



# CSFP Distribution Day Checklist

CSFP distribution day is: \_\_\_\_\_

## Before Distribution

- Clearly display green 'And Justice for All' poster in location visible to participants
- 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 for staff performing home deliveries
- Have extra copies of the following documents:
  - CSFP Application/distribution records
  - Notice of Certification Status
  - Notification of Ineligibility
  - Notice of Discontinuance
  - CSFP Income Eligibility Guidelines

## Distribution

- Have CSFP applications for each participant ready for easy access
- Participant or proxy sign their name (proxy will write both participant's name and their name)
  - Proxy must have written consent on CSFP application to pick up for participant
- Issue CSFP food box and cheese to participant (box and cheese must be distributed together)
  - Include a pick up reminder slip for the next month's distribution
- 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 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 wait list if no opening in caseload
- For current active participants in need of full **re-certification**, have participants fill out a new application
- When participants are certified or re-certified (after completing a new application), issue a Notice of Certification Status

## 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 wait list
  - After contacting wait list 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 the Regional Food Bank
- Count number of leftover CSFP boxes (if any) and store for the next month's distribution
- Submit monthly report to the Regional Food Bank via Microsoft Forms link
- Make copies of any forms needed for next month's distribution

Questions? Contact Meghan Hatfield at the Regional Food Bank at 405-600-3164 or [mhatfield@rfbo.org](mailto:mhatfield@rfbo.org)