



Food and Nutrition Service

U.S. DEPARTMENT OF AGRICULTURE

May 14, 2025

FD – 7-1

Carla Whiteside-Hicks, Ph.D.
Economic and Employment Services Director
Kansas Department for children and Families
555 S Kansas Ave.
Topeka, KS 66603

Dear Ms. Whiteside-Hicks:

This constitutes approval of Kansas's State Plan for the Commodity Supplemental Food Program (CSFP), received in our office on May 9, 2025.

The State Plan amendment implemented changes as a result of the Food Distribution Programs: Improving Access and Parity Final Rule, published on October 31, 2024. The revised State Plan increases income eligibility guidelines from 130 percent of the U.S. Federal Poverty Guidelines to 150 percent. Additionally, the plan was modified to allow all participants and proxies the choice between verbal self-attestation of identity and showing identification at distributions.

Unrelated to the final rule, the entire CSFP State Plan was streamlined to remove unnecessary information.

As a reminder, CSFP State Plans are considered permanent in accordance with 7 CFR 247.6(a). Should changes occur in aspects of program administration that are described in the State Plan, please submit amendments to our office for approval.

Sincerely,

JAIME RAMOS
Supplemental Food Programs Branch Chief
Food and Nutrition Service
United States Department of Agriculture

cc: Nichelle Adams, Economic Employment Services Program Collaboration Deputy Director,
Kansas DCF, Topeka, KS
Sarah Van Straaten, Policy Coordination Assistant Director, Kansas DCF, Topeka, KS
Nataly Montufar, USDA Food Commodity Programs Manager, Kansas DCF, Topeka, KS



Department for Children
and Families

Commodity Supplemental Food Program (CSFP) State Plan

Effective April 11, 2025

Authority

The Commodity Supplemental Food Program (CSFP) is administered by the Kansas Department for Children and Families (DCF) Economic and Employment Services Section. DCF is designated as the state agency responsible for implementing CSFP in accordance with the provisions of 7 CFR 247 and applicable sections of 7 CFR 250. The program operates under the guidelines established by the United States Department of Agriculture (USDA) and adheres to Kansas State policy.

Purpose and Objectives

The Kansas CSFP State Plan outlines the framework for program operations within the state. The primary objectives include:

- Achieving an annual utilization rate of 98% to 100% of the caseload assigned to Kansas.
- Implementing an effective food distribution model that prioritizes service to communities with the greatest need.

Local Agencies Identification

The following agencies have entered into agreements DCF to administer CSFP:

- **Kansas Food Bank** – 1919 E Douglas, Wichita, KS 67211
- **Harvesters – The Community Food Network** – 1220 Timberedge Rd, Lawrence, KS 66049
- **Second Harvest Community Food Bank** – 915 Douglas Street, St. Joseph, MO 64505
- **United Methodist Open Door** – 2130 E 21st North, Wichita, KS 67214

A list of additional subdistributing agencies with jurisdictions identified can be found on our webpage at <https://www.dcf.ks.gov/services/ees/Pages/USDA-Commodity-Programs/CSFP/CSFP-FAQs.aspx>. DCF will also provide this list upon request.

Income Eligibility Standards and Options

Adults 60 years of age or older are eligible for CSFP if their household income is at or below 150% of the Federal Poverty Guidelines published annually by the Department of Health and Human Services. Kansas updates eligibility guidelines immediately upon receipt of notification from Food and Nutrition Service (FNS).

Household income refers to gross income before deductions for items such as income taxes, employees' Social Security taxes, insurance premiums, and bonds.

Kansas adheres to the income eligibility standards outlined in 7 CFR 247.9 and permits categorical eligibility for participants in the following federal assistance programs:

- Supplemental Nutrition Assistance Program (SNAP),
- Food Distribution Program on Indian Reservations (FDPIR),
- Supplemental Security Income (SSI),
- Low Income Subsidy Program, or
- Medicare Savings Programs

Nutritional Risk Criteria

Kansas does not establish additional nutritional risk criteria for CSFP eligibility beyond federal income requirements.

Caseload and Participant Service Plans

The state agency submits a caseload request to FNS annually based on requests from local agencies. For the 2025 caseload cycle, Kansas has been assigned a caseload of 4,353.

The available caseload is allocated to local agencies based on the need in the service area and the demonstrated ability of the local agency to administer the program effectively.

Local agencies have designated service areas and may serve eligible individuals within those areas. There are no durational or fixed residency requirements. Local agencies may also serve residents outside their normal service area, provided that coordination occurs among relevant local agencies to detect and prevent dual participation.

Outreach Plans

Local agencies shall strive to increase participation through regular outreach efforts, including but not limited to:

- Coordination with local government agencies, aging services, and other local entities that can assist in identifying and providing referrals to potential CSFP applicants.
- Coordination with senior centers, communities, and service agencies that can assist in identifying and providing referrals to potential applicants.

- Publishing advertisements and notices about the CSFP program in local newspapers and magazines.
- Utilizing free public service announcements in the local media.
- Distributing flyers and promotional materials in community health centers, county health departments, adult day-care centers, and other public places.
- Mailings or other avenues the state or local agencies deem appropriate.

All notices, advertisements, and mailings shall include a brief description of the program, eligibility criteria, a listing of the documentation required for certification, and the current non-discrimination statement.

USDA Foods Storage and Distribution System

USDA Foods are shipped directly to local agency warehouses from the FNS contracted multi-ship warehouse or from direct ship manufacturers under contract with the USDA. Local agencies are responsible for:

- Proper receipt of commodities according to FNS instruction 709-5;
- Proper storage of commodities;
- Preparation and distribution of food packages; and
- Certification of participants

Local agencies recruit and establish food distribution sites (Recipient Agencies). Each recipient agency conforms to local, state, and federal health standards and enters into an agreement with the local agency to assure proper food handling, storage, distribution, and record keeping.

Recipient agencies under agreement with the local agency assure that adequate care and security are provided for the food while in their possession. Food packages are stored in adequate and secured areas at each distribution site to safeguard them from spoilage, infestation, fire, and other losses. Inventory, distribution, and participant data are reported to the state agency monthly.

Monthly food packages are made available to CSFP participants through pick up at a distribution site or home delivery. Distribution site staff or volunteers verify the eligibility and identity of recipients prior to the distribution of the food package.

The state agency will follow all federal, state, and local requirements for USDA Foods subject to a food recall. In the case of a recall, the state agency will provide specific instructions, within 24 hours, to all local agencies with inventory of the recalled product. Local agencies are

responsible for providing the instructions to their distribution sites with an inventory of the recalled product.

Nutrition Education Plans

Local agencies are responsible for providing nutrition education to all participants. At a minimum, local agencies distribute nutrition education information with the food package in the form of a flyer, newsletter, or handout. Local agencies are responsible for ensuring all five types of nutrition education listed in 7 CFR 247.18(b) are provided.

The state agency provides nutrition education resources to local agencies in written materials and referrals to services in collaboration with Kansas State University Extension nutritionists.

The state agency will evaluate the effectiveness of nutrition education programs through client surveys and questionnaires regarding basic nutrition and use of food. Information obtained from surveys and questionnaires shall be considered when updating future nutrition education services.

Prevention of Dual Participation

To prevent dual participation:

- Agencies cross-check participant records across distribution locations.
- Participants are advised during the application process that they may not receive CSFP benefits at more than one distribution site in the same month.
- The state agency performs periodic audits to detect duplicate enrollments.

Cost-Effectiveness Standards for Claims Pursuit

Kansas pursues claims against participants if the amount owed exceeds administrative costs for recovery. Claims under \$100.00 may not be pursued unless fraud is suspected.

Homebound Participant Services

For homebound participants, Kansas:

- Allows proxy pick-up arrangements.

- Local agencies are to partner with community organizations who can facilitate home deliveries, where possible.

Copies of Agreements

Copies of all agreements between the state agency and local agencies are maintained on file with the state agency and are available upon request.

Certification Period

Certification will be for a period of three years, with reviews required annually. As part of the annual review, local agencies must do the following:

- Verify the address and continued interest of the participant; and
- Have sufficient reason to determine that the participant still meets the income eligibility standards, which may include a determination that the participant has a fixed income.

To maximize caseload and facilitate caseload management, a temporary monthly certification may be provided to a CSFP applicant to fill any caseload slots resulting from nonparticipation by certified participants.

Participant Identity Verification

At the time of application and recertification, program staff or volunteers will check the identification of each applicant. Acceptable forms of ID include a government-issued ID or equivalent documentation.

At the time of distribution, program staff or volunteers must verify the identity of participants (or their proxies) prior to the distribution of a food package to the individual. Both of the following methods will be available to all participants (or their proxies) as options for identity verification. At the time of distribution, the participants (or their proxies) may choose either of the following acceptable methods for identity verification:

- Self-Attestation: Participants (or their proxies) may verify their identity at distribution by stating their name, signing a document, or otherwise verbally confirming their identity via self-attestation.
- Presentation of Identification: Participants (or their proxies) may verify their identity at distribution by presenting a valid form of identification. Acceptable forms of identification include government-issued ID or equivalent documentation.

Local agencies must ensure that these procedures are implemented consistently across all distribution methods, that the participant is allowed to choose either verification method, and that they align with regulatory confidentiality requirements.

Other Public Assistance Programs

The local agency must provide applicants with written information on the following programs and make referrals, as appropriate:

- Supplemental Security Income benefits under Title XVI of the Social Security Act;
- Medical assistance provided under Title XIX of the Social Security Act, including medical assistance provided to a qualified Medicare beneficiary;
- The Supplemental Nutrition Assistance Program; and
- Senior Farmers Market Program.

This document serves as the official Kansas CSFP State Plan, outlining compliance with 7 CFR 247 requirements. The plan is subject to periodic updates based on federal and state policy changes.

Name, title, and email of requesting official:

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Title: Economic and Employment Services Director

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Signature: 

Date: 05/06/2025

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