




COMMODITY SUPPLEMENTAL FOOD PROGRAM

SOUTH DAKOTA DEPARTMENT OF EDUCATION
STATE AGENCY PLAN OF PROGRAM OPERATION AND ADMINISTRATION FOR THE
COMMODITY SUPPLEMENTAL FOOD PROGRAM

In accordance with 7 CFR 247.6, the State of South Dakota hereby submits the following plan of Program Operation and Administration requesting program continuation of the Commodity Supplemental Food Program (CSFP) of the Food and Nutrition Services (FNS) of the United States Department of Agriculture (USDA).

South Dakota Department of Education
Child and Adult Nutrition Services
Food Distribution Office
800 Governors Drive
Pierre, SD 57501
Phone: (605) 773-3413
Fax: (605) 773-6846

(Revised June 3, 2025)

Division Director's Signature: 

Date: 6/3/2025

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Program Purpose

The Commodity Supplemental Food Program (CSFP) was established for the purpose of providing supplemental food and nutrition education to eligible persons through state and local agencies. Eligible persons are elderly persons in low-income groups that may be vulnerable to malnutrition.

State Agency Identification and Contact Information

Administering Agency

The South Dakota Department of Education, Child and Adult Nutrition Services, Food Distribution Program, hereinafter referred to as the State Agency, has been empowered to administer CSFP in South Dakota in areas not served by the Oglala Sioux Tribe. The Oglala Sioux Tribe currently operates a CSFP program for Oglala Lakota and Jackson counties.

The State Agency shall keep a copy of the State Plan on file for public inspection.

Contact information:

Child and Adult Nutrition Services
Food Distribution Program
800 Governors Drive
Pierre, SD 57501-2235
Tel: 605-773-3413 Fax: 605-773-6846

Local Agencies and Contact Information

The State Agency has an agreement with one local agency for the operation of CSFP.

Feeding South Dakota (FSD): Located in the eastern part of the state in Sioux Falls, FSD is a Feeding America affiliate. Feeding South Dakota has distributing sites in Sioux Falls, Pierre, and Rapid City. They have established a vast statewide network with local food pantries, feeding sites and other non-profit agencies providing assistance to low income populations. FSD and its network of agencies has been a long time partner with the Emergency Food Assistance Program in South Dakota.

Contact Information:

Feeding South Dakota
4701 N Westport Ave,
Sioux Falls, SD 57107
Tel: 605-335-0364

The local agency listed above will work with community-based agencies that already have an agreement with the respective local agency for the provision of food products to low income populations or who can demonstrate to the satisfaction of the State Agency the capability to conduct a food distribution operation.

Income Eligibility and Other Eligibility Requirements

Income limits shall be those established by USDA – Food and Nutrition Service. Elderly persons are income-eligible using 150% of the current poverty level index as an eligibility criterion. Participation in other Federal or State-level programs can not be accepted as proof of eligibility due to income and program regulation irregularities.

To be eligible to participate in the CSFP, applicants must be 60 years of age or older with an income at or below 150% of the Federal Poverty Income Guidelines. Eligibility criteria and income guidelines for participation shall be in accordance with those established by USDA – Food and Nutrition Service. For certification purposes, an application form will be available at Local Agency offices and other appropriate government agencies. Each applicant will be provided with a notice of eligibility or denial to participate in the program. Length of certification periods will be in accordance with 7CFR Part 247.16.

Residency

Applicants must reside in South Dakota and within the local agencies service area to be eligible for CSFP. The length of time the applicant has resided in South Dakota or in the local agency service area, nor the length of time the applicant plans to remain a resident of South Dakota or the local agency service area may be considered in the eligibility determination (i.e., there is no requirement for the applicant to intend to remain in South Dakota). No citizenship or durational residence requirements are to be imposed as a condition of eligibility.

Recipient agencies must serve a CSFP participant who moves from another area into an area served by CSFP and whose certification period has not expired. The client must be given the opportunity to continue to receive CSFP benefits for the duration of the certification period.

If the recipient agency has a waiting list, the client must be placed on its waiting list ahead of all other waiting applicants.

The recipient agency that determined the client's eligibility must provide verification of the expiration date of the certification period to the client upon request.

Waiting List

When an applicant is potentially eligible, but the local agency does not have sufficient caseload or funding to provide service to the client, the local agency must utilize a waiting list. Waiting lists shall include the following information:

- the date of application
- applicant's name and contact information including address and/or phone number

Individuals on the waiting list shall be prioritized by date of application. Placement on a waitlist is not considered an application denial. Therefore, the placement is not subject to appeal through the fair hearing process.

Applicants must be notified of their placement on a waiting list within 10 days of their request for benefits in accordance with 7 CFR 247.15.

Ineligibility

If the local agency determines anytime during the certification period that the household is not eligible to participate, the local agency shall provide the household in writing at least 15 days before termination of eligibility of the reasons for ineligibility. The notice shall also include an applicant's or participant's right to request a fair hearing to appeal any decision made by the local agency regarding a denial or termination from the Program. The reason(s) for ineligibility shall be properly documented and shall be retained on file at the local agency.

Certification Periods

At the time an application is approved, the local agency worker shall assign a 12 month certification period.

Participants shall be certified at 12 months intervals at which time, they will be required to re-establish eligibility for continued benefits. Eligibility for the program shall expire at the end of the assigned certification period. Local agencies will contact participants no later than 15 days before the certification period ends.

Nutritional Risk Criteria

Nutritional risk will not be used as a criterion when determining program eligibility.

Plan for Serving Elderly

Distribution sites selected by each local agency will require prior written approval from the State Agency. State Agency criteria for approval of distribution sites under consideration will include, but not be limited to, the following factors: community/service area poverty demographics, homebound delivery capabilities for elderly program recipients, past performance, if any, by the site as a food pantry distributor, adequacy and size of facility and proposed program staffing and/or volunteer levels.

The Feeding South Dakota will operate CSFP in the counties of: Beadle, Bennett, Bon Homme, Brookings, Brown, Brule, Buffalo, Butte, Charles Mix, Clark, Clay, Codington, Corson, Custer, Davison, Day, Dewey, Douglas, Edmunds, Fall River, Faulk, Grant, Gregory, Haakon, Hand, Harding, Hughes, Hutchinson, Hyde, Jackson, Jerauld, Jones, Kingsbury, Lake, Lawrence, Lyman, McCook, Meade, Miner, Minnehaha, Moody, Pennington, Perkins, Potter, Roberts, Sanborn, Spink, Todd, Tripp, Turner, Union, Walworth, Yankton.

CSFP services are provided in the county of Oglala Lakota and Jackson, (unincorporated) by the Oglala Sioux Tribe.

Caseload

The local agency will be responsible for CSFP operations including, but not limited to, certification and food distribution. Caseload slots are assigned by the State Agency based on the past program year's participation in each service area. South Dakota's assigned caseload is 2,264.

Outreach

The State Agency will encourage other state government agencies and other public and/or private economic assistance agencies to distribute information about general eligibility requirements for CSFP. The State Agency will provide pamphlets and similar mediums to the local agencies to distribute and promote the program to potentially eligible households.

The local agency will distribute CSFP promotional materials to potentially eligible households periodically. The local agency will conduct outreach to partner agencies, such as senior centers, in their assigned distribution area.

Storage and Distribution

Product is ordered in direct and multi shipments from USDA that is delivered to the local agency for storage

and distribution through three distribution sites.

Product will be distributed to eligible participants in pre-packaged containers. Containers will be of commercial quality and will be packaged and sealed by category type. Distribution rates for USDA Foods shall be established by USDA.

Per 7 CFR 247.10 (b) The Local agency must require each participant, or participant's proxy, to present some form of identification before distributing commodities to that person.

- Participants are allowed to verbally confirm proxy designations. Each proxy must be individually designated by a participant and participants cannot be required to designate a proxy.

CSFP distribution shall be on a day(s) at a time(s) and location(s) determined by the local agency. Distribution will take place monthly, subject to the availability of CSFP food packages.

- Bi-Monthly distributions will be allowed during State and Federal emergency declarations. The Local Agency must obtain prior approval from the State Agency before distributing bi-monthly packages. Once the emergency declaration is over, the local agency will return to monthly distribution.
- Frequency of distribution to participants shall not occur more than one time per month.

Local agencies will post and publish a list of foods available in the food package. A notice at the distribution site shall state any food item may be refused or participants may accept less than the quantity allowed on the guide rate.

The local agency will be required to provide reasonable protection for the USDA Foods in its facility against theft, spoilage, infestation, fire and other loss. Such reasonable protection shall include, but not be limited to the following:

- Keeping doors and windows of the facility locked at all times when an employee is not in attendance.
- Rotating the inventory on a first-in/first-out basis.
- Using an effective means of pest control on a regularly scheduled basis.
- Keeping the facility clear of trash and other fire-causing hazards.
- Providing adequate ventilation and off-floor storage to prevent spoilage.

Local agencies will be provided information on procedures for reporting, processing and resolving complaints regarding USDA Foods food products. In the event of USDA Foods losses due to fire, theft, infestation/spoilage as a result of mishandling or other negligence, the local agency will be required to immediately contact the State Agency with details of the product loss. Information will be collected regarding the loss and a claim determination made based on the value of foods lost and evidence of negligence on the part of the local agency. If it is determined negligence is involved and the total dollar amount warrants, the agency responsible for the loss will be required to make payment for the USDA value of the foods in question or purchase replacement.

Inventory Control

For inventory management control, local agency sites will be responsible for the contents of all packages not distributed and remaining in their possession at the end of the month. Local programs shall conduct a monthly physical inventory of USDA Foods on site. These items will be reported by the local agency to the State Agency by the fifth day of the following month for inclusion on the monthly FNS-153 report to USDA – Food and Nutrition Service.

Each local agency shall be responsible for case lots and the contents of any broken lots resulting from pre-

packaging. Quantities will be reported to the State Agency at the end of each month for inclusion on the report submitted to USDA – Food and Nutrition Service.

Nutrition Education

The State Agency goals for nutrition education services will encompass the following:

- Nutrition education efforts shall emphasize the relationship of proper nutrition to the total concept of good health with special emphasis on the nutritional needs of the elderly.
- To assist participants in making positive changes in food habits, resulting in improved nutritional status and in the prevention of nutrition related problems through maximum use of the CSFP food package and other nutritional foods. This is to be presented within the context of ethnic, cultural and geographical preferences.

Educational materials will be given to participants monthly at the time of distribution by the local agencies. The effectiveness of nutrition education efforts will be measured by means of a survey developed by the State Agency and distributed to participants and analyzed by a nutrition professional within the State Agency. Surveys will be provided to participants in their food package. Results will be compiled on an annual basis.

The State Agency will collaborate with other state agencies and public or private health providers for nutrition education opportunities of CSFP participants which will assist households achieve higher nutritional benefits from commodities.

The nutrition education component will take into account the participants nutritional needs and household situation. The State Agency in conjunction with other public and private agencies will be available to local agencies for technical assistance and the development of nutrition education related materials and resources. The State Agency will evaluate the Nutrition Education provided to CSFP recipients for effectiveness.

Detecting and Preventing Dual Participation

No household shall be permitted to participate in CSFP at more than one distribution site at the same time. Each participant and new applicant shall be advised that dual participation is prohibited and of the consequences such participation entails.

To prevent dual participation, program participation will be limited to individuals who live within the boundaries of the local agency service area. The local agency will review participant names monthly to prevent dual participation. The local agency will provide the names of all applicants to the State Agency upon request for review of dual participation.

Cost Effective Standard for Pursuit of Participant Claims

The standard used to pursue a claim against a participant is based on USDA FNS Instruction 410-1 Revision 2 (VI C) If the loss does not exceed \$500.00, it is not required to file a claim.

Meeting the Needs of the Homebound Elderly

Local agencies will be encouraged to make arrangements to meet the needs of homebound elderly. Efforts

will be coordinated with public and private agencies serving the needs of elderly populations including but not limited to local Meals on Wheels programs. Local agencies will collaborate with the various agencies on the following:

- Identification of potential homebound elderly, outreach activities, establishment and promotion of a volunteer network, application processing; including collection of appropriate information and documentation, and delivery of food packages.

Food package delivery to homebound participants will be conducted in the most feasible manner possible in the service area with consideration to the best interests of homebound participants. Participants will be required to acknowledge receipt of the food package by signing an issuance voucher form.

Agreements

A copy of the Commodity Supplemental Food Program Agreement is included.