



Welcome to CSFP! The Commodity Supplemental Food Program is a USDA program administered by the Minnesota Department of Health. Channel One is the local agency for 13 counties in southeast Minnesota. Distribution centers are located at more than 25 sites in the region, including food shelves, senior centers, and senior apartment buildings.

The monthly CSFP box includes healthy foods like canned fruits, vegetables, juice, milk, cheese, canned meat, peanut butter or beans, cereal, rice, or pasta. These foods are provided by the USDA and farmers. By participating, seniors save money on groceries and support local farmers and growers in the community.

CSFP serves people who:

- Are 60 years of age or older
- Live in Minnesota (U.S. citizenship not required)
- Meet income guidelines; and
- Prepare their own meals

Certification is a short process to determine eligibility for CSFP. It is also the process to renew (or recertify) eligibility every three years. To certify, you will need:

- Proof of age: a document such as birth certificate, driver's license, state ID or passport.
- Proof of residency: a recent piece of mail, utility bill or other document with your address.
- Self-report your income (gross, before taxes) and household size. Eligibility is at or below 150% of the federal poverty guidelines. Some sources of income are excluded.

CSFP is not considered income for SNAP (Food Stamps) or other benefit programs. CSFP is not subject to public charge consideration and does not affect immigration status.

The information you provide to the CSFP program is private. It will be used to decide if you are eligible to receive CSFP benefits and how best to serve you.

We will protect your information and will not share it outside of CSFP unless you sign a consent to release or unless we are required to do so by law. It may be used for reports and audits, but your name will not be used. Your information may only be shared with:

- People directly related to the administration of the CSFP program; and
- To others only if the law requires us to do so.

CSFP certification lasts three years, and you can recertify. We check in annually with two questions.

- Do you still live at the same address?
- Do you want to continue the program for the next 12 months?

Please call the CSFP office if anything about your household changes or you lose your CSFP ID card and need a replacement. If move, you can transfer your certification to a different location. Call the CSFP office to update your address and we can find a site close to you. If you move into a nursing home or facility with meals, you are no longer eligible for CSFP.

If you cannot pick up your groceries, you can have someone (a proxy) pick up for you. Please let us know the name of your proxy. They need your permission before picking up your box and must bring your CSFP ID card. Some sites may offer delivery. Please know that a proxy or volunteer cannot accept money or tips to bring you your groceries. The food is free. They should also respect your privacy and civil rights. Call us if you want to add or to change your proxy.

What if I can't use all the food? Boxes are pre-packed each month and come with recipes and ideas to use groceries. You may choose to pick your box up every other month. At some sites, you can leave foods you will not use. Ask the staff for information.

What if I miss my monthly pick-up? If you miss 3 months in a row, you will need to be reactivated. Please call our office to let us know if you need assistance.

Participant Rights

- Channel One will provide information to you on other nutrition, health, or assistance programs and make referrals as appropriate.
- Channel One will make nutrition education available.
- Channel One will provide you with notification of a decision to deny or terminate your CSFP benefits, and of your individual right to appeal this decision by requesting a fair hearing, in accordance with 7 CFR 247.33(a).
- You have the right to appeal a decision to deny or terminate CSFP benefits. Call or write to the CSFP office within sixty days of the eligibility decision and for a fair hearing. You may present your own argument or have your proxy help you.

Participant Responsibilities

- You may not sell, barter or exchange CSFP for money or other goods.
- Improper use or receipt of CSFP benefits as a result of program violations may lead to a claim against you to recover the value of the benefits and may lead to disqualifying you from CSFP.
- Inappropriate behavior towards staff or volunteers by the participant or a proxy may result in disqualification from the program.
- Participants must report changes in household income or composition within ten (10) days after the change becomes known to your household.

Other Assistance Options

- **Medicare:** The federal health insurance program that covers older adults and people with disabilities. Call Minnesota's Senior LinkAge Line at 800-333-2433 for help and answers. Online: medicare.gov
- **Social Security and Supplemental Security Income (SSI):** financial benefits for older and disabled adults. Call the Social Security Administration at 800-772-1213. Online: ssa.gov/agency/contact
- **Supplemental Nutrition Assistance Program (SNAP):** helps Minnesotans with low incomes get the food they need and stretch a household's food budget. Call 888-FOOD or 651-401-1411 for application assistance. Online: mnfoodhelper.org
- **United Way 211:** call 2-1-1 or 800-543-7709.

This institution is an equal opportunity provider.