

ARKANSAS DEPARTMENT OF EDUCATION
Division of Elementary and Secondary Education
District Operations
Food Distribution Unit4
Capitol Mall, Box 19
Little Rock, AR 72201
FY 2025 CSFP State Plan

INTRODUCTION

This State Plan of Operation sets forth the procedures to be utilized in the administration of the Commodity Supplemental Food Program (CSFP) in Arkansas. The United States Department of Agriculture (USDA) administers CSFP nationally to provide supplemental foods for a target group of low-income individuals over 60 years of age. This target group must meet income eligibility guidelines.

During Federal Fiscal Year 2010, USDA granted the State of Arkansas the ability to administer the Commodity Supplemental Food Program (CSFP). The original State Plan requested a caseload of 5,000 slots to be distributed in 15 counties of the State. USDA granted the State a caseload level of 3,281, which had been used to distribute CSFP foods to those counties of the State. In 2017, USDA granted the State of Arkansas an additional caseload of 2,000 which brought our total caseload to 5,281. This allowed the State to expand the program to 30 counties. In 2018, USDA granted the State of Arkansas an additional caseload of 1,000 which brought our total caseload to 6,281. This allowed the State to expand the program to 6 additional counties, for a total of 36 counties served by the program. In 2019, the caseload was increased by 455 for a total of 6,736. This allowed the expansion into 4 new counties, for 40 counties served in the State. In 2020, the caseload was reduced by 107, for a total of 6,629. Distribution has stabilized, although there have been some challenges due to the pandemic. Through 2020, Arkansas continued to maintain a distribution rate of 100%. In 2021, USDA granted the State of Arkansas an initial additional caseload increase of 451, which brought our total caseload to 7,080 and allowed the expansion of the program into two additional counties. A second caseload increase of 549 was granted due to a new funding source, the American Rescue Plan Act, 2021, which brought the statewide caseload to a total of 7,629. The additional 549 caseload was given to a new Food Bank agency which allowed expansion of the program to an additional 7 counties in a rural area of the state. The program is now available in 52 of the 75 Arkansas counties. In 2022, an increase of 731 brought the total to 8,360 and expanded by one (1) new agency and allowed expansion into (four) 4 additional rural counties. In 2023, Arkansas obtained an additional 2,015 caseload

which brought the total caseload to 10,375. Adding an additional agency in Northwest Arkansas and serving 56 of the State's 75 Counties. In 2024, Arkansas was approved for a caseload increase of 429 which brought the total caseload to 10,804. For 2025, there was a nationally mandated CSFP caseload decrease, and in Arkansas, that has brought the current total caseload to 10,623.

Caseload assignment to the agencies can be found starting on page 7 of this document.

The Food Distribution Unit has placed the CSFP program in many rural areas of the State where it could benefit those clients most in need. The trend in Arkansas has been for the work age population to move toward jobs located in more metropolitan areas, leaving the participant to make up most of the population in these communities. The individuals aged 60 or older living in these rural communities face many challenges. The distance to grocery stores; prices are typically higher due to the lack of competition; and the lack of friends or family to bring food to homebound clients. These concerns are being alleviated by the CSFP program's existence.

In choosing the sites in which the additional caseload was utilized, we looked at current participants who are served reports as well as indication from the agencies as to their waiting lists. The CSFP and TEFAP programs work side by side in serving as many clients as possible within the program categories. By utilizing both programs and expanding the availability of CSFP foods, our clients served became more consistent throughout the State. While the State could utilize a much higher caseload in the CSFP program that will be requested in the next fiscal year, we feel that a slower methodical approach will ensure that the caseload assigned will be utilized to its maximum.

STATE AND LOCAL AGENCY IDENTIFICATION

The Arkansas Department of Education (ADE) acts as the State Distributing Agency for USDA foods. In that capacity, ADE will deliver USDA foods to participating agencies using our bob truck. The Food Distribution Unit within ADE prepares food requisitions, completes federal reports, conducts program monitoring, administers grant funding, provides training, and acts as the liaison between federal agencies, and Food Bank operations of Food Programs in Arkansas.

The Community Action Program Agencies (CAP), as well as the food banks had partnered with DHS (Department of Human Services) for over 25 years, but due to the States' Act 237 known as the "Learns Act" the Food Distribution Unit has moved to ADE. Therefore, CAP's as well as food banks will now partner with ADE to successfully distribute CSFP and TEFAP foods in Arkansas. They have demonstrated an exceptional ability to manage a government food distribution program as part of their overall operations. They maintain high professional standards, while distributing food to needy people in all 75 counties. Both the CAP agencies and food banks serve over 1,200 non-profits, faith-based organizations, food pantries, soup kitchens and charities that operate feeding programs serving low-income Arkansans. These agencies are natural partners to operate the CSFP program in Arkansas.

The CAP agencies and food banks will be responsible for certification, ordering, receipt, storage, and transportation of CSFP products. Multi-food orders will be shipped directly to these agencies. They will use staff and volunteers to prepare food boxes for each CSFP food package that will be delivered to distribution sites monthly. The agencies will be responsible for gathering participation data, providing monthly inventory reports, monitoring local site distributions, providing nutrition education and acting as liaison between the state agency, clients, and local sites.

Local Distribution

The agencies of Arkansas will distribute food in areas of central, eastern, western, south central, southeast, northeast central, northeast, and northwest Arkansas. CSFP will be available in 56 counties within their service areas, which fills the 10,623-person caseload. The agencies had selected strong partners that they already service in these counties to work with CSFP. Distribution of CSFP foods took place in areas which also showed a deficiency in food distribution services.

CERTIFICATION

Eligibility for participation in CSFP in Arkansas will be based upon an individual's categorical eligibility and household income. Nutritional risk criteria will not be used.

All certification data will be recorded on a CSFP application/certification form. Information on the form includes the applicant's name, address, phone number, name of a proxy authorized to receive food on the participant's behalf, the date of the visit to apply for program participation, date of birth, household income, applicant's rights, applicant's signature (which will only be required during certification and re-certification and not at distribution), the date of certification or denial, and the signature and title of the person making the eligibility determination.

Categorical Eligibility

Certification for participation requires categorical eligibility in the following category:

- Individuals who are 60 years of age or older.
- Individuals who receive or are already on the following programs are automatically qualified for the CSFP Program:
 - SNAP benefits
 - SSI (Supplemental Security Income)
 - Low Income Subsidy Program
 - Medicare Savings Program

Income Criteria

The income criteria used to determine program eligibility will be:

- For individuals, age 60 and older – 150% of the same poverty guidelines.

Household income will be declared by the client on the application and verified against the appropriate household income chart by trained certification workers to determine income eligibility. Income guidelines are updated annually.

Age Determinations

The client's age will be determined based on the declaration of their age on the CSFP application and verification of age/identity as required by CSFP regulations. The age of the participants will be verified at certification through the presentation of an official document that shows their age. This verification can be in the form of a picture ID, birth certificate, or other official document.

Nutritional Risk Criteria

Nutritional risk criteria will not be used to certify clients for CSFP in Arkansas. Certification will be based on categorical eligibility and income eligibility only.

Residency Requirement

Clients must live in a county where CSFP services are available to be served. Residency will be determined based on the client's declaration of their present address which can be in the form of declaring their county or zip code. Each approved partner site will serve only residents of the county where they are located.

Waiting list procedures

Certification workers at each distribution site will have a maximum caseload established based on the number of slots funded for the program year and the number of potentially eligible clients expected in their area. When a maximum caseload is reached at a site, the site will contact the agency to determine whether their caseload can be increased, or whether all caseload slots are filled.

If all slots are filled, a waiting list must be established. When the list is established for CSFP, workers may continue to accept applications but will inform applicants that they are being placed on a waiting list and will be notified as soon as there is an opening in the CSFP program. The Agency will issue a temporary, one month certification for applicants on the waiting list to facilitate 100% distribution.

Homebound Participants

Eligible participants unable to attend distributions may designate (on their application) a relative, friend or other authorized representative, as their proxy for receipt of the food packages. Homebound clients will also have food packages delivered to them by volunteers. Additional volunteers will include scout troops, church groups, faith-based organizations, and other screened volunteers, who can consistently deliver food packages and visit homebound clients.

Certification Periods

Eligible recipients are certified at the time of their entrance into the program and every 12 months thereafter, provided they continue to meet categorical eligibility requirements.

Re-certification will be offered on a timely basis to avoid an interruption of program benefits to recipients who may continue to be eligible. Recipients will be given new applications when they receive the last food package for their existing 12-month certification period.

Notification of Fair Hearing and Illegality of Dual Participation

At the time of certification and re-certification, applicants are informed in writing of their right to a fair hearing and may appeal any decision made by the local agency regarding denial or termination from the program. Additionally, applicants are informed of the following:

- The standards for participation in the CSFP program are the same for everyone regardless of race, color or national origin, sex (including gender identity and sexual orientation), age or disability. Nutrition education will be made available to all approved applicants.
- The local agencies have implemented OASIS and other database systems which detect dual participation attempts across more than one county. This protects against multiple pick-ups from multiple sub-distributing sites by maintaining a list of all participants for each location. This follows Dual Participation Detection, in accordance with 247.6(8).

Program Fraud

The local distributing agency will be required to initiate a claim against a program participant, or their caretaker acting on behalf of the program participant, who intentionally commits fraud to receive CSFP foods. A claim will be required to recover the food's value if it is greater than \$500.00.

Referrals to Other Health and Social Services

CSFP clients will receive referrals to other health and social service programs as follows:

- SNAP Program brochures will be made available to every CSFP client at least one time. The agencies currently distribute SNAP outreach materials for DHS and will continue this practice with CSFP clients.
- Applications for the Medicaid program will be available at distribution sites. Most of these sites already provide this information to clients.
- Other materials to assist clients with housing needs and other services will also be offered at CSFP certification sites.

- Where applicable, local agencies must share written information and referrals to SFMNP (Senior Farmers' Market Nutrition Program) to expand awareness and access to the program.

Public Posting of CSFP Program Information

The State Agency will make available a list of all CSFP local agencies, which excludes agencies operating under an agreement with the local agency, on a publicly available internet web page <https://tefap.ade.arkansas.gov/ade/tefap/>. This includes posting the name, address, and telephone number for each local agency and updating the list annually.

Public Posting of State Plan

The State Agency will post the current CSFP State Plan on a publicly available internet web page <https://tefap.ade.arkansas.gov/ade/tefap/>.

CASELOAD MANAGEMENT REQUEST

Caseload Assignment

The Arkansas Department of Education has a current caseload of 10,623 slots for the CSFP program in Arkansas. This caseload is assigned to partnered agencies to service CSFP clients. Below are the current caseload allocations for FY 2025

| County | Agency | Address | Contact | Phone |
|-------------------------------|---|--|------------------|--------------|
| Ashley County (188 slots) | Greater Crossett Food Pantry (RA-ARFB) | 309 Pine St., Crossett, AR 71635 | Martha Murphy | 870-305-5446 |
| Baxter County (24 slots) | Food Bank of Northcentral AR (RA-FBNCA) | 1042 Highland Cir., Mt Home, AR 72653 | Stacy Vincent | 870-499-7565 |
| Baxter County (40 slots) | Baxter County Mobile (RA-FBNCA) | 14215 HWY 5 South, Norfolk, AR 72658 | Patty Fitzer | 870-499-7565 |
| Baxter County (83 slots) | Salvation Army (RA-FBNCA) | 111 HWY 201 N., Mt Home, AR 72653 | Michelle Robbins | 870-424-5708 |
| Benton County (158 slots) | Feed Rogers (RA-NWARFB) | 216 South 13th Street, Rogers, AR 72756 | Lauren McGrath | 479-408-4393 |
| Benton County (20 slots) | Lowell Mobile Pantry (RA-NWARFB) | 119 South Dixieland, Lowell, AR | Sabrina Thiede | 479-347-2722 |
| Boone County (194 slots) | Mercy Mall (RA-FBNCA) | 805 Cottonwood Road, Harrison, AR 72601 | Patty Fitzer | 870-499-7565 |
| Boone County (42 slots) | Good Neighbor Food Cupboard (RA-FBNCA) | 320 Grand Ave., Diamond City, AR 72644 | Sandra Alliotta | 870-371-0040 |
| Boone County (25 slots) | Boone County Mobile Food Pantry (RA-FBNCA) | 1100 W. Bowser Ave., Harrison, AR 72601 | Patty Fitzer | 870-499-7565 |
| Calhoun County (120 Slots) | CADC Hampton Office (RA-CADC) | 210 S. Lee St., Hampton, AR 71744 | Tanya Lewis | 870-626-0553 |
| Carroll County (30 slots) | Berryville Mobile Pantry (RA-NWARFB) | 601 Dr. Spurlin Cr., Berryville, AR 72616 | Sabrina Thiede | 479-347-2722 |

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| Carroll County (151 slots) | Loaves and Fishes (RA-NWARFB) | 489 Bunch Springs Rd., Berryville, AR 72616 | Deneine Foster | 870-423-4246 |
| Clark County (147 slots) | Arkadelphia Senior Activity Center (RA-CADC) | 1305 North 10 th Street, Arkadelphia, AR 71923 | Sharon Bell | 870-246-9871 |
| Clark County (110 slots) | Gurdon Senior Activity Center (RA-CADC) | 410 E. Main St., Gurdon, AR 71743 | Royce Ann Barbaree | 870-353-2095 |
| Clay County (96 slots) | Corning Senior Wellness Center (RA-FBNEA) | 1403 Main St., Corning, AR 72422 | Brenda Arnold | 870-857-6308 |
| Clay County (53 slots) | Rector First Baptist (RA-FBNEA) | 218 South Stewart, Rector, AR 72461 | Zelda Horton | 870-595-3668 |
| Columbia County (50 slots) | Asbury Methodist Church (RA-HARTEX) | 1300 E. University, Magnolia, AR 71753 | Marilyn Jones | 870-904-0795 |
| Columbia County (50 slots) | Emerson Community Outreach (RA-HARTEX) | 107 Kelly St., Emerson, AR 71740 | Elnoria Combs | 870-312-0018 |
| Columbia County (65 slots) | Magnolia Senior Center (RA-HARTEX) | 600 Leila St., Magnolia, AR 71754 | Renee Ware | 870-562-2048 |
| Conway County (160 slots) | Conway County Fairgrounds (RA-ARVAC) | 901 E. Elm Street., Morrliton, AR 72110 | Rashad Woods | 479-858-1623 |
| Craighead County (51 slots) | Food Bank of Northeast Arkansas (RA-FBNEA) | 3414 One Place, Jonesboro, AR 72042 | Natalie Neal | 870-932-3663 |
| Craighead County (15 slots) | Food Bank of Northeast Arkansas Forrest City Mobile Pantry (RA-FBNEA) | 3414 One Place Jonesboro, AR 72042 | Natalie Neal | 870-932-3663 |
| Craighead County (15 slots) | Caraway Senior Life Center (RA-FBNEA) | 305 New York Ave., Caraway, AR 72419 | Shelia Richmond | 870-482-3348 |
| Craighead County (24 slots) | Aspen Gardens (RA-FBNEA) | 1011 Rains St., Jonesboro, AR 72401 | Ashley Lawrence | 870-219-1477 |
| Craighead County (24 slots) | Helping Neighbors (RA-FBNEA) | 501 W. Highland Dr., Jonesboro, AR 72401 | Liz Ivener | 870-935-7298 |
| Craighead County (22 slots) | Monette Housing Authority (RA-FBNEA) | 429 S. Williams Ave., Monette, AR 72447 | Barbara Suber | 870-486-5487 |
| Craighead County (44 slots) | Southwest Church of Christ (RA-FBNEA) | 1601 James Street, Jonesboro, AR 72401 | Rick Fielder | 970-932-9254 |
| Craighead County (95 slots) | St. Bernard's Senior Life Center (RA-FBNEA) | 700 E. Washington, Jonesboro, AR 72401 | Jeanette Austin | 870-207-7611 |
| Craighead County (39 slots) | Brookland Church Of Christ (RA-FBNEA) | 9664 HWY 49-B N, Brookland, AR 72417 | Debra Foster | 870-974-1872 |
| Crittenden County (85 slots) | West Memphis Senior Life Center (RA-FBNEA) | 318 West Tyler, West Memphis, AR 72301 | Tina Wade | 870-702-7738 |
| Crittenden County (35 slots) | Total Deliverance (RA-FBNEA) | 400 Commerce St., Earle, AR 72331 | Sherman Smith | 870-792-0177 |
| Cross County (41 slots) | Wynne Senior Life Center (RA-FBNEA) | 715 Canal Ave East, Wynne, AR 72396 | Jessica Harris | 870-238-2782 |
| Cross County (58 slots) | Cherry Valley Food Pantry (RA-FBNEA) | 3211 HWY 42, Cherry Valley, AR 72324 | Joan Ball | 870-208-7667 |
| Dallas County (50 slots) | First Baptist Church Sparkman (RA-CADC) | 225 Ethel St., Sparkman, AR 71763 | Autumn Bailey | 870-403-0679 |
| Dallas County (54 slots) | Melvin Collins Building (RA-CADC) | 400 West Short Street, Fordyce, AR 71742 | Tanisha Childs | 870-352-8894 |
| Drew County (156 slots) | Immanuel Baptist Church (RA-ARFB) | 939 Barkada Rd., Monticello, AR 71675 | Telese Huffman | 870-224-2727 |
| Franklin County (147 slots) | Gardner Family Life Center (RA-ARVAC) | 104 South 5 th Street, Ozark AR 72949 | Rashad Woods | 479-858-1623 |
| Franklin County (9 slots) | Altus Housing (Savannah Apts.) (RA-ARVAC) | 1222 Carbon Plant Rd., Altus, AR 72821 | Rashad Woods | 479-858-1623 |
| Franklin County (4 slots) | Ozark Housing Authority (RA-ARVAC) | 310 N 6 th St., Ozark, AR 72949 | Rashad Woods | 479-858-1623 |
| Fulton County (60 slots) | Shining Light Food Pantry (RA-FBNCA) | 560 7 th St., Mammoth Springs, AR 72554 | Jennifer Smith | 417-293-1692 |

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| Fulton County (53 slots) | Agape Food Room (RA-FBNCA) | 144 HWY 62E., Salem, AR 72576 | Jerry Estes | 870-371-1750 |
| Fulton County (65 slots) | Fulton County Senior Life Program (RA-FBNCA) | 309 W. Church Street, Salem, AR 72576 | Jody Sparks | 870-895-3147 |
| Garland County (192 slots) | Oaklawn UMC (RA-ARFB) | 216 Higdon Ferry, Hot Springs, AR 71909 | Ray Wilkerson | 501-282-3995 |
| Greene County (100 slots) | Senior Bees (RA-FBNEA) | 123 N 12 th St., Paragould, AR 72450 | Carol Fleszar | 870-239-1937 |
| Hempstead County (31 slots) | Hope Senior Center (RA-HARTEX) | 102 S. Main St., Hope, AR 71801 | Julian Lot | 870-777-1345 |
| Hempstead County (20 slots) | Old Washington First Baptist Church (RA-HARTEX) | 105 SW Jay, Washington, AR 71862 | Pastor Robert Nichols | 903-809-9566 |
| Hempstead County (40 slots) | Hope Evening Lions Club (RA-HARTEX) | 3301 E. 3 rd St., Hope, AR 71801 | Jessica Trauger | 870-826-5957 |
| Hot Spring County (300 slots) | Malvern Senior Activity Center (RA-CADC) | 1800 Moline, Malvern, AR 72104 | Suzanne Graves | 501-332-5374 |
| Howard County (45 slots) | New View Church (RA-HARTEX) | 11166 Hwy 278 W., Nashville, AR 71852 | Teresa Daingerfield | 903-556-0099 |
| Howard County (24 slots) | Nashville Senior Center (RA-HARTEX) | 206 E. Howard St., Nashville, AR 71852 | Marcille Dallas | 870-455-5070 |
| Howard County (123 slots) | Mineral Springs Church of Christ (RA-HARTEX) | 318 Bridgeman Dr., Mineral Springs, AR 71851 | Judy Jones | 870-451-4441 |
| Izard County (65 slots) | Manna House (RA-FBNCA) | 40 Lunen Street, Melbourne, AR 72556 | Sonja Finley | 870-368-7111 |
| Izard County (40 slots) | Calico Rock Community Care (RA-FBNCA) | 305 AR HWY 56 Calico Rock, AR 72519 | Tom Smotherman | 870-916-2268 |
| Izard County (50 slots) | White River Health (RA-FBNCA) | 30 Chapel Hill Rd Brockwell, AR 72517 | Susan Williams | 870-368-0241 |
| Izard County (50 slots) | Food Outreach Mission (RA-FBNCA) | 1005 1st Street, Horseshoe Bend, AR 72512 | Becky Young | 870-670-5452 |

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| Jackson County (70 slots) | Jackson County Senior Center (RA-FBNEA) | 400 North Pecan St., Newport, AR 72212 | Selena Barnhill | 870-217-9790 |
| Jackson County (30 slots) | NPCG/Manna Food Pantry (Newport Pentecostal Church of God) (RA-FBNEA) | 205 Ray St., Newport, AR 72112 | Gail Poole | 501-473-1560 |
| Jackson County (80 slots) | Tuckerman Food Pantry (Every Child is Ours) (RA-FBNEA) | 201 S. HWY 367, Tuckerman, AR 72473 | David Hargrave | 870-824-8877 |
| Jefferson County (204 slots) | Pursuit Church of Jefferson County (RA-ARFB) | 1400 Centennial Lane Whitehall, AR 71602 | Kay Lynn Johnston | 870-543-9780 |
| Jefferson County (120 slots) | Neighbor to Neighbor (RA-ARFB) | 1419 S. Pine St., Pine Bluff, AR 71601 | Pat Tate | 870-534-2883 |
| Johnson County (204 slots) | Johnson County Fairgrounds (RA-ARVAC) | 1586 Oakland St., Clarksville, AR 72830 | Rashad Woods | 479-858-1623 |
| Lafayette County (50 slots) | Stamps Senior Center (RA-HARTEX) | 228 Church St., Stamps, AR 71860 | Kathy Duke | 870-533-6009 |
| Lafayette County (58 slots) | Bradley Methodist Church (RA-HARTEX) | 103 N. Pilot St., Bradley, AR 71826 | Richard Estes | 870-894-3942 |
| Lafayette County (40 slots) | Stamps Rotary Club – First Baptist Church of Stamps (RA-HARTEX) | 315 Church St., Stamps, AR 71860 | Charlie Goodwin | 903-701-5645 |
| Lawrence County (63 slots) | Walnut Ridge Senior Wellness Center (RA-FBNEA) | 504 Southern Ave., Walnut Ridge, AR 72476 | Pam Cline | 870-886-2372 |

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| Little River County (56 slots) | Community Alternative Prevention Program- (CAPP) (RA-HARTEX) | 205 W. 6 th Ave., Foreman, AR 71836 | Linda Walker | 903-293-0473 |
| Little River County (68 slots) | Ashdown Senior Center (RA-HARTEX) | 1321 Gordon Dr., Ashdown, AR 71822 | Tabitha Hughes | 870-667-7117 |
| Little River County (30 slots) | Old Center CC – Winthrop (RA-HARTEX) | 715 High Street, Winthrop, AR 71866 | Virginia Lansdale | 903-278-6040 |
| Logan County (52 slots) | Neighborhood Center (RA-ARVAC) | 426 N. Holden Ave., Booneville, AR 72927 | Rashad Woods | 479-858-1623 |
| Logan County (131 slots) | First Methodist Church (RA-ARVAC) | 205 N Elm St Paris, AR 72855 | Rashad Woods | 479-858-1623 |
| Logan County (13 slots) | Paris Housing Authority (RA-ARVAC) | 109 N. Logan Dr., Paris, AR 72855 | Rashad Woods | 479-858-1623 |
| Logan County (2 slots) | Booneville Housing Authority (RA-ARVAC) | 272 S. Sharp Ave. Booneville, AR 72927 | Rashad Woods | 479-858-1623 |
| Lonoke County (102 Slots) | First Methodist Church of Carlisle (RA-ARFB) | 215 E. 3 rd Street, Carlisle, AR 72024 | Tina Hillman | 501-450-2881 |
| Madison County (40 slots) | Huntsville Mobile Pantry (RA-NWARFB) | 307 Church Ave., Huntsville, AR | Sabrina Thiede | 479-347-2722 |
| Madison County (65 slots) | White River Baptist Church (RA-NWARFB) | 18830 AR 16, St. Paul, AR 72760 | Pam Eitelman | 479-677-2112 |
| Marion County (15 slots) | Bull Shoals Food Pantry (RA-FBNCA) | 1013 Lakeshore, Bull Shoals, AR 72619 | Bonnie Sumner | 870-405-9468 |
| Marion County (60 slots) | Yellville Area Food Closet (RA-FBNCA) | 2191 HWY 62 E., Yellville, AR 72687 | Tim Kelly | 870-449-8797 |
| Miller County (14 slots) | New Hope Baptist Church (RA-HARTEX) | 620 MC 192 Doddridge, AR 71834 | Perry Williams | 903-293-7596 |
| Miller County (25 slots) | Life House Church (RA-HARTEX) | 915 East St., Texarkana, AR 71854 | Barry Resecker | 903-701-0537 |
| Miller County (59 slots) | Miller County Senior Center (RA-HARTEX) | 1800 Dudley St., Texarkana, AR 71854 | Sandra | 870-330-7898 |

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| Miller County (23 slots) | LHC – Arbor Pointe (RA-HARTEX) | 600 N. Oats, Texarkana, AR 71854 | Jamye Tanner | 870-216-2300 |
| Miller County (32 slots) | LHC - Villas of Texarkana (RA-HARTEX) | 2711 Preston St., Texarkana, AR 71854 | Eureka White | 870-772-5977 |
| Miller County (12 slots) | Bridging the Gap – DBM (RA-HARTEX) | 209 E. 14 th St., Texarkana, AR 71854 | Barbara Riley | 903-908-9754 |
| Miller County (12 slots) | Fouke Senior Center – DBM (RA-HARTEX) | 201 Redcut Rd., Fouke, AR 71837 | Terry Purvis | 870-653-2409 |
| Miller County (17 slots) | Opportunity Inc. – DBM (RA-HARTEX) | 600 E. 43 rd St., Texarkana, AR 71854 | Linda Young | 903-791-2297 |
| Miller County (30 slots) | United Families of America (RA-HARTEX) | 1900 Marieta St., Bldg. 2 Texarkana, AR 71854 | Balinda Reed | 903-691-3205 |
| Mississippi County (41 slots) | Frenchman’s Bayou First Baptist Church (RA-FBNEA) | 7301 S. HWY 61, Joiner, AR 72350 | Rochell Coleman | 501-960-3165 |
| Mississippi County (160 slots) | Blytheville Neighborhood Serv. Center (RA-MCAEOC) | 801 S. Elm St., Blytheville, AR 72315 | Caroline Hancock | 870-763-0483 |
| Mississippi County (82 slots) | Manila Neighborhood Serv. Center (RA-MCAEOC) | 203 N. Baltimore Ave., Manila, AR 72442 | Laura Murphy | 870-561-4533 |

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| Mississippi County (142 slots) | Osceola Neighborhood Serv. Center (RA-MCAEOC) | 404 School Street, Keiser, AR 72351 | Sieira Jones | 870-526-2532 |
| Mississippi County (60 slots) | Keiser Neighborhood Serv. Center (RA-MCAEOC) | 320 School Street, Keiser, AR 72351 | Sieira Jones | 870-526-2532 |
| Montgomery County (144 slots) | Mt. Ida Senior Activity Center (RA-CADC) | 158 Senior Drive, Mt. Ida, AR 71957 | Jean Sorrells | 870-867-2313 |
| Nevada County (13 slots) | United Christian Church of Emmet (RA-HARTEX) | 407 W 4 th St., Emmet, AR 71835 | Joann Muldrew | 870-300-9114 |
| Nevada County (46 slots) | Prescot Senior Center (RA-HARTEX) | 419 E. Main St., Prescot, AR 71857 | Anita Jones | 870-887-5119 |
| Nevada County (80 slots) | Foodshare Arkansas (RA-HARTEX) | 960 US Hwy 371, Prescot, AR 71857 | LaShelle Hamilton | 901-326-1761 |
| Nevada County (35 slots) | Friends of Lower Nevada County Arkansas (RA-HARTEX) | 3780 HWY 53, Buckner, AR 71827 | Regina Irizarry | 870-949-9439 |
| Newton County (25 slots) | Newton County Senior Center (RA-FBNCA) | 100 E. Clark Street, Jasper, AR 72641 | Nickie Henderson | 870-446-5531 |
| Newton County (25 slots) | Newton County Mobile Pantry (RA-FBNCA) | 600 School Street, Jasper, AR 72641 | Patty Fitzer | 870-499-7565 |
| Perry County (61 slots) | Perryville Fairgrounds (RA-ARVAC) | 124 Hickory St, Perryville, AR 72126 | Rashad Woods | 479-858-1623 |
| Pike County (130 slots) | Glenwood Senior Activity Center (RA-CADC) | 229 Betty St., Glenwood, AR 71943 | Trey Mockabee | 870-356-4212 |
| Pike County (130 slots) | Murfreesboro Senior Activity Center (RA-CADC) | 120 E. Court St. Murfreesboro, AR 71958 | Vickie Hutson | 870-285-2312 |
| Pike County (12 slots) | Blessed Beginnings (RA-HARTEX) | 403 2 nd Ave., Murfreesboro, AR 71958 | Carey Beth Cole | 870-285-1269 |
| Poinsett County (55 slots) | Trumann Senior Life Center (RA-FBNEA) | 351-B Campbell St., Trumann, AR 72472 | Cindy Marshall | 870-483-2112 |
| Poinsett County (34 slots) | Lepanto Senior Life Center (RA-FBNEA) | 100 Stevens Square, Lepanto, AR 72354 | Amanda Gagliano | 870-475-6005 |
| Poinsett County (20 slots) | Marked Tree Senior Life Center (RA-FBNEA) | 212 10 th Street, Marked Tree, AR 72365 | Stephanie Hood | 870-358-3751 |
| Poinsett County (50 slots) | Harrisburg Senior Life Center (RA-FBNEA) | 300 Fairground Rd., Harrisburg, AR 72432 | Donna Horsely | 870-578-2871 |

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| Polk County (2 slots) | Polk County Housing (RA-ARVAC) | 509 S. Marrow St., Mena, AR 71953 | Rashad Woods | 479-858-1623 |
| Polk County (172 slots) | Polk County Fairgrounds (RA-ARVAC) | 156 Polk Road 43, Mena, AR 71953 | Rashad Woods | 479-858-1623 |
| Pope County (274 slots) | Pope County Fairgrounds (RA-ARVAC) | 517 S. Knoxville, Russellville, AR 72801 | Rashad Woods | 479-858-1623 |
| Randolph County (94 slots) | Pocahontas Senior Wellness Center (RA-FBNEA) | 1505 Airport Rd., Pocahontas, AR 72455 | Betty Poe | 870-892-8473 |
| Saline County (290 slots) | Benton Senior Activity Center (RA-CADC) | 1800 Citizens Drive, Benton, AR 72015 | Sherry Parsons | 501-776-0255 |
| Saline County (110 slots) | Bryant Senior Activity Center (RA-CADC) | 6401 Boone Road Ste. 3, Bryant, AR 72022 | Mary Vickers | 501-943-0056 |
| Scot County (176 slots) | Sodie Davidson Park (RA-ARVAC) | 165 Mill St., Waldron, AR 72958 | Rashad Woods | 479-858-1623 |
| Scott County (19 slots) | Waldron Housing Authority (RA-ARVAC) | 1092 Shipley Circle, Waldron, AR 72958 | Rashad Woods | 479-858-1623 |
| Searcy County (27 slots) | Searcy County Rural Help Center (RA-FBNCA) | 260 N. Church St., St. Joe, AR 72675 | Donna Grinder | 870-439-8300 |
| Searcy County (34 slots) | Searcy County Senior Center (RA-FBNCA) | 509 Zack Rd., Marshall, AR 72650 | Stacie Allbee | 870-448-2999 |
| Sevier County (35 slots) | Praise Temple (RA-HARTEX) | 102 1 st St., DeQueen, AR 71832 | Pastor Horatio Sotelo | 870-279-3522 |

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| Sevier County (50 slots) | DeQueen Senior Center (RA-HARTEX) | 605 E Hays Ave., DeQueen, AR 71832 | Joyce Short | 870-642-6046 |
| Sevier County (65 slots) | First Baptist Church Lockesburg (RA-HARTEX) | 3466 S. Camillia, Lockesburg, AR 71846 | Lindsey Hanney | 870-289-2121 |
| Sevier County (55 slots) | Old Center CC - Horatio (RA-HARTEX) | 122 Bradley Chapel Rd., Horatio, AR 71842 | Tawnya Landsdell | 870-584-1053 |
| Sharp County (50 slots) | White River Health Systems (RA-FBNCA) | 2 Santee Drive, Cherokee Village, AR 72525 | Karla Collins | 870-257-6301 |
| Sharp County (96 slots) | Mission of Hope (RA-FBNCA) | 3968 HWY 62, Hardy, AR 72542 | Julia Baldrige | 870-856-5511 |
| Sharp County (24 slots) | First Baptist Church of Cherokee Village Food Pantry (RA-FBNCA) | 6 Iroquois Drive, Cherokee Village, AR 72529 | Regenia Conway | 870-257-3112 |
| Sharp County (20 slots) | White River Area Agency on Aging (WRAAA) (RA-FBNCA) | 2102 HWY 62-412, Highland, AR 72542 | Lori Goodman | 870-856-2626 |
| Sharp County (60 slots) | First Assembly of God Food Pantry-Cave City (RA-FBNCA) | 437 N. Main, Cave City, AR 72521 | Ladonna Darwin | 870-283-5770 |
| St. Francis County (60 Slots) | Hughes Christian Outreach (RA-FBNEA) | 201 Blackwood St., Hughes, AR 72348 | Belinda Joshaway | 870-339-3594 |
| St. Francis County (40 slots) | Forrest City Senior Life Center (RA-FBNEA) | 2550 S. Washington St., Forrest City, AR 72336 | Nancy Phillips | 870-494-4708 |
| St. Francis County (15 slots) | End Time Harvest Outreach Ministries (RA- FBNEA) | 1013 HWY 306 W., Colt, AR 72326 | Karen Mason | 870-821-2659 |
| Stone County (50 slots) | White River Health Systems (RA-FBNCA) | 210 School Ave., Mountain View, AR 72560 | Sandra Deweese | 870-269-3101 |
| Stone County (80 slots) | Stone County Community Food Ministry (RA-FBNCA) | 310 School Ave., Mountain View, AR 72560 | Linda King | 870-269-4101 |
| Union County (630 slots) | Salvation Army (RA-ARFB) | 419 S Madison, El Dorado, AR 71730 | David E. Johnson | 870-863-4830 |
| White County (60 slots) | Crosspoint Ministries (RA-ARFB) | 805 HWY 64 West, Beebe, AR 72012 | | 501-882-7766 |
| Woodruff Co. (18) | White River Area Agency on Aging (RA-FBNEA) | 103 Raney, McCrory, AR 72101 | KayLynn England | 870-731-2235 |
| Washington County (50 slots) | Elkins Mobile Pantry (RA-NWARFB) | 162 Doolin Drive, Elkins, AR 72727 | Sabrina Thiede | 479-347-2722 |
| Washington County (40 slots) | Prairie Grove Mobile Pantry (RA-NWARFB) | 611 Wayne Villines Rd., Prairie Grave, AR 72753 | Sabrina Thiede | 479-347-2722 |
| Washington County (50 slots) | Lincoln Mobile Pantry (RA-NWARFB) | 310 Lincoln Ave., Lincoln, AR 72744 | Sabrina Thiede | 479-347-2722 |
| Washington County (400 slots) | Feed the 479 (RA-NWARFB) | 3157 W. Sunset, Springdale, AR 72762 | Dennis Smiley | 479-717-5662 |
| Woodruff County (18) | White River Area Agency on Aging (RA-FBNEA) | 103 Raney, McCrory, AR 72101 | KayLynn England | 870-731-2235 |
| Woodruff County (100) | Woodruff County Food Pantry (RA-FBNEA) | 220 Main St., Augusta, AR 72006 | Martha Ray | 870-731-2797 |
| Woodruff Co. (34) | Woodruff County Senior Center (RA-FBNEA) | 303 W. Cache, Paterson, AR 72123 | Kim Hicks | 870-731-5033 |
| Yell County (145 slots) | ARVAC Food Bank Outreach (RA-ARVAC) | 504 Union Street, Dardanelle, AR 72834 | Rashad Woods | 479-858-1623 |
| Yell County (54 slots) | Plainview First Baptist Church (RA-ARVAC) | Third Street, Plainview, AR 72857 | Rashad Woods | 479-858-1623 |

The previous counties have been selected based on the need and availability of strong partners to serve as certification and distribution sites.

Outreach Plans

Outreach plans for CSFP in Arkansas will include:

- Articles in local newspapers in all CSFP counties as the program are established in each county.
- The distribution of flyers and applications for CSFP in low-income senior housing projects.
- The distribution of information on the program to congregate feeding sites.
- Placement of CSFP posters, flyers, and applications in each distribution site.
- Distribution of flyers to other charitable feeding programs served by the agencies in each CSFP county, to reach potentially eligible clients.

Plans to Serve

There is a great need for CSFP food packages among the low-income age 60 or older population in Arkansas. A recent survey of the Arkansas Hunger Relief Alliance listed senior's access to food as one of their greatest needs. Recent budget cuts in assistance for congregate feeding sites for seniors, recent Medicaid cuts, rising prescription and insurance cost, and other factors affect the food insecurity of Arkansas' population. ADE and the agencies plan to help address these needs by offering CSFP food packages to low-income individuals aged 60 or older in the participating counties in Arkansas.

Serving the Homebound Participants

The agencies will use an existing base of volunteers to provide intake services for the CSFP applications process. Volunteers will also deliver monthly food packages to eligible homebound clients. Applicable training will be provided to all volunteers in a group setting authorizing them to administer the application process in the client's home. The partner agency will review all applications to ensure accurate CSFP client certification. Homebound clients or their designees will be required to sign a receipt each month for their delivered food package.

Some of the ways the agencies will reach the homebound age 60 or older clientele includes:

- Provide training to volunteers on 'how to complete' applications for the homebound senior. These same volunteers will be utilized to deliver food packages one day per

month.

- Provide training to congregate feeding site volunteers in senior housing projects on ‘how to complete’ applications and deliver food packages to seniors previously identified as being homebound.
- Using grass roots organizations and church or faith-based group volunteers to deliver to rural homebound clients who are identified by referrals to CSFP certification and distribution sites.
- Allowing homebound clients to designate a proxy to pick up their food package. The proxy is to be designated during the CSFP application process; any changes or substitutions must be initiated by the client and approved through the certification and distribution site.

The agencies will deliver food boxes to each partner distribution site once a month. Volunteers will pick up the boxes from a designated distribution site to deliver to the homebound seniors. Each partner agency will maintain records to verify deliveries to homebound senior participants.

NUTRITION EDUCATION

- Develop nutrition education and food utilization handout materials for participants, gleaned ideas from other CSFP States.

- Develop simple nutrition education and food demonstration classes that can be offered to senior clients on large distribution days.
- Develop a nutrition education and food utilization newsletter to be sent to homebound participants quarterly.
- Work with County Extension Service staff and other volunteers (retired dietitians, etc.) to provide additional dietary educational material.
- Assist in providing nutritional education to CSFP clients.

Development and Evaluation of Nutrition Education

To assist in the development and evaluation of nutrition education efforts for CSFP, a focus group will be established as a collaborative intermediary focused on providing written materials and oral training to CSFP clients. County Extension Service staff members, a member of ADE/Food Distribution Unit, members of CSFP agencies, and representatives of Distribution sites. This group will meet periodically to evaluate the effectiveness of nutrition education efforts and review proposed material.

A client survey will be conducted at the end of each year to assess the effectiveness of the nutrition education efforts. Client feedback throughout the year and survey results will be used to formulate any necessary changes to ensure that the nutritional education and food utilization information is as effective as possible.

FOOD DELIVERY SYSTEM

Ordering, Receipt and Storage of CSFP Foods

USDA foods for the CSFP will be ordered in direct-ship and multi-food loads. These orders will be shipped by USDA vendors directly to the agency unloading sites. These agencies currently receive, store, and distribute TEFAP USDA foods. CSFP multi foods will be ordered monthly based on caseload and type of clients served and a two and a half to three (2.5-3) month supply of CSFP foods will be maintained. All CSFP foods will be stored

in a separate area of the agency warehouse to distinguish CSFP and TEFAP inventory for each warehouse to maintain proper inventory records for each program. A perpetual inventory of CSFP foods received, cases assembled for distribution, and cases distributed will be maintained. Distribution sites order and distribute boxes in the same month, usually within a few days after scheduled deliveries. This will alleviate the need for large storage areas at sites and help maintain accurate inventories. All CSFP foods will be safeguarded against theft, spoilage, infestation, fire, and other losses. ADE will monitor the agency's warehouse facilities on an annual basis.

Method of Transportation

The agencies will deliver CSFP foods once a month to each partner certification and distribution site, utilizing agency trucks. Each site will sign an invoice at the time of delivery to confirm receipt of the correct number of pre-boxed food packages. Sites will order the number of boxes needed for each food package monthly, contingent on the number of clients certified in each category.

Food Package Assembly

The agency will pre-box food packages for CSFP using volunteers and agency employees.

Method and Style of Food Distribution

Monthly, all certified CSFP clients will receive a pre-boxed food package appropriate for their eligibility category. Pre-boxed food packages will be distributed the day they are received at the distribution site, or they will be stored in locked rooms at the site prior to distribution. Cheese and other perishable items will be kept under separate refrigeration at the sites and added to the food boxes as they are distributed. If recipients are unable to attend a monthly distribution, a proxy who is designated (by the recipient and certified through the distribution site) can pick up their food package. Trained volunteers will also make deliveries to homebound clients.

Each distribution site will be required to do a monthly physical inventory to account for all on-hand inventory, which must include all boxes and cheese not distributed that month. Each distribution site will submit a monthly inventory report to the agency to include the number of boxes received, distributed, remaining and the number of clients served.

MANAGEMENT EVALUATION AND REVIEW

ADE will monitor the agencies in the annual administration of CSFP. This includes an annual review of all warehouses that house CSFP foods. ADE will conduct monitoring reviews on fifty percent (50%) of the local agencies one year and the other fifty percent (50%), plus the ones with CAPS from the previous year in the second year (meeting the 7 CFR Part 247.34 (a) requirement). ADE will also conduct annual monitoring reviews on one-tenth or 20 (whichever is fewer) of all distribution sites giving priority to new sites and ones with CAPS from the previous year. During a monitoring review of each agency, ADE will review caseload management, product storage, inventory controls, distribution procedures, Civil Rights compliance, nutrition education, and other areas of program management.

ADE will provide ongoing supervision of the program by monitoring the submission of food orders, monthly and annual reports. ADE will help manage the CSFP program by relaying policies, funding information, regulation interpretations and other information from USDA/FNS.

The local agencies will provide ongoing supervision and monitoring of the CSFP distribution sites. The local agencies will work closely with each of these partner sites in providing training, technical assistance and monitoring of certification and distribution at the sites. Any issues noted requiring corrective action will be documented in writing to the partner agency. The local agency will then work with the partner agency to ensure that immediate corrective actions are taken.

STATE PLANNING

Regarding the disbursement of funds and the allowance of various kinds of expenditures of federally funded programs, the state and local agency administers the program in accordance with the requirements of FMC 74-4, A-102, and A-110, where applicable. A small portion of administrative funding may be kept by the State to aid in the operation of the CSFP program which will be used to cover travel and other administrative expenses.

Agency administrative and distribution costs will be reimbursed by the State, observing the authorized funding level and state and local agreements. All payments to the agencies for allowable costs will be based on monthly claims for reimbursement. Claims are reviewed and approved for payment by ADE. Approved requests are forwarded to the ADE Office of Fiscal Management for processing and distribution.

The ADE Food Distribution Unit will maintain appropriation schedules and accounting records to reflect reimbursements to the agencies. Claims will be subject to on-site verification through site visits or management evaluation. The agencies will be required to maintain full and accurate records to support all claims of CSFP. All records are maintained for three years from the close of the fiscal year to which they pertain or until all open audits or investigations are closed and permission to destroy is received. All records are available during normal business hours for representatives of the State, USDA, and General Accounting Office to inspect, audit and/or copy. In addition, the State agency will send financial reports to verify the administrative funds distributed. This includes the FNS-153, monthly report of the Commodity Supplemental Food Program and Quarterly Administrative Status Report, and the SF-269A, Financial Status Report.

The CSFP State Plan will be updated annually to reflect any change in assigned caseload, or more frequently if the need arises, or at the request of USDA-FNS.

COMPLAINTS

Complaints from clients or distribution sites about supplemental foods will initially be forwarded to the agencies. The agencies will determine the nature of the complaints to determine what action, if necessary, should be taken.

- If a client finds a food item objectionable, but there is nothing wrong with the food, the complainant will be reminded that they can decline to receive an item, and it will be removed from their food box in the future.
- If the complaint involves the quality or packaging of a food item, but the food itself is good, the complaint will be documented by ADE and forwarded to USDA for consideration in future specifications.
- If the complaint alleges spoilage or infestation of food, the agency will collect information about the food item and dates received to determine the source of the spoilage or infestation (the client's home, the distribution site or USDA). If items were spoiled or infested prior to distribution to the client, immediate actions will be taken to resolve any problems leading to this loss to prevent future losses and to notify ADE (and USDA if appropriate) of this matter.

AUDITS

Audits of all accounting for the CSFP program will be included as part of the agencies organizational wide audits currently conducted and submitted to ADE each year. CSFP program will be subject to an annual organizational wide audit in accordance with guidelines set aside within the OMB Circular No. A-133 “Audits of State and Local Governments, and non-profit organizations.”

CIVIL RIGHTS

The CSFP program is equally open to all eligible persons. The agencies have existing agreements in place with all sites that will partner to distribute food. This agreement specifically states that all agencies “provide food assistance to needy people without regard to race, color, national origin, sex (including gender identity and sexual orientation), age, or disability.” The agencies regularly monitor those partners and other agencies that provide services by means of the agencies. The agencies, churches, faith-based organizations, and charities it serves do not allow discrimination against any client for any reason. The non-discrimination policies are relayed to clients and potential clients in the following ways:

- The CSFP application contains a non-discrimination statement.
- The denial notice contains clarification statements that explain to anyone who feels they have experienced discrimination to file a complaint with the Secretary of Agriculture in Washington, D.C.
- “And Justice for All” posters will be posted at all program distribution sites.
- Press releases, flyers and other notifications that are produced to inform and educate the public on the availability of CSFP will include a non-discrimination statement.
- Any Civil Rights complaint received by an agency or Arkansas Department of Education will be immediately forwarded to USDA. The FNS-191 report of racial/ethnic participation will be submitted annually to the state and forwarded to USDA Food and Nutrition Services.

The agency will monitor each partner distribution site on an ongoing basis to ensure that no discriminatory practices are used to distribute CSFP food. Racial/ethnic data from each site will be collected during a site review. The agency will compare this data to racial/ethnic census data for the county served. Any questions of non-compliance will be immediately addressed, and appropriate action will be taken. The agency will provide annual civil rights training to staff with the distributing agencies. State reviews and agency self-reviews will

contain a civil rights module as a part of their annual review.

FAIR HEARING

A right to an appeal and a fair hearing is provided to those applicants who contest a denial or termination of certification for the CSFP food program. A fair hearing can be requested in writing to the applicable agency.

Any client denied certification in CSFP will receive a denial notice at the time. The denial notice will advise the client of their right to appeal the denial by requesting a fair hearing within 60 days of the date of the denial notice. A fair hearing will be conducted within 30 days of the receipt of the client's appeal. The hearing will be conducted by a panel that includes representatives from ADE, the agency and a local distribution site not involved in the original determination of denial. The participant will be notified in writing of the action taken on their appeal within 45 days of the date of receipt of their request for an appeal.

ADMINISTERING AGENCY,
ADE Food Distribution Unit

Signature

Title

Date