



For Profit companies to deliver CSFP Food Packages guidelines for Kentucky ERA's

Kentucky Department of Agriculture has the discretion to allow a for-profit company to provide home delivery of CSFP food packages, if certain conditions are met.

First, consistent with 7 CFR 250.4(c) and (d), an agreement or contract must be in place between the company and local agency which ensures that the delivery service adheres to all CSFP program regulations (see also 7 CFR 247.4). At a minimum, a contract or agreement for these delivery services must require the company to provide:

- Safe storage and transportation of the foods in compliance with program regulations at 7 CFR 250;
- Verification of the identity of each CSFP participant through a review of the participant's, or proxy's, identification before issuing the CSFP food package, consistent with 7 CFR 247.10(b);
- All applicable records required by the State and local agency; and
- An assurance that the privacy of participants will be maintained, consistent with 7 CFR 247.36.
- Civil Rights training for delivery personnel.

If the Food Banks plans to use CSFP administrative funds to procure this service, they must follow procedures outlined in 2 CFR 200, subpart E, and all applicable State and local procurement regulations.

If the for-profit company is donating its services, Food Banks do not need to follow procurement regulations, but must still have a contract or service agreement in place, preferably a no-cost contract or agreement.

In order to conduct deliveries in this way, Local agency must be aware that employees of the for-profit delivery service are not permitted to carry out key local agency responsibilities, such as making participant eligibility determinations (see 7 CFR 247.5(c)(1)-(8) listing the major local agency responsibilities). Such employees may not be considered proxies for participants. Additionally, CSFP food packages may not be dropped off at a door or left unattended at a pick-up location due to the requirement at 7 CFR 247.10(b) that participants or their proxies present identification before being issued a food package.