



STATE OF NEW MEXICO – DEPARTMENT OF HUMAN SERVICES
COMMODITY SUPPLEMENTAL FOOD PROGRAM



HUMAN
SERVICES
DEPARTMENT

State of New Mexico

Human Services Department

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
FEDERAL FISCAL YEAR 2019**

AMENDMENT REQUEST based on the USDA 2018 FARM BILL - CSFP

Submitted: April 1, 2019

Required Signatures:

David R. Scrase, M.D., Cabinet Secretary, New Mexico Human Services Department

Efraim Longoria, Special Nutrition Programs, Division Director, Southwest Regional Office,
USDA



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**NEW MEXICO DEPARTMENT OF HUMAN SERVICES
COMMODITY SUPPLEMENTAL FOOD PROGRAM STATE PLAN
FEDERAL FISCAL YEAR 2019**

INTRODUCTION

This State Plan of Operation sets forth the procedures in accordance with 7 CFR Part 247 as applicable to be utilized in the administration of the Commodity Supplemental Food Program (CSFP) in New Mexico. The United States Department of Agriculture (USDA) administers CSFP nationally to provide supplemental foods for a target group of low-income elderly over sixty years of age. This target group must meet income eligibility guidelines.

This Plan covers Federal Fiscal year 2019 as required by USDA. The New Mexico CSF Program is an effective and accessible nutrition (food) service program that provides for elderly low income clients that may be facing food insecurity. Food insecurity is defined as: Limited or uncertain availability of nutritionally adequate and safe foods or limited or uncertain ability to acquire acceptable foods in socially acceptable ways (USDA Economic Research Services). In an effort to alleviate these food insecurities each month NMCSFP will provide supplemental food packages to approximately 15,455 elderly distributed in 33 counties throughout the State. HSD conducted a competitive bid to continue ongoing services. USDA approves requests and notifies us of the effective date for any changes.

In accordance with Part 7 CFR 247.4, New Mexico is submitting a new Form FNS-74 Federal – State Agreement, Child Nutrition and Food Distribution Programs, indicating HSD as the responsible agency for CSFP along with the other Food Distribution programs.

Per the Agriculture Improvement Act of 2018 (Farm Bill) (P.L.115 – 334) signed into law on December 20, 2018. Section 4102 of the Farm Bill changed CSFP certification requirements outlined in 7 CFR 247.16 effective immediately. For elderly persons, the State agency must establish certification periods that may not exceed 12 months in length.

- New Mexico CSFP notified all responsible CSFP contractors of the change in the certification period.
- New Mexico CSFP implemented the certification period change in ICOS (Integrated CSFP Operating System)

STATE AND LOCAL AGENCY (LA) IDENTIFICATION (7 CFR 247.7)

HSD contracts with commercial warehouse and distributions sites to receive, store and deliver USDA commodities to participating agencies throughout New Mexico. HSD works in conjunction with contractors to prepare food orders, complete federal reports, conduct program monitoring, administer grant funds, provide training and act as liaison between federal agencies and food bank operation contractors.



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HSD conducted a competitive bid (RFP) to procure services to administer the CSFP program to all counties in New Mexico. The award process is complete and contracts were signed prior to January 1, 2016 (Federal Fiscal year 2016). HSD awarded multi-vendor contracts by county. Guadalupe County was divided by two contractors that both bid on that county to maintain distribution in their ½ of the county. ISD evaluated existing caseloads based on current reports from the current implementing agencies and awarded total cases to each implementing agency through the competitive bid process based on the existing number of cases served in each county.

In March 2019, Contract Amendments were started to better utilize the caseload and funding provided by USDA in February 2019.

Name of Contractor	2018 Caseload	2019 Caseload
Loaves & Fishes, Inc.	4451	4473
ECHO, Inc.	8222	SAME
The Salvation Army – Roswell, Corps	2200	SAME
The Wellness Coalition	560	SAME
Total	15,433	15,455

Name of Contractor	2019 Current Amounts	2019 Proposed Amounts
Loaves & Fishes, Inc.	\$311,391.96	\$316,723.98
ECHO, Inc.	\$575,211.12	\$583,597.56
The Salvation Army – Roswell, Corps	\$153,912.00	\$156,156.00
The Wellness Coalition	\$39,177.60	\$39,748.80
Total for Contractors	\$1,079,692.68	\$1,096,226.34



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The Contractors Locations and Addresses are:

1. ECHO, Inc. (Economic Council Helping Others)
1921 E. Murray Dr.
Farmington, NM 87401

ECHO, Inc. Warehouse – Farmington
401 S. Commercial
Farmington, NM 87401-6509

ECHO, Inc. Warehouse – Albuquerque
300 Menaul NW, Suite 226
Albuquerque, NM 87107-1348

2. Loaves & Fishes
320 Southgate Circle
Las Cruces, NM 88005

3. The Salvation Army Roswell Corps
612 College Rd.
P.O. Box 897
Roswell, NM 88202

The Salvation Army Roswell Corps Warehouse
207 B, E. Chisum
Roswell, NM 88101

4. The Wellness Coalition
524 E. De Moss
Lordsburg, NM 88045



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2018 GOALS/ACCOMPLISHMENTS

NM HSD is the responsible agency for administering the CSFP program.

1. Assess caseload need throughout the state including a needs assessment for unserved or underserved counties.

The American Community Survey 5 Year Estimates (2012 – 2016) estimates New Mexico's persons 60 years and over, below 100 % poverty level is 12.7% or 56,228 persons.

2. ICOS (Integrated CSFP Operating System) is fully operational. ICOS gives users the ability to access the secure site remotely using wireless devices. The Wellness Coalition in Lordsburg, NM utilizes this feature. ICOS tracks inventory levels and maintains client information status and case notes. It populates work sheets used to enter data for the FNS 153 and FNS 191. ICOS determines client eligibility based on identification, household income and residency. It requires verification of required information. ICOS has an automatic invoicing system for the contractors to submit monthly reimbursement requests. End of Month (EOM) Participation, FNS 153 and Loss reports are available for submission electronically to the state. In-state inventory transfers and downloaded Direct Orders from WBSCM are recorded. Multi Food WBSCM Orders are entered manually. All orders are incorporated in the inventory and distribution records.

This program could potentially be transferred to other states. ICOS has been demonstrated to USDA, the Seminole Nation in Oklahoma and the states of Arkansas, Louisiana, Nebraska and Wyoming.

LOCAL DISTRIBUTION (7 CFR 247.10)

Traditionally, the State of New Mexico contracts with several Non Profit Organizations for the storage and distribution of CSFP commodities. These agencies are also responsible for providing staff to pack and distribute food boxes to the local sites. A box of supplemental foods includes: canned meat, vegetables, fruits, bagged/boxed cereals and grains, packaged cheese, milk, juice with an estimated average USDA cost of \$20.61 per box. The boxes are distributed monthly or bi-monthly at scheduled Tail Gate sites or the food is picked up at food warehouses. The local agencies will gather participation data and provide monthly inventory reports and be responsible for monitoring local distribution sites, and coordinating nutrition education as well as act a liaison between state agencies and local sites. Distribution sites were selected in areas of greatest need that showed a deficiency in food distribution services.

CERTIFICATION (7 CFR 247.16)

Eligibility for participation in CSFP in New Mexico will be based upon an individual's household income, except where the applicant is determined to be automatically eligible under 7 CFR 247.9(b)(1)(i) and (b)(1)(ii).



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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 and responsibilities as described at 7 CFR 247.12, the current non-discrimination statement, applicant's signature, the date of certification or denial, and the signature and title of the person making the eligibility determination.

CATEGORICAL ELIGIBILITY

Prior to enactment of the Agricultural Act of 2014 (P.L. 113-79, the Farm Bill) on February 7, 2014, State and local agencies administering CSFP were authorized to serve low-income seniors age 60 and older, and women, infants, and children who met the eligibility requirements of the program. However, Section 4102 of the Farm bill amended the CSFP's eligibility requirements to phase out the participation of women, infants, and children in the program and transition it to a senior's only program.

Accordingly, no new pending applications from women, infants or children can be approved. Women, infants and children who were certified and receiving CSFP benefits as of February 6, 2014, can continue to receive assistance until they are no longer eligible under the program rules in effect on February 6, 2014.

New Mexico HSD will ensure that no new applications for women, infants and children are received and that only those women, infants and children eligible under Section 4102 of the Farm Bill are currently receiving benefits. New applications for women, infants and children should be referred to Supplemental Nutrition program for Women, Infants and Children (WIC), the Supplemental Nutrition Assistance Program (SNAP), and other nutrition assistance programs they may be eligible for.

Certification for participation requires categorical eligibility in the following category:

- Elderly who are 60 years of age or older.

INCOME CRITERIA (7 CFR 247.9)

The income criteria used to determine program eligibility will be:

- For the elderly, age 60 and older \leq 130% of the same poverty guidelines.
- Household income will be verified by a trained certification worker at the qualified local agency.
- Allow Separate Household Status for Households Purchasing and/or Preparing Separately

AGE DETERMINATIONS (7 CFR 247.9)

The client's age will be determined at the time of application through the presentation of an official document that shows their age; picture ID, birth certificate or other official document.



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RESIDENCY REQUIREMENTS (7 CFR 247.9 f. (2))

Clients must live in a county where CSFP services are available. Residency will be determined based on the client’s declaration of their present address and provided verification of their physical address. Each of the approved partner-sites will serve only residents of the county in which they are located unless previously approved by FANS.

NUTRITIONAL RISK CRITERIA (7 CFR 247.9 f (1))

Nutritional risk criteria will not be used to certify clients for CSFP in New Mexico. Certification will be based on Income Eligibility, Age and Residency.

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. Caseload assignments will be assessed annually and adjusted through contract amendments, if needed.

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. USDA and New Mexico allow for one month certification to effectively utilize current caseload.

HOMEBOUND PROCEDURES (7 CFR 247.5)

Local agencies are required to make arrangements to meet the needs of the homebound elderly. They are encouraged to coordinate their efforts with the local Area Agency on Aging (AAA) and the local “Meals on Wheels” or similar, food delivery programs. Local Agencies (LA) work with AAAs to identify potential homebound candidates, to conduct outreach, and to conduct certification and delivery of food packages. LAs may allow designated proxies to pick up food packages for homebound elderly individuals.

COST EFFECTIVE CLAIMS STANDARDS (7 CFR 247.30)

The HSD, Commodity Supplemental Food Program has established the following cost –effective claim standard:

“The pursuit of a claim against a participant to recover the value of CSFP commodities improperly or fraudulently obtained, or misused, is cost-effective when the value exceeds \$250.00 retail value, or five months of CSFP benefits. Local Agencies are required to use this standard in determining if a claim is to be pursued and to pursue claims in accordance with 247.30 and New Mexico Policies and Procedures.”



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NOTIFICATION OF FAIR HEARINGS AND ILLEGALITY OF DUAL PARTICIPATION (7 CFR 247.8 247.19 & 247.20)

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 LA 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, national origin, age sex and disability. All nondiscrimination and civil rights policies will apply and;
- Nutrition education will be made available to all approved applicants.

Implementing agencies are required, by contract, to follow all related CFR language regarding dual participation in the CSFP program in more than one distribution site. This includes a statement on the application which advises the applicant or caretaker that he or she may not receive CSFP at more than one distribution site at the same time. Participants found to be committing dual participation must be discontinued and notified in writing in accordance with 7 CFR 247.17. The state and local agencies will cross reference applicants. Other program violations include, giving false information, selling commodities, physical abuse of program staff.

CERTIFICATION PERIODS (7 CFR 247.16)

For elderly persons, the State agency must establish certification periods that may not exceed 12 months in length. However, the State agency may authorize local agencies to extend the certification period without a formal review of eligibility for 2 additional 12-month periods, as long as the following conditions are met:

- The person's address and continued interest in receiving program benefits are verified; and
- The local agency has sufficient reason to believe that the person still meets the income eligibility standards (e.g., the elderly person has a fixed income).

REFERRALS TO OTHER HEALTH AND SOCIAL SERVICES (7 CFR 247.14)

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 HSD 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.



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CASELOAD ASSIGNMENT (7 CFR 247.21)

New Mexico HSD has a current caseload of **15,455** slots for the CSFP program. This caseload is assigned to partnered agencies to service CSFP clients through contract amendments that are updated annually. The following table reflects the updated caseload slots for the CSFP for FFY 2019.

FY19 CASELOAD DISTRIBUTION

Implementing Agency	Counties	Final FFY 2019 Caseload
ECHO Inc. 1921 E. Murray Dr. Farmington, NM 87401	Colfax, Guadalupe (Santa Rosa), Harding, Los Alamos, Quay, Union, Bernalillo, Cibola, McKinley, Mora, Rio Arriba, Sandoval, San Juan, San Miguel, Santa Fe, Socorro, Taos, Torrance and Valencia	8,222
Loaves and Fishes 320 South Gate Circle Las Cruces, NM 88005	Doña Ana, Sierra and Luna	4,473
The Salvation Army 612 W, College Rd. P.O. Box 897 Roswell, NM 88202	Guadalupe (Vaughn), Otero, Chaves, Curry, De Baca, Eddy, Lea, Lincoln and Roosevelt	2,200
The Wellness Center 207 Shakespeare Lordsburg, NM 88045	Catron, Grant and Hidalgo	560
	Total NM Cases	15,455



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CSFP is distributed at five (5) warehouse sites. There are 122 distribution sites in 32 of 33 counties. There are 4 Home Bound distributions.

Albuquerque, NM CITY	ECHO ALBUQUERQUE SITE NAME	Bernalillo COUNTY ADDRESS	DATE	MONTH	TIME	Drop
	NOTE: Holidays may affect schedules					
	48 Including Warehouse					
	Matches ICOS Delivery Schedules					
	300 Menaul NW, Suite 226, Albuquerque, NM 87107					
Albuquerque	Ahepa Phase I & II	Bernalillo 6700 Los Volcanes NW, Albuquerque, NM 87121	2 nd Wednesday	Monthly	approx. 2:15pm	Drop
Albuquerque	Ahepa Phase III	Bernalillo 6620 Bluewater NW, Albuquerque, NM 87121	2 nd Wednesday	Monthly	approx. 3:00pm	Drop
Alcalde	Alcalde Community Center	Rio Arriba County Rd. 41 A House #26	2 nd Thursday	Monthly		
Arroyo Seco	Arroyo Seco -Holy Trinity Parish	Taos 498 State Route 150, Arroyo Seco, NM 87514	4 th Wednesday	Monthly	approx. 1:00pm	Drop
Bernalillo	Barelas Housing	Bernalillo	3 rd Wednesday	Monthly		
Belen	Belen Recreation Center	Valencia 305 Eagle Lane, Belen, NM 87002	2 nd Tuesday	Monthly	8:00am-12:00pm	
Albuquerque	Bernalillo Co. Housing Auth. Apartments	Bernalillo 2210 Centro Familiar SW, Albuquerque, NM 87105	2 nd Wednesday	Monthly	approx. 1:15pm	Drop
Bernalillo	Bernalillo Senior Citizen Center	Bernalillo 255B Camino Del Pueblo, Bernalillo, NM 87004	3 rd Wednesday	Monthly	9:00am-11:30am	
Albuquerque	Brentwood Apartments	Bernalillo 6302 Harper Place NE, Albuquerque, NM 87109	4 th Thursday	Monthly	12:30pm-2:00pm	
Clayton	Clayton Senior Center	Union 19 E. Broadway St., Clayton, NM 88415	4 th Thursday	Monthly		
Costilla	Costilla	Taos	4 th Wednesday	Monthly		
Dixon	Dixon Community Center	Rio Arriba US Hwy 75 House #318	2 nd Thursday	Monthly		
Albuquerque	East Central Community Center	Bernalillo 7525 Zuni SE, Albuquerque, NM 87108	4 th Thursday	Monthly	9:00am-11:30am	
Albuquerque	Ed Romero Terrace Senior Apartments	Bernalillo 8100 Central Ave. SE, Albuquerque, NM 87108	3 rd Wednesday	Monthly	approx. 10:00am	Drop
Albuquerque	Embudo Towers Senior Apartments	Bernalillo 8010 Constitution NE, Albuquerque, NM 87110	2 nd Wednesday	Monthly	approx. 11:00am	Drop
Albuquerque	Encino Gardens Senior Apartments	Bernalillo 412 Alvarado SE, Albuquerque, NM 87108	3 rd Wednesday	Monthly	approx. 9:30am	Drop
Albuquerque	Encino Terrace Senior Apartments	Bernalillo 609 Encino Place NE, Albuquerque, NM 87102	3 rd Wednesday	Monthly	approx. 8:15am	Drop
Santa Fe	Encino Villa Senior Apartments	Santa Fe 1501 Montano St. Santa Fe, NM 87505	3 rd Tuesday	Monthly	approx. 2:30pm	Drop
Estancia	Estancia United Methodist Church	Torrance 600 Williams Ave. Estancia, NM 87106	3 rd Monday	Monthly	10:00am-12:30pm	
Grants	Grants Senior Citizen Center	Cibola 550 Jurassic Ct., Grants, NM 87020	4 th Tuesday	Monthly	9:00am-1:00pm	
Albuquerque	Hibernian House Senior Apartments	Bernalillo 624 Coal Ave. SW, Albuquerque, NM 87102	3 rd Wednesday	Monthly	approx. 1:15pm	Drop
Jemez	Jemez Springs Senior Citizen Center	Sandoval 8154 Hwy. 4, Jemez, NM 87024	3 rd Wednesday	Monthly	approx. 12:45pm	Drop
Albuquerque	La Resolana Senior Apartments	Bernalillo 1025 Chelwood Park NE, Albuquerque, NM 87112	2 nd Wednesday	Monthly	approx. 9:30am	Drop
Las Vegas	Las Vegas Recreation Center	San Miguel 1751 North Grand Ave., Las Vegas, NM 87701	3 rd Thursday	Monthly	9:00am-1:00pm	
Los Alamos	Los Alamos RSO Day Out Adult Day Care	Los Alamos 1101 Bathub Row	1 st Wednesday	Monthly		
Medanales	Medanales (Española) Senior Citizen Ctr	Rio Arriba County Rd. 142, House #214, Medanales, NM 87548 (Next to Fire Station)	2 nd Thursday	Monthly	10:00am-2:00pm	
Albuquerque	Mesa Hills Senior Apartments	Bernalillo 1000 Louisiana Blvd. NE, Albuquerque, NM 87110	3 rd Wednesday	Monthly	approx. 11:15am	Drop
Cimarron	MFP - Cimarron	Colfax 449 E 9th St	3 rd Tuesday	Monthly		
Mora	Mora Helping Hands Office	Mora ½ mile north of Post Office on Hwy. 518, Mora, NM 87732	4 th Wednesday	Monthly	approx. 12:00pm	Drop
Pecos	Pecos Senior Citizen Center	San Miguel 209 NM Hwy. 50/84, Pecos, NM 87552	3 rd Thursday	Monthly	approx. 2:15pm	Drop
Peñasco	Peñasco Community Center	Taos 14136 St. Rd. #75, Peñasco, NM 87553	4 th Wednesday	Monthly	approx. 10:00am	Drop
Questa	Questa-Cerro Fire Department	Taos 168 Cerro Rd., Cerro, NM 87519	4 th Wednesday	Monthly	approx. 12:00pm	Drop
Albuquerque	Ranchitos Village Senior Apartments	Bernalillo 6811 Ranchitos Rd. NE, Albuquerque, NM 87109	3 rd Wednesday	Monthly	approx. 3:30pm	Drop
Raton	Raton Senior Center	Colfax 540 S. 1st St.	3 rd Tuesday	Monthly		
Ribera	Ribera	San Miguel 1 mile north of NM Hwy #3, County Rd CRB41E, Ribera, NM 87560	3 rd Thursday	Monthly	approx. 1:15pm	Drop
Albuquerque	Rio Vista Senior Apartments	Bernalillo 770 Juan Tabo NE, Albuquerque, NM 87123	2 nd Wednesday	Monthly	approx. 10:15am	Drop
Santa Fe	Santa Fe Seniors Tailgate	Santa Fe 3229 Rodeo Rd., Santa Fe, NM 87504	3 rd Tuesday	Monthly	9:30 am - 1:30 pm	Tailgate
Santa Fe	Santa Fe City Senior Services	Santa Fe 664 Alta Vista Street	3 rd Tuesday	Monthly	9:30 am - 1:30 pm	
Santa Fe	Santa Fe County	Santa Fe 901 West Alameda, Santa Fe, NM 87501	3 rd Tuesday	Monthly	9:30 am - 1:30 pm	Drop
Santa Rosa	Santa Rosa Senior Citizen Center	Guadalupe 550 River Rd. Dr., Santa Rosa, NM 88435	1 st Wednesday	Monthly	9:30am-12:30pm	
Albuquerque	Shalom House Senior Apartments	Bernalillo 5500 Wyoming NE, Albuquerque, NM 87109	3 rd Monday	Monthly	approx. 2:15pm	Drop
Albuquerque	Silvercrest Senior Apartments	Bernalillo 4400 Pan American Fwy NE, Albuquerque, NM 87107	2 nd Wednesday	Monthly	approx. 8:30am	Drop
Socorro	Socorro Senior Citizen Center	Socorro 1410 Ake Street, Socorro, NM 87801	4 th Monday	Monthly	9:00am-1:00pm	
Albuquerque	Solar Villas Senior Apartments	Bernalillo 1135 Texas NE, Albuquerque, NM 87110	3 rd Wednesday	Monthly	approx. 10:30am	Drop
Springer	Springer	Colfax 600 Maxwell Ave., Springer NM	3 rd Thursday	Monthly		
Taos	Taos Help NM Office	Taos 106 Gusdorf Rd., Taos, NM 87571	4 th Wednesday	Monthly	approx. 10:00am	Drop
Tucumcari	Tucumcari	Quay Ministry of Hope - 105 East Railroad Ave, Tucumcari, 88401	1 st Wednesday	Monthly		



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Farmington, NM	Mon.-Thurs (except holidays) ECHO FARMINGTON	San Juan	Note: warehouse closes at 3pm last business day monthly 401 S. Commercial, Farmington, NM 87401	7 am-5:30 pm			
	15 Including Warehouse - Bethel Christian Separate in ICOS. They Pick Up in Farmington - Former Site.						
CITY	SITE NAME	County	ADDRESS	DATE	MONTH	TIME	Drop
Farmington	Appleridge Apartments	San Juan	1600 Cliffside Dr., Farmington, NM 87401	2nd Tuesday	Monthly		
Aztec	Aztec Senior Center	San Juan	101 S. Park Ave., Aztec, NM	2nd Tuesday	Monthly	11:45 am-12:30 pm	
Blanco	Blanco Senior Center	San Juan	7338 US Hwy 64, Blanco, NM	2nd Wednesday	Monthly	homebound	Drop
Bloomfield	Bloomfield City Multi-Cultural Ctr	San Juan	124 S. Ash St., Bloomfield, NM	3rd Thursday	Monthly	11 am-12:30 pm	
Chama	Chama Community Center	Rio Arriba	5th St & Pine, Chama, NM	2nd Wednesday	Monthly	11 am-2 pm	
Aztec	Cielo Azul Apts	San Juan	621 S. Park Ave., Aztec, NM	2nd Tuesday	Monthly	10-11:30 am	Senior Apts
Coyote	Coyote-Cuba Senior Center	Rio Arriba	NM Hwy 96, Forest Rd 309 #70, Coyote, NM	2nd Thursday	Monthly	noon	Drop
Crownpoint	Crownpoint Senior Center	McKinley	Chapter House Road, Crownpoint, NM	3rd Thursday	Monthly	10 am-1 pm	
Cuba	Cuba Municipal Offices	Sandoval	16A Cordova St. Municipal Bldg., Cuba, NM	1st Thursday	Monthly	11 am-2 pm	
Cuba	Cuba Senior Center	Sandoval	16A Cordova St. Municipal Bldg., Cuba, NM	1st Thursday	Monthly	noon	Drop
Gallup	Gallup	McKinley	410 Bataan Memorial Hwy, Gallup, NM	3rd Tuesday	Monthly	homebound	Drop
Gallup	GCC-Gallup Comm Senior Center	McKinley	410 Bataan Memorial Hwy, Gallup, NM	3rd Tuesday	Monthly	11 am-2 pm	
Dulce	Jicarilla Apache Tribe CHR	Rio Arriba	200 Narrow Gauge Rd., Dulce, NM	2nd Wednesday	Monthly	11 am-12:30 pm	Drop
Lake Valley	Lake Valley Senior Center	McKinley	Hwy 371 CR 7750 Bldg #567 B, Lake Vly, NM	3rd Thursday	Monthly	noon	Drop
Roswell, NM	The Salvation Army Roswell Corps		207 B E. Chisum, Roswell, NM 88203	Monday - Thursday		9 am - 5 pm	
	25 Sites Including Warehouse - Portales HB not separated in ICOS						
CITY	SITE NAME	COUNTY	ADDRESS	DATE	MONTH	TIME	Drop
Artesia	Artesia - Our Lady of Grace Catholic Church Hall	Eddy	1111 N Roselawn Ave, Artesia, NM	3rd Monday	Monthly	9am- 11:30am	
Lovington	Lovington - Bill McKibben Senior Citizen Center	Lea	18 W. Avenue F, Lovington, NM	3rd Tuesday	Monthly	10am-12pm	
Lovington	Polk - Polk Apts	Lea	214 W Polk Ave, Lovington, NM	3rd Tuesday	Monthly	9:30am	Drop
Lovington	Good Sam - Good Samaritan Buena Vista	Lea	1500 Good Sam Dr, Lovington, NM	3rd Tuesday	Monthly	9am	Drop
Portales	Portales - La Casa Family Health Center	Roosevelt	1515 W. Fir Suite A, Portales, NM	3rd Wednesday	Monthly	9am-12pm	
Portales Homebound Center	Portales Homebound - La Casa Family Health Center	Roosevelt	1516 W. Fir Suite A, Portales, NM	3rd Wednesday	Monthly	9am-12pm	Drop
Hobbs	Alto - Good Samaritan The Cedars	Lea	501 W. Alto Dr, Hobbs, NM	3rd Thursday	Monthly	8am	Drop
Eunice/Jal	Eunice City Hall/Jal	Lea	1106 Ave J, Eunice, NM	3rd Thursday	Monthly	11:30am-12:30pm	
Hobbs	Hobbs - The Salvation Army Food Bank	Lea	520 East Main, Hobbs, NM	3rd Thursday	Monthly	9am-11am	
Carlsbad	Carlsbad - San Jose Church	Eddy	102 DeBaca, Carlsbad, NM	4th Tuesday	Monthly	9am-11am	
Carlsbad	San Jose - San Jose Senior Center	Eddy	2814 San Jose Blvd, Carlsbad, NM	4th Tuesday	Monthly	11:30pm	Drop
Roswell	Roswell Homebound	Chaves	Deliver to clients homes	4th Monday	Monthly	All day	Homebound
Vaughn	Vaughn - Vaughn Community Center	Guadalupe	134 E 7th, Vaughn, NM	1st Monday	Monthly	10am- 11am	
Mescalero	Mescalero - Senior Center	Otero	456 Lapan, Mescalero, NM	1st Wednesday	Monthly	8am	Drop
Tularosa	Tularosa - Senior Citizen Center	Otero	35 Radio Road, Tularosa, NM	1st Wednesday	Monthly	1pm to 3 pm	
Alamogordo	Alamogordo - Civic Center	Otero	800 1st st, Alamogordo, NM	1st Wednesday	Monthly	10 pm - 12 pm	
Carrizozo	Carrizozo - Fire Dept	Lincoln	501 Birch St, Carrizozo, NM	1st Thursday	Monthly	9am- 10am	
Hondo	San Patricio - Hondo Senior Center	Lincoln	10686 MM107 Hwy 70 Hondo, NM	1st Thursday	Monthly	1pm- 2pm	
Ruidoso	Ruidoso - First Baptist Church	Lincoln	26363 US HWY 70, Ruidoso, NM	1st Thursday	Monthly	11am- 12pm	
Roswell	Wildwood - Wildwood Apartments	Chaves	201 Sherrill Lane, Roswell, NM	2nd Monday	Monthly	1:30pm	Drop
Roswell	Summit - Summit Apartments	Chaves	1600 W. Summit St, Roswell, NM	2nd Monday	Monthly	1pm	Drop
Melrose	Melrose - Senior Center	Curry	427 Main St, Melrose, NM	2nd Tuesday	Monthly	11:30am	Drop
Clovis	Clovis - The Salvation Army	Curry	317 E. 2nd St	2nd Tuesday	Monthly	12pm	Tailgate
Ft. Sumner	Fort Sumner - Senior Center	DeBaca	510 Main, Fort Sumner, NM	2nd Tuesday	Monthly	10am	Drop



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CITY		SITE NAME		ADDRESS		DATE	MONTH	TIME	Drop
Las Cruces	Loaves & Fishes			320 South Gate Ct., Las Cruces, NM 88005		1ST - 15TH Monthly		9:00 am - 1:00 pm	
	19 Including Warehouse								
Las Cruces	Mira Vista	Doña Ana	2141 N. Solano			2nd Thursday	Feb/Apr/Jun/Aug/Oct/Dec		
Anthony	Anthony - St. Anthony Catholic Church	Doña Ana	224 Lincon Ave, Anthony, NM 88021			3rd Tuesday	Feb/Apr/Jun/Aug/Oct/Dec	9:00 am - 2:00 pm	
Chaparral	Chaparral - St. Thomas Catholic Church	Doña Ana - Otero	568 Lisa Dr. Chaparral, NM			1st Thursday	Jan/Mar/May/Jul/Sep/Nov	9:00 am - 12:00 pm	
Las Cruces	Montana Village - Montana Village Apartments	Doña Ana	370 Montana Ave., Las Cruces, NM 88005			2nd Tuesday	Jan/Mar/May/Jul/Sep/Nov		
Deming	Deming - St. Anne's Catholic Church	Luna	400 S. Ruby, Deming, NM			2nd Friday	Jan/Mar/May/Jul/Sep/Nov	9:00 am - 1:00 pm	
Del Cerro	Del Cerro - Del Cerro Community Center	Doña Ana	80 La Fe Ave., Mesquite, NM 88048			3rd Tuesday	Jan/Mar/May/Jul/Sep/Nov	9:00 am - 1:00 pm	
Hatch	Hatch - Hatch Community Center	Doña Ana	400 Hwy 187, Hatch, NM			3rd Thursday	Jan/Mar/May/Jul/Sep/Nov	10:00 am - 12:00 pm	
	Radium Springs - Radium Springs Community Center	Doña Ana	12060 Lindbeck, Radium Springs, NM			3rd Thursday	Jan/Mar/May/Jul/Sep/Nov	9:00 am - 9:30 am	
Las Cruces	Chaparral Apartments	Doña Ana	2350 E. Navada, Las Cruces, NM 88005			3rd Friday	Jan/Mar/May/Jul/Sep/Nov	11:00 am 12:00 pm	
Las Cruces	Montana Meadows - Montana Meadows Apartments	Doña Ana	201 Montana Ave., Las Cruces, NM 88005			3rd Friday	Jan/Mar/May/Jul/Sep/Nov	9:00 am - 10:00 am	
Las Cruces	Roblero Ridge	Doña Ana	1571 Medina			2nd Thursday	Feb/Apr/Jun/Aug/Oct/Dec		
Las Cruces	St. Genevieve Sr. Housing	Doña Ana	1634 Mulberry, Las Cruces, NM 88005			3rd Friday	Jan/Mar/May/Jul/Sep/Nov		
Butterfield	Butterfield - Butterfield Community Center	Doña Ana	Issacks Lane, Butterfield, NM			3rd Thursday	Feb/Apr/Jun/Aug/Oct/Dec	9:00 am - 10:00 am	
La Union	La Union - Catholic Church	Doña Ana	1320 Mercantile Ave., La Union, NM 88021			1st Thursday	Feb/Apr/Jun/Aug/Oct/Dec	12:30 pm - 2:00 pm	
Columbus	Columbus - Columbus Youth Center	Luna	223 N.W. Broadway, Columbus, NM			1st Saturday	Feb/Apr/Jun/Aug/Oct/Dec	9:30 am - 11:30 am	
Sunland	Sunland Park - San Martin Catholic Church	Doña Ana	1885 McNutt Rd., Sunland Park, NM			3rd Friday	Feb/Apr/Jun/Aug/Oct/Dec	9:00 am - 2:00 pm	
T or C	T or C - Our Lady of Perpetual Help Catholic Church	Sierra	515 Date Street, TorC, NM			2nd Tuesday	Feb/Apr/Jun/Aug/Oct/Dec	10:00 am -12:00 pm	
T or C	T or C Housing	Sierra	1425 E. 2nd Ave.			2nd Tuesday	Feb/Apr/Jun/Aug/Oct/Dec	10:00 am - 12:00 pm	
Lordsburg	The Wellness Coalition			524 De Moss St., Lordsburg, NM		3rd Monday			
	15 Sites Including Warehouse - ICOS 16 Listed								
	TWC is currently listed as Lordsburg. Warehouse is set up as a Tailgate until further notice.								
CITY		SITE NAME		ADDRESS		DATE	MONTH	TIME	Drop
Hanover	Mimbres Senior Center	Grant	205 W. Victoria St., Hanover, NM			2nd Thursday	Feb/Apr/Jun/Aug/Oct/Dec		
Animas	Animas Community Center	Hidalgo	21 Maverick Rd., Animas, NM			3rd Tuesday	Feb/Apr/Jun/Aug/Oct/Dec		
Animas	Cotton City - Buddys Shop	Hidalgo	Hwy 338, Animas, NM			3rd Tuesday	Feb/Apr/Jun/Aug/Oct/Dec		
Rodeo	Rodeo	Hidalgo	16 Custie Ave., Rodeo, NM			3rd Tuesday	Feb/Apr/Jun/Aug/Oct/Dec		
Virden	Virden - Community Center	Hidalgo	Richmond Ave., Lordsburg - Virden, NM			3rd Tuesday	Feb/Apr/Jun/Aug/Oct/Dec	10:00 am - 1:00 pm	
Bayard	Santa Clara HomeBound	Grant	524 E. DeMoss, Lordsburg - Bayard, NM			4th Thursday	Feb/Apr/Jun/Aug/Oct/Dec		
Silver City	Silver City HomeBound	Grant	524 E. DeMoss, Lordsburg - Silver City, NM			4th Thursday	Feb/Apr/Jun/Aug/Oct/Dec		
Gila	Gila/Cliff Senior Center	Grant	403 NM-211, Gila, NM			2nd Wednesday	Feb/Apr/Jun/Aug/Oct/Dec		
Hatchita	Hatchita	Grant	4398 NM Hwy 9, Hatchita, NM			3rd Tuesday	Feb/Apr/Jun/Aug/Oct/Dec		
Quemado	Quemado	Catron	28 Lopez County Rd., Quemado, NM			2nd Monday	Feb/Apr/Jun/Aug/Oct/Dec		
Reserve	Reserve Senior Center	Catron	12 Ella St., Reserve, NM			2nd Monday	Feb/Apr/Jun/Aug/Oct/Dec		
Glenwood	Glenwood Senior Center	Catron	5108 Hwy 180, Glenwood, NM			2nd Monday	Feb/Apr/Jun/Aug/Oct/Dec		
Silver City	Silver City Rec. Center	Grant	1016 N. Silver St., Silver City, NM			2nd Tuesday	Feb/Apr/Jun/Aug/Oct/Dec	1:00 pm - 3:00 - pm	
Santa Clara	Santa Clara - National Guard Armory	Grant	11990 Hwy 180 E., Santa Clara, NM			2nd Tuesday	Feb/Apr/Jun/Aug/Oct/Dec	10:00 am - 12:00 pm	



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OUTREACH

NM HSD outreach plan for CSFP is as follows:

- CSFP has updated the informational brochures for the program and is working with Roadrunner Food Bank to distribute CSFP brochures to elderly SNAP recipients;
- NMCSFP will distribute brochures to the Area Agencies on Aging, Senior Centers
- NMCSFP will continue to partner with the New Mexico Farmers' Marketing Association to distribute CSFP brochures at the authorized Farmers Markets who participate in the Senior Farmers' Market Nutrition Program and operate weekly throughout each summer for more than four months;
- ECHO Albuquerque is working to add a distribution site in Harding County.
- The Wellness Coalition, Lordsburg in the Southwest corner of New Mexico added distribution in Catron County.
- New Mexico is serving 32 of 33 total counties.
- NM HSD posted CSFP contact information and eligibility criteria to the HSD public website using an HSD – ISD – FANS designed CSFP information flyer.

HSD plans to partner with other government departments/divisions (Aging and Long Term Services Department), and the non-profit sector (Road Runner Food Bank), to maximize collaborative efforts to reach more seniors.

NUTRITION EDUCATION (7CFR 247.18)

Implementing agencies shall ensure that nutrition education is available to all eligible participants in the CSFP Program. The CSFP contractors will work with the Supplemental Nutrition Assistance Program Education (SNAP Ed) implementing agency to provide nutrition education and educational materials. All nutrition education is done at the local level with state designed and printed brochures and flyers. CSFP has added nutrition information websites to the new Policies and Procedures Manual so that LAs may search for current health and wellness information.

LAs are responsible for providing nutrition education materials to all adult participants. At a minimum, LAs are required to provide monthly education that is reported in their monthly reports to HSD. In the NM SNAP Ed state plan, a project named the Healthy Families Healthy Community project will provide nutrition education services to increase healthy eating habits to low income adults and families receiving food from TEFAP, CSFP or food pantries. Educators will provide services through a series of system and environmental changes, short tastings and 10-15 minute cooking lessons in TEFAP and CSFP sites, public health offices and senior centers with congregate meal programs.



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REPORTS AND RECORD KEEPING (7 CFR 247.29)

The HSD Administrative Services Division will submit the FNS 269A financial status report. The FNS-153 and FNS-191 will be submitted by the HSD, Income Support Division, Food and Nutrition Services Bureau.

STORAGE AND DISTRIBUTION SYSTEM (7 CFR 247.7)

The state implementing agencies use ICOS commodity distribution system for tracking inventory and client information. ICOS tracks inventory based on commodity codes, distribution sites, and caseload statewide. It provides the necessary information to file the required monthly FNS 153 report.

Each implementing agency has a main warehouse for storing food supplies and inspection of these sites will be part of the annual management evaluation.

STATE PROVISION OF ADMINISTRATIVE FUNDS TO LOCAL AGENCIES

(7 CFR 247.23)

In FFY 2019, NMCSFP funding was at \$1,215,870.00 and an annual caseload slot of 15,455.

<u>Reimbursement Rate to Contractors from USDA Final Administrative Funding - 2019</u>	
Admin. Grant/Slot/Year:	\$70.98
Grant/Slot/Oct.-March:	\$34.98
Grant/Slot/April - Sept.:	\$36.00

Projected funding is allocated at 90% to CSFP service providers and up to 10% remaining for the CSFP State office. The funding allocations provide for the optimal use of funds in which CSFP providers can have the most significant impact:

1. Improve food insecurity for low-income NM households. This will be accomplished by increasing or maintaining the current level of service.
2. Enhance accessibility to CSFP and ensure quality service to eligible participants.
3. Retain and recruit skilled staff for program operations and enhanced service delivery.
4. Provide the maximum amount feasible to help with operational cost such as: fuel cost, maintenance on aging equipment, labor cost and health care cost.



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NEW MEXICO CSFP BUDGET (7 CFR 247.22)

CSFP SFY 2019 Budget Cost to Implementing Agencies @\$5.83/Case October 2018 – February 2019 Cost to Implementing Agencies @\$6.00/Case March 2019		
ECHO, Inc.		583,597.56
Loaves & Fishes, Inc.		316,723.98
The Salvation Army Roswell		156,156.00
The Wellness Coalition		39,748.80
TOTAL		1,096,226.34
Cost for Staff 1.25 FTE		100,643.66
Cost for Travel		4,000.00
Cost for System		15,000.00
TOTAL COST		1,215,870.00



STATE OF NEW MEXICO – DEPARTMENT OF HUMAN SERVICES COMMODITY SUPPLEMENTAL FOOD PROGRAM

CSFP State Agency/ITO Worksheet 2019 Base Caseload Calculation* & Additional Caseload Request – USE FOR 2019 CALCULATIONS ONLY –

PLEASE COMPLETE ALL FIELDS IN YELLOW FOR STEPS I THROUGH IV.

STEP I (IDENTIFY YOUR STATE/ITO): Enter your State/ITO name. New Mexico

STEP II (BASE CASELOAD CALCULATION):
Enter your State's/ITO's current 2018 caseload and monthly participation data for fiscal year (FY) 2018.
FY 2018 participation data should match actual FNS-153-reported data*.

State	New State/ITO in 2018? Y/N?	2018 Base Caseload	2018 Additional Caseload	2018 Final Caseload	Actual Program Participation by Month for Fiscal Year (FY) 2018												Anticipate d Oct-18	A. Annual Average	B. Final Quarter Average	C. r- Only	Highest of A, B, & C	2019 Base Caseload*	
					Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18							
Sample State W	N	70	30	100	99	97	94	94	93	95	94	95	96	97	99	99	99	96	98	99	99	99	99
Sample State X	N	50	0	50	49	50	51	50	52	51	50	50	50	49	49	52	50	50	50	N/A	50	50	50
Sample State Y	N	150	50	200	199	201	198	202	200	201	202	200	201	202	202	201	201	201	202	202	202	202	200
Sample State Z	Y	175	15	190	180	175	177	201	199	190	198	177	183	185	183	183	170	186	184	N/A	186	186	190
New Mexico	N	15433	0	15,433	15,903	15,060	15,240	15,000	15,040	14,434	15,073	14,200	15,092	14,385	15,770	14,232	15,445	14,952	14,796	N/A	14,952	14,952	14,952

Your State's/ITO's Calculated Base Caseload*: 14,952 <=Field to the left will automatically calculate once data above is entered.

Fields above will automatically calculate once 2018 caseload and monthly participation data are entered.

STEP III (ADDITIONAL CASELOAD ELIGIBILITY AND REQUEST):
Enter your State's/ITO's request for additional caseload, if applicable, which should be over and above your State's/ITO's calculated base caseload.

Base Caseload*: 14,952 <=Field to the left will automatically calculate once data for **STEP I** is entered.

Eligible for Additional Caseload?: Yes <=Field to the left will automatically calculate once data for **STEP I** is entered.

Additional Caseload Request: 503 <=If eligible for additional caseload, enter your additional caseload request here. Do not enter data here if ineligible to receive additional caseload.

Total Caseload Requested: 15,455 <=Field to the left will automatically calculate once data above is entered.

Verification of Accuracy: <=Click on white box verifying that all information above is accurate. After checking white box, go to **STEP IV** below.

*Assumes sufficient resources available to support base caseload. Per CSFP regulations, base caseload may not exceed total caseload for the previous caseload cycle.

STEP IV (SUBMISSION):
If requesting additional caseload, please submit the following items to your FNS Regional Office by **November 5, 2018**:

- 1) This CSFP State Agency Worksheet,
- 2) Your State Plan Amendment, and
- 3) Any other information in support of your State's/ITO's request for additional caseload.