

# IOWA DEPARTMENT OF HEALTH AND HUMAN SERVICES

## STATE PLAN

### COMMODITY SUPPLEMENTAL FOOD PROGRAM FOOD ASSISTANCE FOR SENIORS

STATE OF IOWA, DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF COMMUNITY ACCESS AND ELIGIBILITY

**By:** \_\_\_\_\_  
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Division of Community Access and Eligibility  
State of Iowa, Department of Health and Human Service

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It is the goal of the Iowa Department of Health and Human Services (HHS) to assure that any Commodity Supplemental Food Program (CSFP) presently, or in the future, operating within the state shall efficiently and effectively provide all benefits allowable under United States Department of Agriculture regulations in meeting the needs of eligible participants, age 60 years and old.

This plan, submitted in compliance with 7 CFR Part 247, describes and defines Iowa's management of commodity related activities under the Commodity Supplemental Food Program (CSFP). This plan is permanent and will be updated as needed.

Any questions concerning the Iowa Commodity Supplemental Food Programs should be directed to:

**Department of Health and Human Services  
Division of Community Access and Eligibility  
Bureau of Financial, Food and Work Supports  
Commodity Supplemental Food Program  
Lucas State Office Building  
Des Moines, Iowa 50319  
515-443-2736**

The State of Iowa and the following named Local Agency is responsible for administration of the Commodity Supplemental Food Program to persons residing in the geographic area of Polk, Warren, Jasper, Boone, Dallas, and Story counties in Iowa.

**Polk County River Place  
Polk County Community, Family and Youth Services  
Commodity Supplemental Food Program  
2309 Euclid Avenue  
Des Moines, Iowa 50310-5703  
515-286-3655  
1-877-288-3655**

The Local Agency provides for the storage and distribution of USDA foods, as well as the certification of applicants at the following site:

**Polk County River Place  
Polk County Community, Family and Youth Services  
Commodity Supplemental Food Program  
2309 Euclid Avenue  
Des Moines, Iowa 50310-5703  
515-286-3655  
1-877-288-3655**

## LOCAL AGENCY

- A. The state contracts with the Local Agency to provide Commodity Supplemental Food Program (CSFP) in 6 counties in Iowa. The contract is an annual contract with the ability to be renewed for one year up to 5 times for a total contract length of 6 years. See attachment A.
- B. The state will monitor the Local Agency to ensure compliance with Food and Nutrition Service (FNS) Instruction 113-1, Appendix C, item F (3), which assures that the Local Agency will not subject any person to discrimination under the program on the grounds of race, color, national origin, age, sex or disability.
- C. Entities that are interested in providing CSFP in the state can submit a letter of interest to:

**Department of Health and Human Services  
Division of Community Access and Eligibility  
Bureau of Financial, Food and Work Supports  
Commodity Supplemental Food Program  
Lucas State Office Building  
Des Moines, Iowa 50319**

## ELIGIBILITY CRITERIA

Eligibility for certification to participate in the Commodity Supplemental Food Program (CSFP) shall be based on the following criteria:

- A. The person must meet the age requirements of this program, be at least 60 years of age.
- B. The person must reside in the area served by the local CSFP agency to which the request for certification is made. However, no citizenship or durational residence requirements are to be imposed as a condition for eligibility.
- C. Eligibility for applicants includes:
  - Must be at least 60 years of age or older.
  - Self-declared income at or below 130% of Federal Poverty Income Guidelines.
  - Participants certified before September 17, 1986 (i.e., under the three elderly pilot projects) must remain subject to the eligibility criteria in effect at the time of their certification.
  - There are no categorical eligibility factors.
- D. The federal poverty income guidelines are published annually by the United States Department of Health and Human Services. The state agency received these updated income guidelines from the United States Department of Agriculture Food and Nutrition Services. The state agency will forward current

guidelines each year to the Local Agency to update and post for participants. New guidelines for participant applicants are implemented immediately.

## CERTIFICATION PERIOD

All eligible recipients will be certified for three years. Polk County Supplemental Foods will conduct an annual review for each participant. Each review will consist of the following:

- Contact is made either in person or by phone to verify address and continued interest.
- In situations where the participant has fluctuating income, the new amount will be verbally provided by the participant.
- For participants who do not have a phone, and contact cannot be made in person, a letter will be sent requesting either a return phone call, or to return the letter.
- Local Agency staff will document the date of all attempts and contact with participants.
- If a participant wants to continue, they will need to present a legal form of identification the next time they receive their food package.

Upon expiration of the certification period, Polk County Supplemental Foods will complete a formal review of eligibility.

## NUTRITION EDUCATION

Iowa Department of Health and Human Services will provide technical assistance, basic nutrition support, assistance information, and other resources, as available, to support nutrition education at the Local Agency.

The Local Agency is required to provide participants with nutritional information materials each time a participant receives their CSFP food box.

The Local Agency uses a variety of nutrition leaflets, recipe newsletters and ways to use uncommon foods. Local Agency staff provides nutrition education to participants using this information.

The Local Agency works with a Licensed Registered Dietitian on the nutrition education evaluation. This process includes a participant survey that is conducted on an annual basis. The results of the evaluation will be submitted to the State Agency. The Local Agency will utilize the evaluation results to adjust nutrition education efforts to ensure effectiveness.

Nutritional risk is not used as eligibility criterion.

## DISTRIBUTION

The Local Agency will continue to offer delivery for those who are unable shop onsite.

Food is distributed in Polk County to participants weekdays from 8:00 A.M. to 5:00 P.M. at the Local Agency in Des Moines or by delivery. They are closed the last two working days of each month. Local Agency personnel perform all distribution responsibilities. The Local Agency distributes food, at regularly scheduled times, to participants at locations in Polk, Warren, Jasper, Dallas, Story, and Boone counties. Participants from these counties may opt out of delivery and pick up their food package in person at the Local Agency site in Des Moines.

A limited supply of prescribed food will be issued to eligible persons who pick up the food at the Local Agency site or receive delivery one time per month. The use of a proxy is encouraged for persons who are unable to physically pick up their food.

Participants who pick up their food box can shop for their food items. Signs are posted above the food items with the amount individuals can choose.

The processing of the application is certified by Local Agency 's Polk County location.

A legal form of identification must be presented by the participant or their proxy on an annual basis. The participant or their proxy will be able to self-attest their identity by stating their name to program officials each time they receive their food box.

## CASELOAD/OUTREACH

Iowa's base caseload follows usage rate and program participation guidelines as approved annually by The United States Department of Agriculture Food and Nutrition Services.

Outreach is completed monthly in the service area CSFP is being offered. Outreach is conducted to obtain additional clients in the CSFP. These activities include:

- Participation in senior fairs
- Canvassing senior housing facilities
- Scheduling presentations at senior housing facilities
- Attending Neighborhood Association meetings
- Attending meeting/events with local service providers
- Contacting previously eligible recipients who did not recertify
- Posting informational fliers in public places such as senior housing sites, grocery stores, post offices, doctor's offices, City Hall's, senior centers, VFW Halls, and laundry mats.

Approximately 50% clientele have their food packages delivered:

- By CSFP employees and individual volunteers who deliver to private residences.

- To senior housing apartment complexes in all counties served by the Local Agency. These deliveries are for those who are unable, due to infirmities or lack of transportation, to come to the distribution site.

## FOOD DELIVERY SYSTEMS

USDA foods will be delivered by truck to the Local Agency warehouse, 2309 Euclid Avenue, Des Moines, Iowa. USDA provides administrative funding for CSFP. Polk County provides approximately 76% of administrative funding for the operation of CSFP.

Participants may shop one time per month for a supply of USDA foods (within USDA food package guidelines) at 2309 Euclid. Participants may refuse any food item that they cannot use.

Participants may request delivery if they are unable to shop for their commodity box. A legal form of identification must be presented by the participant or their proxy on an annual basis. The participant or their proxy will be able to self-attest their identity by stating their name to program officials each time they receive their food box.

The state agency has a written agreement with Polk County to provide for the protection of USDA food from theft, spoilage, infestation, fire and other losses in the handling, storage, and distribution of foods.

A daily computerized listing of food distributed, and clients served strengthens the audit trail of USDA food usage. Accountability for assets is compared with the existing assets at reasonable intervals and appropriate action is taken with respect to any differences.

The amounts distributed are computer generated based on the monthly distribution rates for the participant. In addition, a separate monthly physical inventory is reconciled with the computer-generated totals. The data on the FNS-153 report is forwarded to the State Agency for review and accountability. Representatives of the Local Agency do a complete physical inventory at least once a year and forward the documentation to the state agency. HHS also completes a physical inventory annually of CSFP.

The state agency keeps a log of all Local Agency losses and will make a claim determination on USDA food losses based on the current FNS instructions 410-1 Rev. 2. However, if the state agency determines that additional action is needed to pursue a claim in accordance with FNS instruction 410-1 Rev. 2 or findings will be forwarded to FNS Regional office for further claim determination.

**State agency personnel will conduct a review of the Local Agency to evaluate compliance with the operational agreement at least once every two years and are available for technical assistance as needed.**

Monthly reports of inventory and client participation submitted by the Local Agency are reviewed by the state agency. Utilization of these reports ensures the state and Local Agency are able to work closely to maintain an effective caseload management system. The local site keeps an ongoing count of participants.

## DETECTING DUAL PARTICIPATION

Polk County CSFP is the only CSFP provider in the state of Iowa. All participants are served through the same computer system and dual participation would be detected.

In the event a participant or a family member receives USDA food fraudulently, the state and Local Agency will work together to determine the estimated value of USDA food received. If the value of USDA food exceeds \$125, the State of Iowa - HHS agency will require the Local Agency to file a claim against the participant. This will disqualify the participant for a period of up to one year, unless the Local Agency determines that disqualification would result in a serious health risk.