

**ALASKA STATE AGENCY PLAN and AMENDMENT  
OF PROGRAM OPERATION AND ADMINISTRATION  
FOR THE COMMODITY SUPPLEMENTAL FOOD PROGRAM  
FY25**

In accordance with Public Law 95-113, the State of Alaska hereby submits the following plan of Program Operation and Administration requesting program continuation of a Commodity Supplemental Food Program (CSFP) of the Food and Nutrition Services (FNS) of the United States Department of Agriculture (USDA).

Family Nutrition Programs  
130 Seward Street, Room 508  
Juneau, AK 99801  
(907) 465-3100  
Krista Jordan, CSFP Coordinator  
Liz Walsh, Family Nutrition Programs Manager



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### **Grantee Food Bank Identification:**

It is the intent of FNP to operate CSFP through grantees located in Anchorage and Fairbanks, and through distribution centers in outlying communities.

The two current grantee agencies are:

Fairbanks Community Food Bank  
725 26<sup>th</sup> Ave.  
Fairbanks, AK 99701  
(907) 456-6500  
Anne Weaver, Executive Director

Food Bank of Alaska  
2192 Viking Drive  
Anchorage, AK 99501  
(907) 277-3663  
Cara Durr, Executive Director

### **Income Eligibility Criteria: *including amendment***

The federal income guidelines of 130% of poverty for the state of Alaska will be used during FY25. ***Income guidelines using 150% FPL will go into effect prior to July 1, 2025.*** The income guidelines are amended each year and sent to the state agency by USDA-FNS. FNP will inform each grantee food bank of the most current income information. The food banks will oversee the use of current income information in their partner agencies.

Income eligibility is determined by comparing household size and household income with the CSFP income eligibility guidelines. Income eligibility is based on the most current indicator of their financial status. An applicant shall self-report their total gross income.

<b>ALASKA</b>				
Household Size	Federal Poverty Guidelines - 100%	Elderly - 130%		
	Annual	Annual	Monthly	Weekly
1.....	\$18,810	\$24,453	\$2,038	\$471
2.....	25,540	33,202	2,767	639
3.....	32,270	41,951	3,496	807
4.....	39,000	50,700	4,225	975
5.....	45,730	59,449	4,955	1,144
6.....	52,460	68,198	5,684	1,312
7.....	59,190	76,947	6,413	1,480
8.....	65,920	85,696	7,142	1,648
<b>For each add'l household member, add...</b>	6,730	8,749	730	169

2024 income guidelines

*Household Size Determination:*

Household is defined as a group of related or non-related individuals, who usually, (although not necessarily), are living together as one economic unit. Household members who share economic resources and consumption of goods and/or services; may also be called “economic unit”, “family” or “household size”. Terms may be used interchangeably.

*Household Income Determination:*

The CSFP definition of income means gross income before deductions for such items as income taxes, employees' social security taxes, insurance premiums, and bonds.

CSFP does *not* permit a household’s gross income to be reduced for hardships, high medical bills, childcare payments, taxes, child support, alimony, insurance, or other deductions.

The local agency may consider the household's average income during the previous 12 months and current household income to determine which more accurately reflects the household's status.

Alaska Permanent Fund Dividends will be added to the income for each family member if received. Garnished permanent fund dividends will also be included.

The following table lists what is included as gross income:

Monetary compensation for services, including wages, salary, commissions, or fees
Active military payments
Food allowances for military households living off base
Net income from farm and non-farm self-employment
Social Security benefits, including Supplemental Security Income (SSI) disability benefits
Dividends or interest on savings or bonds, income from estates, trusts, or investments withdrawn to live on
Net rental income
Public assistance or welfare payments; Foster care
Unemployment compensation; Worker's Compensation
Government civilian employee or military retirement or pensions or veterans' payments
Private pensions or annuities
Alimony or child support payments
Regular contributions from persons not living in the household
Other cash income: Includes but is not limited to withdrawals from any source, including savings, investments, trust accounts and other resources are readily available to the family to live on.
Student financial assistance, such as grants and scholarships that do not require repayment. Work study earnings after costs for tuition, books, school supplies are subtracted
Alaska Permanent Fund Dividends

### **Age Eligibility:**

Applicants must be 60 years or older at the time of application for CSFP. Self-reporting of birthdate on the application is acceptable. No proof to age is required. (Photo ID is still required at the time of application) Homebound applicants 60 years and older who are unable to acquire their own foods due to medical conditions, lack of a valid driver's license or a restricted driver's license preventing transportation to the distribution site may receive CSFP via home delivery.

### **Residency Eligibility:**

Persons eligible for Alaska's CSFP must reside in Alaska. There is no duration or fixed residency requirement. Migrant and seasonal farm workers shall be considered as meeting the residency requirement.

Elderly persons living in nursing homes do not qualify for program benefits.

## **Grantee Food Bank Service Plans**

### *Fairbanks:*

The Fairbanks Community Food Bank provides direct service as well as servicing other on-site meal programs and other agencies. They do not charge a handling fee for any of their services. They provide food to 100 other local agencies, as well as individuals, as they are the only food bank in the area. In their various direct service programs, they have an intake of 2-10 tons of food each day. Much of the food they handle is perishable, and they have a 35,000 square foot warehouse plus an additional 16,000 square foot overflow warehouse with freezers and refrigeration and appropriate warehouse tools and equipment to handle this volume of daily product. Their volunteer work force is quite stable. Within the warehouse space, they have a separate warehouse for USDA nutrition programs, TEFAP and CSFP. Each day they have volunteers who work on-site. Their CSFP and TEFAP food distribution program is open for business for a minimum 6 days each week.

FCFB currently has an assigned caseload of 644. FCFB has averaged 620 participants over the past 8 months. For comparison, FCFB average in FY22 was 377 per month. With COVID restrictions behind them, FCFB has seen an increase in village support and now has connections in various villages that assist seniors/elders with applying for CSFP. This has contributed to the increased participation in Fairbanks. Fairbanks partners with North Slope Borough and Northwest Arctic Borough to pay for the shipping of CSFP boxes to their elders. The caseload trajectory is positive and Fairbanks anticipates that it will continue to increase in FY25 due to these active partnerships.

### *Anchorage:*

The Food Bank of Alaska distributes more than 7.5 million pounds of food or 6.3 million meals, each year to a statewide network of 150 partners. Food Bank of Alaska also contracts with the State of Alaska's Department of Education and Early Development to distribute and monitor TEFAP commodities, SFSP and CACFP federal programs. The Food Bank of Alaska continues to build 2000-2500 CSFP boxes per month at their warehouse facility in Anchorage, which is 78,000 square feet. The warehouse next door was recently purchased and provides an additional 29,000 square feet of warehouse space.

The Food Bank of Alaska accepts client applications for the CSFP program from their 20 partner agencies, totaling 65 distribution sites. Based on actual certifications by its Distribution Agencies, the Food Bank of Alaska will fill CSFP individual boxes at its facility in Anchorage. The CSFP boxes will then be transferred to the distribution sites based on their distribution schedules. The Food Bank of Alaska will take responsibility for the integrity of the program – training and monitoring its partners in CSFP guidelines.

FBA currently has an assigned caseload of 1935. Over the past 8 months, they have averaged 2148 participants per month. FBA has received interest from new areas in the state but haven't been able to extend CSFP services to those areas due to a lack of caseload and high shipping costs. Currently FBA has approximately 2700 active participants on the program. Anchorage is

confident that they can continue to increase caseload. FBA is currently working towards adding rural sights such as Kusilvak, Metlakatla, and possibly Kodiak. These 3 sites alone would account for approximately 100- 150 additional seniors. Metlakatla is Alaska's only reservation and the barriers to serving Metlakatla are lack of caseload and the cost of shipping of boxes. If caseload is increased, FBA will be working with potential partners on resolving the barrier of shipping the boxes to Metlakatla.

Anchorage has not conducted outreach in years because they were already at or over their caseload. With additional caseload, they could outreach in areas with distribution sites. With the increased cost of living that greatly impacts low income seniors, the need for food resources is prevalent.

The State of Alaska CSFP program is confident that it can meet a caseload of 3000 based on the above factors and the current trajectory. Alaska CSFP is subsequently requesting an increase of 421 participants from our FY24 caseload to equal a total caseload of 3000.

## **Outreach**

The grantee food banks will provide CSFP information throughout their communities. Other agencies such as senior centers, public health clinics and other health and social service agencies will be provided with information about CSFP.

The Fairbanks Community Food Bank will advertise locally in the Fairbanks Daily News-Miner and other appropriate media, including radio and television. They will work with their network of referral agencies to facilitate outreach. CSFP is also advertised on the side of their truck. FCFB features CSFP on their website. The local agency mails outreach letters to those that have not recertified.

The Food Bank of Alaska will work with its network of agencies to spread the word regarding the CSFP program, including personal contact and reminders in the monthly newsletter. The Food Bank of Alaska will feature the CSFP program on its website and reach out to the United Way of Anchorage and the Safe City program of the Municipality of Anchorage. The Food Bank of Alaska will also work to provide media attention for CSFP in conjunction with other programs and promotions. The Food Bank of Alaska reaches out to clients in need of recertification, through its network of agencies, in several ways; phone calls, in-person during distributions, and a reminder flyer.

## **Storing and Distribution of Commodities, *including amendment***

USDA supplemental foods will be shipped directly from the USDA contracted warehouse to the CSFP grantee food bank warehouses in Anchorage and Fairbanks. The USDA will pay for shipping costs to these two destinations. The State will not directly warehouse or distribute supplemental foods. Grantee food banks will be notified of a commodity shipment by the USDA.

Actual preparation and distribution/delivery of the food packages will be completed at the grantee food banks as described below. Foods will be packaged in boxes of monthly food allotments and picked up at approved distribution sites by participants. FCFB will send boxes directly to rural participants using tribal funds for shipping.

***During monthly CSFP box distribution participants or their proxies may verify their identity by stating their name and/or by visual personal recognition. No signature is required at pickup and distribution sites will internally document the pickup.***

## **Nutrition Education**

Grantees must provide nutrition education to each CSFP participant at least monthly. At a minimum, one nutrition education handout must be included in each CSFP food box. During FY24, the Alaska SNAP-Ed program provided 15 months of Nutrition Education (Food Hero) printouts to include in senior boxes.

Additional nutrition education activities such as classes, demonstrations are encouraged but not required.

An annual survey was developed by the grantee food banks and state to evaluate the effectiveness of nutrition education efforts and participant satisfaction with the CSFP program. This survey will be updated annually to include relevant questions. The surveys will be administered to participants either by mail, in person at a distribution site during pickup, or distributed in boxes during the months of April and May. Survey reports will be returned to the state office with quarterly reports, due July 31<sup>st</sup>.

## **Dual Participation**

### **Reference Citation**

247.5 (c) (10) A plan for the detection of dual participation within the jurisdiction of the State agency.

Dual participation will be defined as the simultaneous participation in more than one Alaska CSFP Program site. The geographic distance satisfies the requirement as fraud prevention for dual participation.

There is a great geographical distance between the two food bank grantees and they do not provide services to overlapping locations. Computer programs for each grantee eliminate the possibility of dual participation for each grantee within their own agency. The local agency will notify the other existing local agency when a participant moves to or from an area outside of their agency boundaries.

Should a participant be found to be a dual participant they will be terminated from one or both programs and be informed of their right to a Fair Hearing.



All participant names and addresses will be kept in confidential files, accessible only to staff who are responsible for the detection of dual participation.

### **Cost-effectiveness of pursuing a claim against a participant**

Based on the size of Alaska and the limited staff that administer the CSFP program, it would not be cost effective to pursue a claim against a participant. The local agency may also determine that disqualification would result in a serious health risk and the disqualification may be waived.

### **Homebound Elders**

The homebound elderly will be defined as individuals 60 years and older unable to apply for program benefits and/or pick up their own CSFP foods due to medical conditions, lack of a valid driver's license or a restricted driver's license preventing transportation to the distribution site.

The two grantee food banks will coordinate with the local Meals on Wheels programs as well as the Salvation Army to provide the homebound elderly with information about the CSFP Program, conduct home certifications and delivery of food packages. Information will include the phone numbers and names of grantee food bank staff that will be available to answer questions about the CSFP Program or provide information on delivery schedules.

A spouse, relative or caretaker of the elderly applicant may apply on their behalf if the applicant is homebound or for any reason unable to apply on his/her own behalf and may pick up food packages on their behalf. The CSFP staff must be assured that the elderly individual does exist. A home visit or a telephone conversation with the elderly individual must occur unless staff has knowledge that the elderly applicant is alive and not living in a nursing home.

If volunteers are used to take applications to the homes of homebound elderly, the actual certification will be done by grantee food bank staff. Volunteers at the community levels will offer information about the CSFP to seniors and elders at congregated meal sites, senior information agencies and through newsletters.

## State of Alaska Agreements with Grantees

### *FBA FY25 Grant Agreement*

<b>Program Name</b>		<b>Grant Award Number</b>	164-262-25002
Commodity Supplemental Food		<b>Fiscal Year</b>	2025
		<b>Relationship Type</b>	Sub Recipient
<b>Approved Grant Project Budget Period</b>		<b>Issue Date</b>	7/2/2024
<b>Beginning</b>	7/1/2024	<b>Amount</b>	\$179,333.88
<b>Ending</b>	6/30/2025	<b>UEI</b>	L7NTMJPG3DE7
<b>Grant Duration</b>	Fiscal Year 4 of 4	<b>DUNS</b>	103502852
<b>Name and Mailing Address of Grantee</b>		<b>Service Area(s)</b>	
Food Bank of Alaska 2192 Viking Drive Anchorage, AK 99501		Anchorage, Big Lake, Chitina, Chugiak, Copper Center, Eagle River, Gakona, Girdwood, Glennallen, Kenai, Kenny Lake, Mat-Su Borough, Nelchina, Nikiski, Palmer, Saint Paul, Seward, Soldotna, Sterling, Sutton, Talkeetna, Tazlina, Tonsina, Trapper Creek, Wasilla, Willow, Wrangell	
<b>Grantee Contact</b>	Anthony Reinert	<b>Grants Administrator</b>	Medora Rorick
<b>Grantee Phone</b>	(907) 222-3104	<b>Grants Administrator Phone</b>	907-465-4823

Agencies expending \$750,000 or more total federal financial assistance in a fiscal year may be required to comply with the Federal Single Audit Act. This grant contains **\$179,333.88** federal funds.

*I certify that I am authorized to negotiate, execute, and administer this agreement on behalf of the agency named above, and hereby consent to the terms and conditions of this agreement including all articles listed on all pages.*

*FCFB FY25 Grant Agreement*



<b>Program Name</b>		<b>Grant Award Number</b>	164-262-25001
Commodity Supplemental Food		<b>Fiscal Year</b>	2025
		<b>Relationship Type</b>	Sub Recipient
<b>Approved Grant Project Budget Period</b>		<b>Issue Date</b>	7/2/2024
<b>Beginning</b>	7/1/2024	<b>Amount</b>	\$56,475.12
<b>Ending</b>	6/30/2025	<b>UEI</b>	X3EELGMCBPY9
<b>Grant Duration</b>	Fiscal Year 4 of 4	<b>DUNS</b>	806994034
<b>Name and Mailing Address of Grantee</b>		<b>Service Area(s)</b>	
Fairbanks Community Food Bank Service Inc. 725 26th Ave Fairbanks, AK 99701-7000		Akiachak, Akiak, Alakanuk, Alatna, Alcan Border, Allakaket, Anaktuvuk Pass, Anderson, Aniak, Anvik, Arctic Village, Bethel, Big Delta, Cantwell, Chefornak, Chevak, Chuathbaluk, College, Crooked Creek, Delta Junction, Deltana, Denali, Dot Lake, Eagle, Eek, Eielson, Emmonak, Ester, Fairbanks, Farmers Loop, Fort Yukon, Fox, Galena, Goodnews Bay, Healy, Holy Cross, Hooper Bay, Hughes, Huron, Huslia, Interior Region, Kaktovik, Kalskag, Kaltag, Kipnuk, Kongiganak, Kotlik, Koyukuk, Kusilvak, Kuskokwim, Kwethluk, Kwigillingok, Lower Kalskag, Marshall, McGrath, McKinley Park, Mekoryuk, Minto, Mountain Village, Napakiak, Napaskiak, Nenana, Nightmute, Nikolai, North Pole, North Slope, North Star Borough, Northern Region, Northway, Nuiqsut, Nulato, Nunam Iqua, Nunapitchuk, Pilot Station, Platinum, Point Hope, Point Lay, Prudhoe Bay, Quinhagak, Rampart, Red Devil, Ruby, Russian Mission, Saint George, Saint Mary's, Salcha, Scammon Bay, Shageluk, Sleetmute, Stony River, Tanacross, Tanana, Tetlin, Toksook Bay, Tuluksak, Tuntutuliak, Tununak, Two Rivers, Upper Kalskag, Utqiagvik, Venetie, Wainwright, Yukon Koyukuk, Yukon Kuskokwim	
<b>Grantee Contact</b>	Anne Weaver	<b>Grants Administrator</b>	Medora Rorick
<b>Grantee Phone</b>	(907) 456-6500	<b>Grants Administrator Phone</b>	907-465-4823

Agencies expending \$750,000 or more total federal financial assistance in a fiscal year may be required to comply with the Federal Single Audit Act. This grant contains \$56,475.12 federal funds.

*I certify that I am authorized to negotiate, execute, and administer this agreement on behalf of the agency named above, and hereby consent to the terms and conditions of this agreement including all articles listed on all pages.*

### **Certification Period**

State of Alaska's length of certification is 3 years. Recertification must take place at the end of the first and second year. Reapplying for certification occurs at the end of the third year.

	11/4/2024
Liz Walsh, Family Nutrition Program Manager	Date
	12/30/2024
Liz Walsh, Family Nutrition Program Manager	Amendment Date