- Failure to submit Form 1638 within the required timeframe

Menu & Box Build Issues

- CSFP menu does not align with the current CSFP Guide Rate
- TDA's sample inventory count of box builds reveal missing items or extra items not required
- Menu and box builds do not match

Participation Reporting

- CE reports boxes built instead of boxes received by seniors
- Reports to TDA are late or inaccurate

Take Aways & Reminders

CE must maintain knowledge of what items are in each box

Which box menus were distributed?
To which sites?

Which box menus are in the warehouse vs. stored at sites?

How do sites report leftover boxes after a distribution?

Is your current FNS-153 reporting method capturing leftover and returned boxes?

Am I accurately reporting boxes issued to participants vs boxes built?

Take Aways and Reminders

Assess Inventory

Regularly assess inventory levels.

Stay Informed

-Stay informed through TDA communications and recommendations.
- Train Staff

Manage

Manage Inventory using:

- BIUB (Best If Used By) dates
- FIFO (First In, First Out)
- FIFE (First In, First Expired)

Communicate

Maintain communication between warehouse and program staff.



Take Aways and Reminders

. Before Contacting TDA About Low Inventory

- Confirm if the CE has enough inventory for the current month.
- Check if an upcoming shipment is arriving after the scheduled box build.

II. Pre-Building Boxes

- CEs may pre-build boxes for future months.
- TDA does not account for pre-built boxes or advance issuance when reviewing inventory.
- If a required item is missing but expected in a future shipment:
 - Go ahead and build the box
 - The missing item must be added during distribution



Take Always and Reminders

III. Coordinate Internally First:

- Communicate across all teams: warehouse, operations, and program staff.
- Confirm all teams are aware of the issue and any ongoing resolutions.

Why it Matters:

- TDA may already be actively working with one team at the CE
- Other teams, unaware of this, may take conflicting or duplicative actions.

Example Scenario:

- TDA's inventory team is coordinating directly with the CE's warehouse team to transfer a low-stock CSFP item.
- Meanwhile, the CE's program team, unaware of this, contacts TDA's compliance team and reports they can't distribute boxes for the month.
- **Result:** Mixed messages, confusion, and duplicative efforts, and potential non-compliance due to miscommunication.

Questions?



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.
This institution is an equal opportunity provider.



Food and Nutrition Division
Nutrition Assistance Programs



Updated 9/4/2025
www.SquareMeals.org