DEPARTAMENTO DE LA

FAMILIA

ADSEF

GOBIERNO DE PUERTO RICO

COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP) OPERATIONAL STATE PLAN

Prepared: September 2019, and updated in June 2026

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I. Purpose

The Commodity Supplemental Food Program (CSFP) Operational State Plan establishes the criteria for the distribution of USDA foods to eligible low-income elderly persons in prequalified communities in Puerto Rico. The participants will receive a monthly food package based on FNS guide rates to supplement their food needs.

II. Assessment of Needs

Economic Situation of Puerto Rico

Puerto Rico has been and remains in a historic, unprecedented recession since 2006, suffered the catastrophic damages and aftermath of Hurricanes Irma and María in 2017, and is slowly recovering under very challenging circumstances. The economic situation of Puerto Rico is evident in the following:

- Unemployment
- Increased core inflation
- Decreased personal consumption
- Commercial Bankruptcies
- Fall in the number of new constructions projects and permits
- Increase in energy costs
- Decrease in population

Population & Poverty

Puerto Rico has a geographical area of only 9,104 km2, with a population of approximately 3.4 million people according to 2016 population estimates of the US Census Bureau and the Puerto Rico Planning Board. After Hurricanes Irma and María, the population decreased to approximately 3.1 million people. According to the Puerto Rico Institute of Statistics, in 2015 46% of the population lived below the poverty line. It is currently estimated that over 40% of the elderly population in Puerto Rico lives below the poverty line.

III. Administering Agencies

The State Agency responsible for the administration of Commodity Supplemental Food Program (CSFP) funds for the Government of Puerto Rico will be the:

Department of the Family
Administration for the Socioeconomic Development of the Family

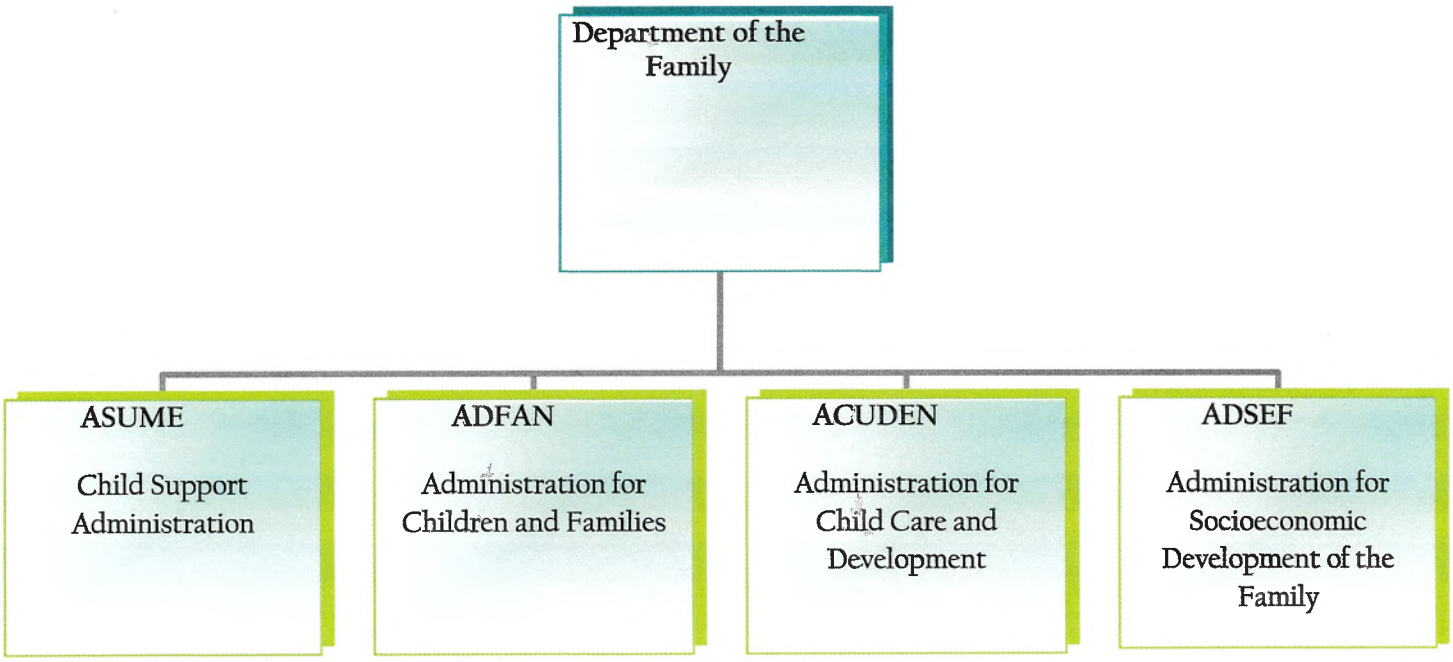
Blanca M. Medina Díaz
ADSEF Administrator
787-289-7600
blanca.medina@familia.pr.gov

PO Box 8000
San Juan, PR 00910-0800

800 Ave. Ponce de León
9th Floor
Miramar, Puerto Rico

The Department of Social Services was established by Public Law 171, on June 28, 1968, as amended. The Department was reorganized and renamed as the Department of the Family under the Reorganization Plan Number 1, of July 28, 1995, that also created the Administration for Socioeconomic Development of the Family (ADSEF).

Department of the Family Organizational Chart



Puerto Rico Department of the Family
Regions and Local Offices

10 Regions & 87 Local Offices

Aguadilla
- Aguada
- Aguadilla I
- Aguadilla II
- Isabela
- Las Marías
- Moca
- Rincón
- San Sebastián

Arecibo
- Arecibo I
- Arecibo II
- Barceloneta
- Camuy
- Ciales
- Florida
- Hatillo
- Lares
- Manatí
- Morovis
- Quebradillas
- Utuado I

Bayamón
- Bayamón I
- Cataño
- Corozal
- Dorado
- Naranjito
- Toa Alta
- Toa Baja I
- Vega Alta
- Vega Baja I

Caguas
- Aguas Buenas
- Barranquitas
- Caguas I
- Cidra
- Comerío
- Gurabo
- San Lorenzo

Carolina
- Canóvanas
- Carolina I
- Loíza
- Luquillo
- Río Grande I
- Trujillo Alto I

Guayama
- Arroyo
- Cayey
- Guayama
- Patillas
- Salinas
- Santa Isabel

Humacao
- Ceiba
- Culebra
- Fajardo
- Humacao
- Juncos I
- Las Piedras
- Maunabo
- Naguabo
- Vieques
- Yabucoa

Mayaguez
- Añasco
- Cabo Rojo
- Guánica
- Hormigueros
- Lajas
- Maricao
- Mayaguez I
- Sábana Grande
- San Germán

Ponce
- Adjuntas
- Aibonito
- Castañer
- Coamo
- Guayanilla
- Juana Díaz
- Orocovis
- Peñuelas
- Ponce I
- Ponce II
- Ponce III
- Villalba
- Yauco

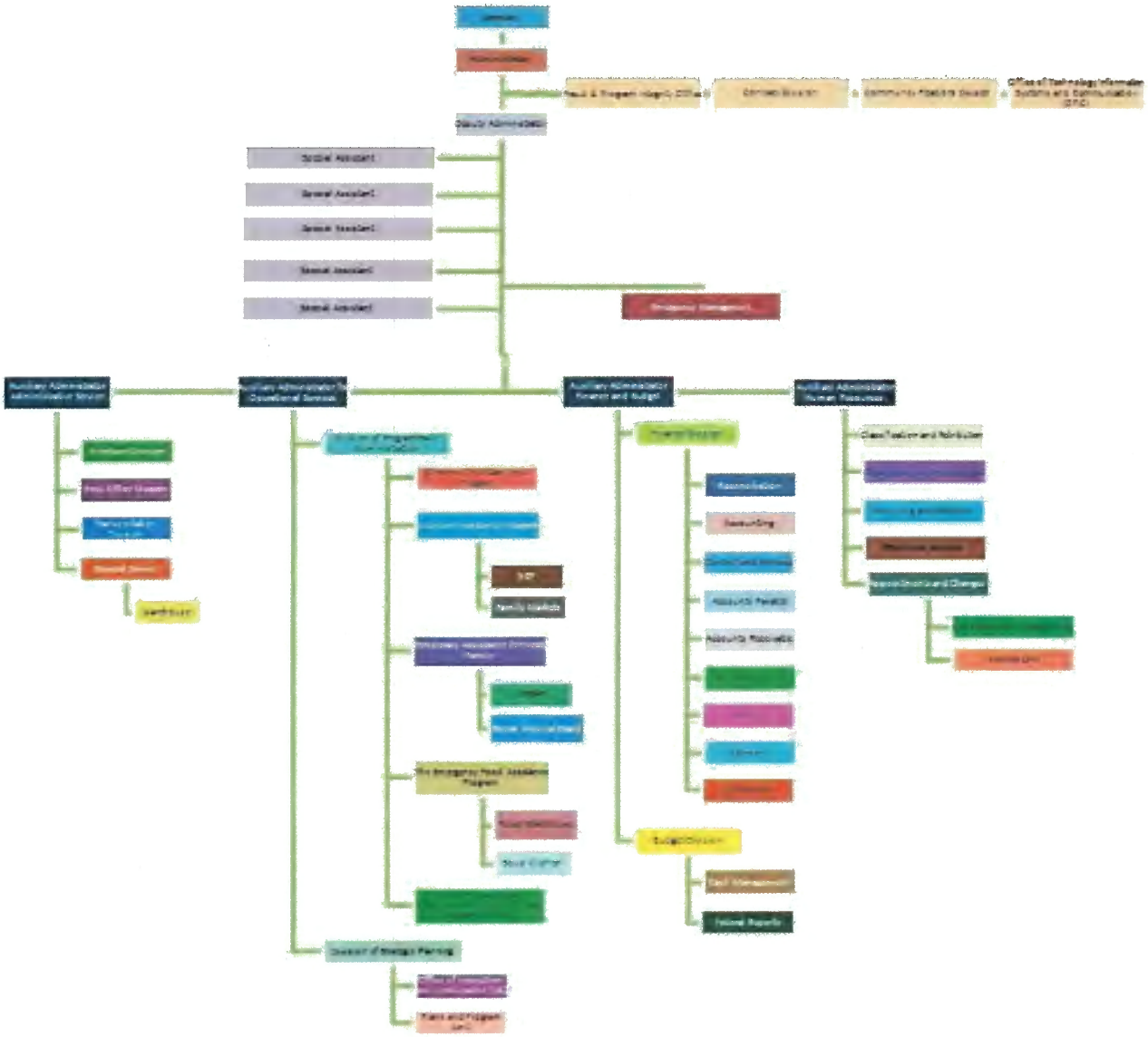
San Juan
- Cupey
- Guaynabo I
- Río Piedras I
- Río Piedras II
- Río Piedras III
- Río Piedras IV
- San Juan I

ADSEF is a government agency of the Department of the Family that provides assistance and support to families in economic need. ADSEF is currently the State Distribution Agency (SDA) for The Emergency Food Assistance Program (TEFAP). Under TEFAP ADSEF has a 49,490 square foot warehouse from where commodities are distributed to over 80 Recipient Agencies and direct household distributions to over 600 communities in the 78 municipalities in Puerto Rico.

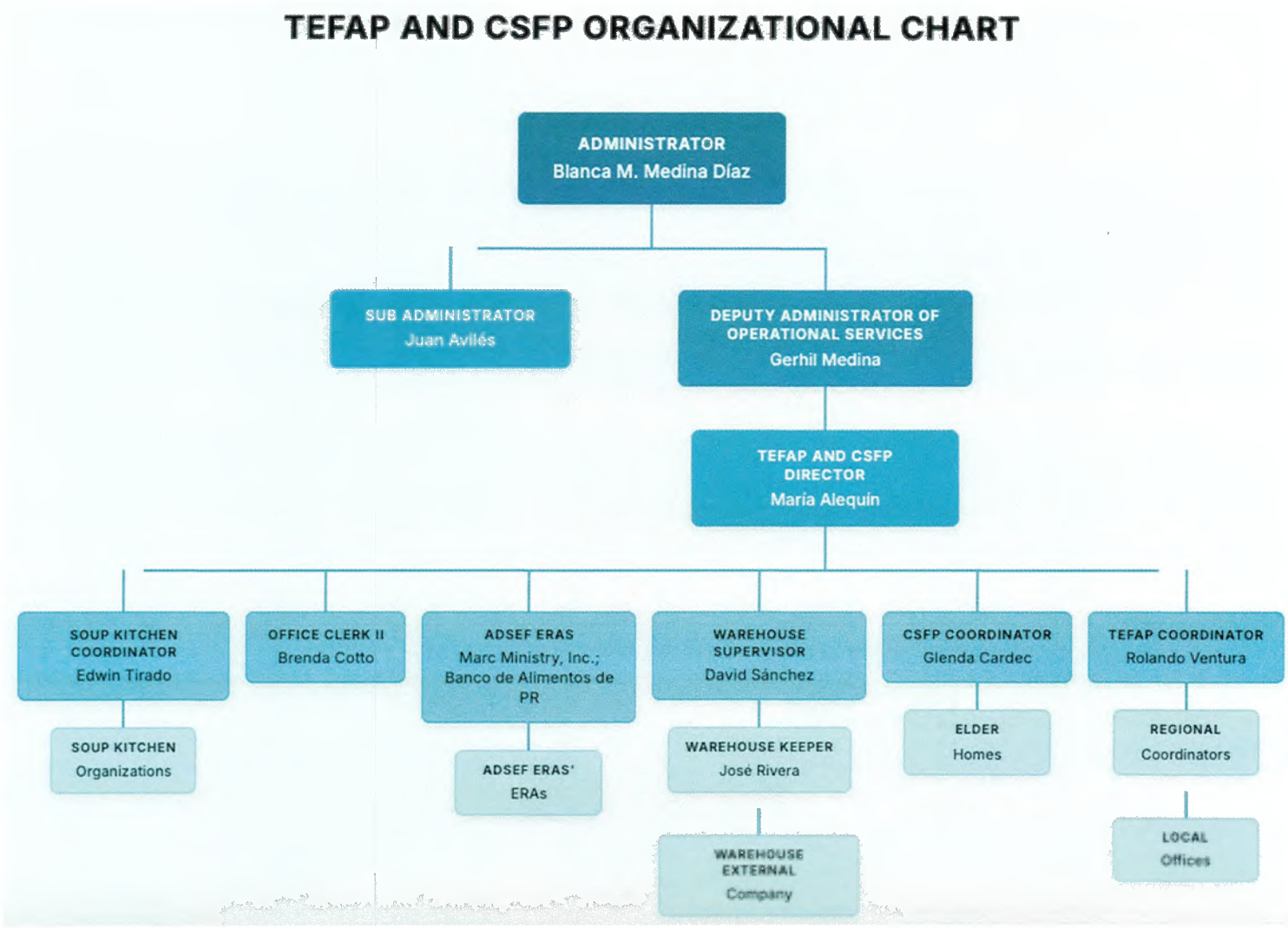
ADSEF also administers the following assistance programs available to people over the age of 60:

- Temporary Assistance to Needy Families (TANF)
- Nutrition Assistance Program (NAP)
- Low- Income Home Energy Assistance Program (LIHEAP)

Administration for Socioeconomic Development of the Family (ADSEF)
Organizational Chart



- As the CSFP - SDA, ADSEF will be responsible for administering the program.


TEFAP AND CSFP ORGANIZATIONAL CHART
ADMINISTRATOR
Blanca M. Medina Díaz
SUB ADMINISTRATOR
Juan Avilés
DEPUTY ADMINISTRATOR OF OPERATIONAL SERVICES
Gerhil Medina
TEFAP AND CSFP DIRECTOR
María Alequín
SOUP KITCHEN COORDINATOR
Edwin Tirado
OFFICE CLERK II
Brenda Cotto
ADSEF ERAS
Marc Ministry, Inc.; Banco de Alimentos de PR
WAREHOUSE SUPERVISOR
David Sánchez
CSFP COORDINATOR
Glenda Cardec
TEFAP COORDINATOR
Rolando Ventura
SOUP KITCHEN
Organizations
ADSEF ERAS'
ERAs
WAREHOUSE KEEPER
José Rivera
ELDER
Homes
REGIONAL
Coordinators
WAREHOUSE EXTERNAL
Company
LOCAL
Offices

IV. Agreements

ADSEF will operate as the local agency (LA) for the CSFP program and will:

- administer the program in accordance with all federal and state regulations including 7 CFR 247 and 7 CFR 250;
- maintain accurate and complete records for a period of three years from close of the fiscal year to which they pertain, or longer if the records are related to unresolved claims, audits or investigations;
- be responsible for any loss resulting from improper distribution, storage, care or handling of commodities;
- be responsible for any misuse of program funds it receives;
- provide nutrition education to participants at least twice per Fiscal Year;
- distribute commodities in accordance with the approved food package guide rate;
- be in charge of the certification of the participants;
- maintain a record of all participants;
- maintain a list of the distribution and storage sites; and
- comply with the Civil Rights Nondiscrimination Assurance.

Since March 2020, Puerto Rico was affected by the COVID-19 pandemic emergency. Due to the COVID-19 disease preventive measures ADSEF personnel were not allowed to enter the participant Institutions and the food boxes to CSFP participants were distributed by the participant Institutions' personnel. Since this food package distribution assistance method continues, and to ensure the integrity of the CSFP, ADSEF has written agreements with the non-profit organizations that participate in CSFP.

The agreements between ADSEF and the non-profit organization include:

- An assurance that the organizations will comply with all federal and state regulations including 7 CFR 247 and 7 CFR 250.
- An assurance that the organizations will maintain accurate and complete records for a period of three years from the close of the fiscal year to which they pertain, or longer if the records are related to unresolved claims, audits, or investigations.
- A statement that the organization will comply with the Civil Rights Nondiscrimination Assurance.

- A statement that the organization would be responsible for any loss resulting from improper distribution, storage, care or handling of commodities.
- A statement that the organization would be responsible for any misuse of program funds it receives.
- Specify that either party may terminate the agreement by written notice to the other within a minimum of 30 days.
- A statement that the organization is responsible to inform each participant in a minimum of 15 days prior to the end of the 12 month certification period the end of the certification date in January, and the requirement to submit to the Institution administrator: the income statement, photo identification and utility bill as evidence of address in participant Institution, for recertification. This notification must include a statement that informs the applicant that program standards are applied without discrimination by race, color, national origin, age, sex, or disability.

V. CSFP

Caseload

Puerto Rico requested an initial caseload of 995 participants. The program began its distributions in eligible communities of the Bayamón Region of the Department of the Family.

Since Puerto Rico Senior population is in great need for supplemental nutritious food, for the CSFP cycle of January through December 2021 the ADSEF requested an additional caseload of 995 for eligible participants in communities of the San Juan, Guayama, Mayaguez, Caguas, Carolina, Arecibo, Aguadilla, and Ponce Regions. As of October 2021, the caseload was a total of 1,990.

ADSEF plans to use program resources and new vehicles approved for purchase with Families First Coronavirus Response Act funds to distribute the CSFP food including the additional caseload approved for Fiscal Year 2021.

According to the amount of funds appropriated by Congress for FY 2021 and program resources, the total caseload of CSFP in Puerto Rico in 2021 was 1,990. With the FY 2022 CSFP funds Puerto Rico requested an additional caseload of 2,075, to distribute to new participant elder homes in other Regions of the Department of the Family. The total caseload for FY 2022 was 4,000, reaching the goal established when the program started.

The CSFP participants are very grateful for the commodities that they receive. The FY 2022-23 base caseload was 3,901, and to keep providing nutritious food to more needy elders, ADSEF received FNS authorization to add 500 participants to the CSFP monthly distributions and is distributing in the Ceiba, San Germán, San Juan, Luquillo, Cabo Rojo, Loíza, Yabucoa, Humacao, Villalba, Fajardo, Manatí, Juana Díaz, San Sebastián, Castañer, Lares, Aibonito, Salinas, Barceloneta, Hormigueros, Utuado, Vega Baja, Patillas, Aguada, Moca, Trujillo Alto, Santa Isabel, Gurabo, Lajas, Guayama, Mayagüez, Patillas, Ponce, Arecibo, Carolina, Las Piedras, Toa Baja, Toa Alta, and Rincón municipalities, for a total caseload of 4,401. In FY 2024, FNS approved an additional 180 participants to the 2024 Final Base Caseload of 4,347, for the total of 4,527 caseload. Some of the additional participants live in Cayey and San Juan. CSFP distributed

a total of 52,897 food boxes from January-December 2024.

For FY 2025, Puerto Rico requested an additional 131 participants to the base caseload of 4,469, for a total caseload of 4,600. The additional caseload was needed to serve additional participants who reside in Golden Living Cidra, Cidra, with 110 residents, and with capacity for 10-20 more participants.

As per the March 24, 2025, FNS communication on CSFP for the 2025 Caseload Cycle and Administrative Grants, the Final Caseload assignment to Puerto Rico was 4,394, equal to a 75 prorata reduction from the 2025 base caseload, 4,469. ADSEF is taking action to ensure that the CSFP participation does not exceed the final assigned caseload of 4,394, on an average monthly basis during CY 2025. As per the FNS communication of December 19, 2025, Caseload Assignments for the 2026 Caseload Cycle and Administrative Grants, Puerto Rico was awarded 45 additional participation slots to the 2025 Final assigned caseload of 4,394, for the 2026 Final assigned caseload of 4,439.

Outreach

Depending on the available CSFP caseload, ADSEF CSFP personnel will identify potentially eligible elder communities to recommend participation in CSFP. During the orientation, the elder community administrator, or other representative, will receive information about program benefits, certification periods, potential program violations, and fair hearings information available in their application form.

The elder community administrator, or representative, will transfer the CSFP orientation information to the potentially eligible participants, and if they are interested, will provide the CSFP application to them, and will gather and deliver all the potentially eligible households applications and required documents to the ADSEF CSFP personnel.

The brochure of the CSFP is available at the Department of the Family's local Offices.

Eligibility Standards

CSFP applicants must be 60 years of age or over and need to be residents of the participating communities. Their income must be at or below 130% of the poverty level. The income guidelines will be updated annually immediately upon receipt from FNS in February or March.

2026 HHS Poverty Guidelines

Persons in Family or Household	48 Contiguous States and D.C.	Alaska	Hawaii	Puerto Rico
1	$20,748	$25,935	$23,868	$20,748
2	28,132	35,165	32,357	28,132
3	35,516	44,395	40,846	35,516
4	42,900	53,625	49,335	42,900
5	50,284	62,855	57,824	50,284
6	57,668	72,085	66,313	57,668
7	65,052	81,315	74,802	65,052
8	72,436	90,545	83,291	72,436
For each additional person, add	$7,384	$9,230	$8,489	$7,384

Puerto Rico uses the Poverty Guidelines for the 48 contiguous states and the District of Columbia.

CSFP INCOME GUIDELINES--2026*

48 CONTIGUOUS STATES, PUERTO RICO, AND DISTRICT OF COLUMBIA							
	Federal Poverty Guidelines - 100%	130%			150%		
Household Size	Annual	Annual	Monthly	Weekly	Annual	Monthly	Weekly
1.....	$15,960	$20,748	$1,729	$399	$23,940	$1,995	$461
2.....	21,640	28,132	2,345	541	32,460	2,705	625
3.....	27,320	35,516	2,960	683	40,980	3,415	789
4.....	33,000	42,900	3,575	825	49,500	4,125	952
5.....	38,680	50,284	4,191	967	58,020	4,835	1,116
6.....	44,360	57,668	4,806	1,109	66,540	5,545	1,280
7.....	50,040	65,052	5,421	1,251	75,060	6,255	1,444
8.....	55,720	72,436	6,037	1,393	83,580	6,965	1,608
For each add'l household member, add...	$5,680	$7,384	$616	$142	$8,520	$710	$164

Individuals that are residents of selected communities and are interested in participating in CSFP will complete an application form that will be evaluated to determine eligibility. The application will include:

- Applicant's name
- Address
- Date of birth
- Household members
- Household income
- Date
- Signature
- Non-discrimination statement
- Signature Statement
- Information release statement

Applicants will be required to present the following:

- Valid form of ID
- Proof of Residence (Ex. utility bill)
- Proof of income (may use self-declaration)

Applicants will be notified within 10 days of applying if they are eligible or ineligible. If they are ineligible, they will be informed of the reason for their ineligibility and be given the opportunity to appeal the decision. In cases where the applicant is eligible, but the maximum caseload has been reached, they will be informed that they will be placed on a first-come, first-serve waiting list.

The participant certification period is effective for one year. Participants will be informed that they have 10 days to report any changes in household income, household composition or new address once the change takes place.

Nutritional risk will not be used to determine eligibility for CSFP in Puerto Rico.

Re-certification

Re-certification will take place every 12 months. Participants will be notified in writing at least 15 days prior to their certification expiring that they need to renew it.

At the moment of re-certification the participant must complete a re-certification form and present the following:

- Valid form of ID
- Proof of Residence (Ex. utility bill)
- Proof of income

Dual Participation

As part of the certification process participants will be informed that they cannot receive CSFP food at more than one distribution site, that if they violate this requirement, they may be required to reimburse the agency for the commodities taken and may also be terminated from the program if discovered. At the distribution site the participant or their authorized representative (proxy) must show identification and will need to sign the participant list in order to receive the commodities.

Program Violations

If participants or caretakers are found to have committed program violations, they may be disqualified from participating in CSFP for up to one year. If the participant commits three program violations, they will be permanently disqualified from CSFP. Program violations include:

- Intentionally making false or misleading statements, orally or in writing
- Intentionally withholding information pertaining to eligibility in CSFP
- Selling commodities obtained in the program or exchanging them for non-food items
- Physical abuse or threat of physical abuse towards program staff
- Committing dual participation

In these cases, ADSEF will provide written notification of disqualification from CSFP at least 15 days before the effective date of disqualification. The notification will include the effective date and period of disqualification, the reason for the disqualification and a statement that the individual may appeal the decision.

Standards to Determine the Cost-Effectiveness of a Claim against a Participant

The pursuit of a claim against a participant to recover the value of CSFP commodities improperly received or used is cost effective when the value exceeds $300 or six months of CSFP benefits. ADSEF is required to use this standard in determining if a claim is to be pursued and to pursue claims in accordance with 7 CFR, Part 247.30 and Puerto Rico policies and procedures.

ADSEF may waive the claim if it is determined that serious nutritional risks are involved.

Collection attempts must include the following:

- A letter with a statement demanding repayment for the commodities improperly received or used.
- If repayment is not made in a timely manner, make additional collection attempts.
- Maintain all records regarding claims actions.

Fair Hearings

Any participant or their caretaker will be given the opportunity to request a fair hearing from the Board of Appeals regarding any adverse action taken in their case. The following are considered adverse actions:

- Denial or discontinuance of program benefits
- Disqualification from the program
- A claim to repay the value of commodities received as a result of fraud

A fair hearing may be requested, within 60 days of receiving notice of the adverse action, by making a clear verbal or written expression that an appeal is desired to an ADSEF official.

The Board of Appeals will give the participant at least a 10 day advance written notice of the hearing information including time and place as well as the rules of procedure for the hearing.

At the hearing the participant will have the opportunity to:

- Examine documents supporting ADSEF's decision before and during the hearing
- Be assisted or represented by an attorney or other person
- Bring witnesses
- Present arguments
- Question or refute testimony or evidence, including an opportunity to confront and cross examine others at the hearing.
- Submit evidence to help establish facts and circumstances

The Fair Hearing will be conducted by a member of the Board of Appeals who is an impartial official without any personal stake or involvement in the decision and who was not personally involved in the initial adverse action. The Board of Appeals members will be responsible for:

- Administering oaths or affirmations, as required by the State
- Ensuring that all relevant issues are considered
- Ensuring that all evidence necessary for a decision to be made is presented at the hearing, and included in the record of the hearing
- Ensuring that the hearing is conducted in an orderly manner, in accordance with due process
- Making a hearing decision

The state may deny the request for a Fair Hearing if the request is not received within the time limit established; the request is withdrawn in writing by the participant or their representative or a participant fails to appear at the hearing, without a good cause.

Nutrition Education

All participants will receive nutrition education through the Nutrition Education Program of the Nutrition Assistance Program (NAP). Nutrition Education will consist of flyers, posters, and/or brochures distributed in their Food boxes at least twice per Fiscal Year.

Some of the themes that may be covered by the Nutrition Education will be:

- Nutritional value of CSFP foods
- Nutrition needs of people over 60
- Nutritious ways to prepare CSFP Foods
- The importance of nutrition in health care

Evaluation of Nutrition Education

ADSEF will evaluate nutrition education on an annual basis using a survey. These surveys will be conducted by CSFP staff or staff from the Nutrition Education Program of the Nutrition Assistance Program (NAP) during distributions.

The surveys will include questions about their level of satisfaction with the nutrition education provided, topic areas on which more information would be helpful, their consumption of fresh fruits and vegetables, and their awareness of additional nutrition education resources.

Homebound Elderly

Eligible participants who are homebound and therefore unable to attend the food distributions may assign a representative, through a proxy designation, to pick up their food package. The representative must present identification and will be in charge of delivering the food package to the participant.

Non-Discrimination and Civil Rights

"And Justice for All" posters will be prominently displayed at local offices and food distribution sites. Civil rights complaint forms will also be available at local offices and food distribution sites.

The ADSEF has a Procedure for Complaints that will provide all CSFP applicants and participants the opportunity to file a complaint whenever they feel that their civil rights have been violated.

All CSFP documents will include a nondiscrimination statement in Spanish.

USDA Nondiscrimination Statement
(Spanish)

De conformidad con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), el USDA, sus agencias, oficinas y empleados, y las instituciones que participan o administran programas del USDA tienen prohibido discriminar por motivos de raza, color, origen nacional, religión, sexo, orientación sexual, discapacidad, edad, estado civil, estado familiar/parental, ingresos derivados de un programa de asistencia pública, creencias políticas o represalias o retaliación por actividades previas de derechos civiles, en cualquier programa o actividad realizada o financiada por el USDA (no todas las bases se aplican a todos los programas). Los recursos y los plazos para presentar quejas varían según el programa o incidente.

Las personas con discapacidades que requieran medios alternativos de comunicación para obtener información sobre el programa (por ejemplo, Braille, letra grande, cintas de audio, lenguaje de señas estadounidense, etc.) deben comunicarse con la agencia responsable o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339. Además, la información sobre el programa puede estar disponible en otros idiomas además del inglés.

Para presentar una queja por discriminación en un programa, complete el Formulario de queja por discriminación en un programa del USDA, AD-3027, que se encuentra en línea en Cómo presentar una queja por discriminación en un programa y en cualquier oficina del USDA o escriba una carta dirigida al USDA y proporcione en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de queja, llame al (866) 632-9992. Envíe su formulario o carta completos al USDA por:

(1) correo postal: Departamento de Agricultura de los EE. UU., Oficina del Secretario Adjunto de Derechos Civiles, 1400 Independence Avenue, SW, Washington, DC 20250-9410;

(2) fax: (202) 690-7442; o

(3) correo electrónico: program.intake@usda.gov.

El USDA es un proveedor, empleador y prestamista que ofrece igualdad de oportunidades.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

2. Fax: (202) 690-7442; or

3. Email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

In cases where the full statement is too long to be included the material will include the following text:

Esta institución es un proveedor que ofrece igualdad de oportunidades.
(This institution is an equal opportunity provider.)

Annual civil rights training will be available for ADSEF staff and volunteers. Evidence of such training will be available including materials used and attendance sheets.

VI. Program Management

Food Storage

ADSEF will serve as the consignee for CSFP Foods delivered by USDA to Puerto Rico. They will provide the storage facility, perform inventory, provide materials, labor, transportation and equipment to receive, process and distribute the CSFP foods. They will also be in charge of ordering the commodities using WBSCM. All food will be stored in a manner that protects it from theft, spoilage, damage or destruction, or other loss. The required standards for warehousing and distribution systems are included under 7 CFR 250.12 and 250.14.

The preferred method of shipment will be **Multifood**, where a container is delivered with more than one product. This method is preferred because the program is small, and smaller quantities prevent excess inventory. Some high demand products will be purchased through **Direct Shipment**.

ADSEF will be responsible for the proper receipt, storage, and distribution of each shipment according to USDA rules and policies. ADSEF will also do inventory twice a year (June and December).

Food Distribution

ADSEF will be in charge of preparing the food packages and transporting them to the distribution sites. At the distribution site, the elder community volunteers will distribute the food packages to the active participants or their authorized representatives. The food distributions will take place on a monthly basis.

The food package will be pre-determined according to FNS Guidelines. A sample food package would consist of the following:

Commodity Supplemental Food Program
Maximum Monthly Distribution Rates
Effective since February 2020

Food Package Category	Food Item	Amount per month
Cereals	Cereal, Dry Ready-to-Eat, (12 to 18 oz) Farina (18 oz) Rolled Oats (18 to 48* oz) Grits (2 to 5* lb)	• 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 (5* lb) unit grits (every other month).
Fruits and Juice[1]	Canned Fruit (15.5 oz) Juice (64 oz) Raisins (15 oz)	• 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.
Meat, Poultry, and Fish	Beef, Beef Stew, or Chili (24 oz) Chicken (10 to 15 oz) Tuna (12 oz) Salmon (14.75 oz)	• 1 (24 oz) shelf-stable package meat and 1 (10 to 15 oz) shelf-stable package poultry or fish; or • 3 (10 to 15 oz) shelf-stable packages poultry and/or fish of any combination.

[1] For children, provide 1 additional unit of juice.

Food Package Category	Food Item	Amount per month
Milk[2]	UHT Fluid Milk 1% (32 oz) Instant Nonfat Dry Milk (12.8 to 25.6* oz)	• 2 UHT milk; or • 1 UHT milk and 1 (12.8 oz) Nonfat Dry Milk; or • 1 UHT milk (every month) and 1 (25.6* oz) Nonfat Dry Milk (every other month). * Indicates larger package size which is being phased out of the food package.
Plant-based Proteins[3]	Canned Beans (15.5 oz) Dry Beans or Lentils (1 to 2* lb) Peanut Butter (16 to 18* oz)	• 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. * Indicates larger package size which is being phased out of the food package.
Cheese	Cheese (2 lb)	• 1 package cheese
Pasta and Rice	Pasta (1 lb) Rice (1 to 2* lb)	• 2 units of any combination of pasta and (1 lb) rice; or • (2* lb) unit rice * Indicates larger package size which is being phased out of the food package.
Vegetables	Canned Vegetables or Soup (10.5 to 15.5 oz) Dehydrated Potatoes (1 lb)	• 8 cans vegetables or soup; or • 6 cans vegetables or soup, and 1 package dehydrated potatoes.

[2] For children, provide 2 additional units of UHT milk.

[3] Plant-based Protein amounts in February 2020 and March 2020 should be limited to one jar of peanut butter or two pounds of beans. Full amounts may be issued beginning April 1st, 2020.

Reports and Record Keeping

ADSEF will maintain records for the receipt and disbursement of administrative funds, eligibility determinations, fair hearings and other program activities.

ADSEF will submit the following reports to FNS:

- SF-425 - Federal Financial Report
- FNS-153 - Monthly report of the Commodity Supplemental Food Program and Quarterly Administrative Financial Status Report
- FNS-191 – Racial/Ethnic Group Participation Report

ADSEF will maintain, and make available to FNS as requested, inventory, receipt and delivery records as well as food destruction logs.

All records will be retained for a period of three years from the end of the fiscal year to which they pertain. If they are related to unresolved claims, auctions, audits or investigations, they will be retained until those activities have been resolved.

Financial Management

ADSEF will maintain financial records for CSFP separately from its other programs in accordance with USDA and Puerto Rico's Accounting Policies and Procedures.

Management Evaluation

Every two years ADSEF will perform a Management Evaluation of CSFP. The evaluation will include on-site reviews of storage facilities, distribution centers, financial management, food orders, distribution, and inventory controls.

VII. General Terms and Conditions

The Administration for Socioeconomic Development of the Family (ADSEF), as the State Agency responsible for the administration of the Commodity Supplemental Food Program (CSFP) funds for the Government of Puerto Rico, agrees to:

- Administer CSFP in accordance with the responsibility assigned by Section 4(a) of the Agriculture and Consumer Protection Act of 1973 as described in the Code of Federal Regulation, Title 7, Part 247 and 250.

- The Operational State Plan is permanent, and the State should only submit amendments if necessary to reflect any changes in program operations or administration as described in the plan, or at the request of FNS, to the appropriate FNS Regional Office.

- Administer CSFP in accordance with the FNS approved Operational State Plan and in compliance with all federal rules and regulations.

- The Government of Puerto Rico agrees to comply with any changes in Federal Law or regulations.

- Monitor the use of USDA Foods by the recipient agency on a biannual basis.

Blanca M. Medina Díaz
ADSEF Administrator
PR Department of the Family

Donald Farrell
Senior Program Specialist, FNS,
Mid-Atlantic Region
United States Department of Agriculture

Appendix II

CSFP Certification Form

Revised Form with racial/ethnic data in Spanish is in attached document to email

Government of Puerto Rico
Administration for the Socioeconomic Development of the Family
Department of the Family
Commodity Supplemental Food Program (CSFP)

CERTIFICATION FORM

Name of the Participant: _____

(First Name) (Initial) (1st Surname) (2nd Surname)

Address of the Participant: _____

_____

Phone Number:_____Date of Birth of the Participant: _____

Household Size:_____ Total Gross Household Income: _____

Proof of Income is per: (Must Circle One) Yearly / Monthly / Twice-Monthly / Bi-Weekly / Weekly

PROXY: not want a Proxy

☐ I do

☐ I want a Proxy (Fill out Proxy Form)

1) What is your ethnic category? (select only one)
   _____Hispanic or Latino
   _____Not Hispanic or Latino
2) What is your race? (select one or more)
   _____American Indian or Alaska Native
   _____Asian
   _____Black or African American
   _____Native Hawaiian or Other Pacific Islander
   _____White

PROOF USED TO SHOW ELIGIBILITY (Must Circle from Each Category Below)

Income: Social Security Benefits Statement
Pay Stub
Other: _____

Age Confirmation: Birth Certificate
Other: _____

Residence: Driver's License
State Issued Identification
Two recent utilities bills
Rental lease

Participant of:

☐ NAP

☐ TANF

☐ Medicate

Other:

Referred to (if you are not a participant)

☐ NAP

☐ TANF

☐ Medicate

Other:

PARTICIPANT'S RIGHTS AND RESPONSIBILITIES

1. You have the right to be given notification of any decision to deny or terminate CSFP benefits, and you have the right to appeal this decision by requesting a fair hearing.
2. You have the right to receive nutrition education information.
3. You have the right to be provided information on other nutrition, health, or assistance program, and be referred as possible.
4. Improper use or receipt of CSFP benefits as a result of dual participation or other program violations may lead to a claim against the individual to recover the value of the benefits and may lead to disqualification from CSFP.
5. Participants must report changes in address, household income and household composition (size of household) within 10 days after the changes become known to the household.

PARTICIPANT'S CONSENT

This certification form is being completed in connection with the receipt of Federal assistance. Program officials may verify information on this form. I am aware that deliberate misrepresentation may subject me to prosecution under applicable State and Federal statutes. I am also aware that I may not receive CSFP benefits at more than one CSFP site at the same time. Furthermore, I am aware that the information provided may be shared with other organizations to detect and prevent dual participation. I have been advised of my rights and obligations under the program. I certify that the information I have provided for my eligibility determination is correct to the best of my knowledge.

I authorize the release of information provided on this application form to other organizations administering assistance programs for use in determining my eligibility for participation in other public assistance programs and for program outreach purposes. (Please indicate decision by placing a checkmark in the appropriate box.)

[ ] Yes [ ] No

CSFP – PARTICIPANT'S TERMINATION

I understand that automatic termination may take place should any of the following conditions occur:

a. Do not meet approved eligibility standards/guidelines
b. Overdue for recertification or failure to pick food for two or more months
c. Violate CSFP regulation, policies and procedures, rules and/or guidelines, etc.
d. Receive CSFP benefits from more than one CSFP site
e. Intentionally making any false or misleading statements or intentionally withholding information pertaining to eligibility
f. Sell or exchange commodities obtained for food and/or non-food items
g. Physical abuse or threat of physical abuse to CSFP staff or representative
h. Become institutionalized or deceased
i. Budgetary constraints
j. I understand that my participation in more than one CSFP site at the same time is illegal. Failure to comply will result in suspension and/or a civil money penalty assessed from the Program.

Participant Signature: _____ Date: _____

CSFP Representative: _____ Date: _____

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

TO BE COMPLETED BY THE AGENCY

Application Complete Date: _____	[ ] Eligible [ ] Not Eligible
Eligibility Date: _____	Reason for Ineligibility: _____
Waitlisted: [ ] Yes [ ] No	_____
Date Placed on Waitlist: _____	Date Ineligibility Letter Mailed: _____
Site Assigned: _____	

Appendix III

CSFP Proxy

Government of Puerto Rico
Administration for the Socioeconomic Development of the Family
Department of the Family
Commodity Supplemental Food Program (CSFP)

PROXY FORM

I, _____ hereby authorize
First Name First Last Name Second Last Name

_____ to sign and receipt
First Name First Last Name Second Last Name

my Commodity Supplemental Food Program (CSFP) food package until my current certification expires

on_____.
Date

Participant Signature: _____ Date: _____

Authorized Proxy Signature: _____ Date: _____

Proxy Verified by (Print Name): _____ Date: _____

Proxy Verified by (Signature): _____

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

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1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

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Appendix IV

CSFP Waiting List

Government of Puerto Rico
Administration for the Socioeconomic Development of the Family
Department of the Family
Commodity Supplemental Food Program (CSFP)

PROGRAM WAITING LIST

Client must be notified of placement on waiting list within 10 days of application date.

DATE OF APPLICATION	NAME	ADDRESS	PHONE NUMBER	AGENCY REPRESENTATIVE SIGNATURE

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