

## Annual Validation Year 1 & Year 2 Instructions

The CSFP Annual Validation Year 1 process occurs one year after the client completed their Formal Review for the CSFP senior box program. (Formal Review=New Application) Tyler CSFP office will mark the CSFP monthly list with the needed Year 1 Validation memos for each client. Please follow the steps below to complete the Annual Validation Year 1 process.

### **Step 1: Fill out the top half of page 3 of H1504 application October 2020**

- Eligibility Specialist calls the client and completes the top half of page 3 of the H1504 application revised October 2020.
- **Client name**
  - Write client name on line 1; Write (via conversation) if completed over the phone or drive-thru distribution
- **Proxy name** – if proxy is completing the validation
  - Write client name on line 1, proxy name on line 2 then (via conversation) if completed over the phone or drive-thru distribution
- **Eligibility Specialist (volunteer’s name = ES) – date**
  - Print ES (your name); signature of ES (your signature); date
    - ❖ Phone Annual Validations can be conducted until the last day of the Annual Validation month. If you are unable to reach the client by phone the Annual Validation must be completed the next month prior to receiving a box. **Failure to complete an annual validation in time will result in being removed from the program entirely.**



### **Step 2: Contact the client by phone or conduct in person if unable to reach by phone**

- ❖ Eligibility Specialist asks the following questions and documents answers on top half of page 3 of H1504 November 2019 application.
  - A. **1. Has your address changed? Yes \_\_\_\_\_ No \_\_\_\_\_**
    - Yes – Stop the over the phone Annual Validation; client must complete a Formal Review in person. Formal Review is conducted by completing a new H1504 October 2020 application.
      - If household member changes occur also complete a new Senior Box Intake form.
      - If the client is no longer qualified based on a new household member count and gross household income complete the Applicant Notification H1515 form. Keep the original Applicant Notification H1515 on file with their application and give a copy to the client. The client has a right to a “Fair Hearing” and the Form 1515 gives them the necessary information for requesting it with Texas Department of Agriculture.

- Remove the client from the CSFP program in Oasis by straight lining (See Step 3 for straight line example) the Waiting/Participating and Month/Year portion of their demographics found on the third tab (CSFP) when editing their case. Delete the “Request” from the Assistance tab. If you are unable to delete the “Request” please send the client case number to the Tyler CSFP office and we will remove it.

## Michelle Rodriguez

East Texas Food Bank

Fri, Jul 17, 2020 at 2:35 p.m. |  [EDIT](#) |  [DELETE](#)

**PRIVATE** — East Texas Food Bank **1 Box = \$1** No description provided

Requested by [Minnie Mouse](#) for **Food: CSFP- (CSFP Approved Agency Only)**

Status: Approved

- Finally, leave a message in the “Note” section of their Oasis file stating “Removed from CSFP client no longer eligible due to income guidelines, or per client request, etc.”

Wed, Mar 24, 2021 at 11:20 a.m. |  [EDIT](#) |  [DELETE](#)

**PRIVATE** — East Texas Food Bank Removed from the CSFP program per client request.

Note added for [Daisy Duck](#)

- If no address change occurs continue to question #2.
- B. 2. Do you still want to receive CSFP benefits? Yes \_\_\_\_\_ No \_\_\_\_\_**
- Yes – If client wants to remain in the program continue to question #3.
  - No – Repeat Step 1A.
- C. 3. Does the CE or site believe that the participant still has an income that meets eligibility requirements? Yes \_\_\_\_\_ No \_\_\_\_\_**
- Yes - If you have no reason to believe they have experienced a large increase in income causing them to exceed the income guidelines simply mark yes and continue to #4.
  - No - If you believe the participant is no longer eligible by income verify with the client the reason they are no longer eligible and complete the Applicant Notification H1515 form. Keep the original Applicant Notification H1515 on file with their application and give a copy to the client. The client has a right to a “Fair Hearing” and the Form 1515 gives them the necessary information for requesting it with the Texas Department of Agriculture. Remove the client from the CSFP program by straight lining the Waiting/Participating and Month/Year portion of their demographics found on the third tab “CSFP” when editing their Oasis case. Delete the “Request” from the Assistance tab. If you are unable to

delete the "Request" please send the client case number to the Tyler CSFP office with a delete request and we will remove it. Finally, leave a message in the "Note" section of their Oasis file stating what applies "Removed from CSFP as client no longer meets income guidelines, age, dual participation, and/or service area."

**D. Dates of Annual Validation Year 1 and Year 2;**

\_\_\_\_\_ to \_\_\_\_\_ The month of Formal Review (New application completed or change of address requiring a new application) counts as the first month of sign up. For example, an applicant is determined to be eligible and completed a Formal Review on May 13, 2019. The three-year certification period would expire on April 30, 2022. The Annual Validation would be dated from the date in May it occurred until the end of the following May.

**Formal Review – new application date**

May 13, 2019

**Annual Validation Year 1 – one year after application**

May 6, 2020 to May 31, 2021.

**Annual Validation Year 2 – two years after application**

May 8, 2021 to May 31, 2022.


**Step 3: Update Oasis Insight with Annual Validation Information**

❖ Eligibility Specialist edits each client case and documents the Annual Validation Year 1 or Year 2 update on the third tab (CSFP) of the client's case.

C. Choose the drop down for the month the Annual Validation Year 1 occurred if completing the year one. Please see example below.


**D. DO NOT CHANGE THE FORMAL REVIEW!!!**

CSFP ONLY (COMMODITY SUPPLEMENTAL FOOD PROGRAM – SENIOR BOX participating agency only)

Participating 



Formal Review (ONLY CSFP Senior Box Participants)

May 2019 



Annual Validation Year 1 (CSFP Only)

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Annual Validation Year 2 (CSFP Only)

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**Please contact the Tyler office if you have any questions about completing the updates in Oasis for the Annual Validation Year 1 or 2. It is very important that the database matches your paperwork on file for the program to remain in program compliance.**

### **Interpreting the CSFP Senior Box Monthly List:**

#### **CSFP Participating Cases May**

**Agency name: Detroit Food Pantry**

Case #	Last Name	First Name	Phone Number	Formal Review	Signatures
C1234	Mouse	Mickey	903-555-0123	April 2019	Annual Validation Y2 Needed
C12345	Mouse	Minnie	903-555-0123	April 2020	Annual Validation Y1 Needed
C123456	Duck	Donald	903-555-4321	March 2019	No Box Annual Validation Y2 Required
C654321	Duck	Daisy	903-555-3210	August 2019	
C54321	Pig	Porky	903-555-0012	September 2019	
C54322	Pig	Petunia	903-555-0012	September 2019	

1. Clients with a white background do not need to complete an Annual Validation 1 or 2 yet to receive their CSFP box.
2. Clients who need to complete an Annual Validation Year 1 (Y1) or Year 2 (Y2) by the end of month are listed in yellow. Annual Validations Y1 or Y2 can be completed over the phone prior to coming to the distribution or in person during the distribution. Clients are given two months to complete the Annual Validation Y1 or Y2 before being completely removed from the Senior Box program.
3. Clients with an orange background must complete an Annual Validation Year 1 (Y1) or Year 2 (Y2) over the phone in person prior to receiving their box. If Annual Validations are not completed in a timely way the client will be completely removed from the Senior Box program and a new application would be required to join the program again. Per program requirements the Tyler office will remove the clients who do not complete the Annual Validations within the two months requested. Clients will be removed from both the Participating and Waiting list and will no longer be a part of the Senior Box program.

## **Annual Validation Year 1 Sample:**

CSFP ONLY (COMMODITY SUPPLEMENTAL FOOD PROGRAM - SENIOR BOX Participating Agency Only)

Formal Review (ONLY CSFP Senior Box Participants)

Annual Validation Year 1 (CSFP Only)

Annual Validation Year 2 (CSFP Only)

## **Annual Validation Year 2 Sample:**

CSFP ONLY (COMMODITY SUPPLEMENTAL FOOD PROGRAM - SENIOR BOX Participating Agency Only)

Formal Review (ONLY CSFP Senior Box Participants)

Annual Validation Year 1 (CSFP Only)

Annual Validation Year 2 (CSFP Only)

Questions:

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or

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