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|  | **FREESTORE FOODBANK**  **CSFP (Senior Box) Operations Manual** |
| Partner Information |
| Sample - Waitlist |

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| **Sample Letter** |

[Date and Time]

[Applicant Name]:

This letter confirms that you have been approved but are on a waiting list to participate in the Commodity Supplemental Food Program (CSFP). You may be moved from the waiting list to the active list if others on the active list are unable to receive their entitlements.

You are on the waiting list of [Agency Name and Address]. This organization provides CSFP entitlements to individuals in need. If you are moved to the active list, [CSFP Coordinator] will contact you by [Contact Method and Information] if you are moved to the active list and you will be able to receive entitlements through [Agency Name], located at [Agency Address]. You will be able to receive your entitlements through [Distribution Model].

Distributions will occur [Distribution Schedule – Dates, Times, Deliveries, etc.]

If you are unable to receive your entitlements, you are able to assign a proxy that may pick up your box for you.If you have not yet authorized a proxy to pick up your box and would like to, please contact [CSFP Coordinator at Agency and Contact information] to complete the process of establishing a proxy.

Failure to receive product for [Agency Policy] may result in loss of entitlements. If you have any questions, please contact [Agency] and the information listed below.

Sincerely,

[CSFP Coordinator]

[Agency]

[Contact Information]

[Date and Time]