



Distribution Day Checklist

CSFP box distribution day is: _____

Before Distribution

- Clearly display green "And Justice for All" poster
- Upon CSFP box delivery, count boxes and cheese to confirm they match the assigned caseload
- Ensure applications are in alphabetical order (for efficient distribution but not necessary)
- If applicable, create a list of homebound participants to distribute to staff performing home deliveries
- Have extra copies of the following documents:
 - CSFP Application/distribution records
 - Participant Agreement: Rights and Obligations
 - Notice of Certification Status
 - Notice of Denial or Discontinuance
 - CSFP Income Eligibility Guidelines

Distribution

- Have CSFP applications (distribution records on 2nd page) for each participant ready for easy access
- Check ID of participant or proxy
 - Proxy must have written consent on CSFP application to pick up for participant
- Participant or proxy sign their name (proxy will write both participant's name and their name)
- Issue CSFP food box and cheese to participant (box and cheese must be distributed together)
- Make list of participants who did not pick up boxes so follow-up phone calls can be made
- If an individual is **new** to the program, have them fill out a new CSFP application
 - Verify eligibility requirements by filling out the back of the application
 - Certify and add as active participant if opening in caseload
 - Certify and add to waitlist if no opening in caseload
- For active participants **re-certification**, have participants fill out a new application
 - If re-certified, issue a Participant Agreement: Rights and Obligations

After Distribution

- Use the distribution records on CSFP applications to count the number of boxes distributed
- Contact participants who did not pick up their CSFP box
 - They may still receive their box if they are able to pick up CSFP box during designated pick up time frame
- If unable to contact active participant or they are unable to pick up CSFP box within specified time frame:
 - Contact certified eligible individuals from the waitlist
 - After contacting waitlist and boxes are still leftover, contact surrounding CSFP sites to see if they can take extra boxes
 - If CSFP sites cannot be reached or are unable to take extra boxes, contact RFBO
- Count number of leftover CSFP boxes (if any) and store for the next month's distribution
- Submit monthly report to RFBO via Microsoft Forms link
- Make copies of any forms needed for next month's distribution

Questions? Contact Meghan Hatfield at the Regional Food Bank of Oklahoma at (405)600-3164 or mhatfield@rfbo.org