**Scope of Work**

1. Goal: maintain given caseload (or at minimum 95% of the caseload) clients/food packages per month effective 10/01/2024 CFR 247.21.
2. Program Implementation: Web-based Supply Chain Management (WBSCM)
	1. IFB will order food monthly and make sure to add all information correctly to the database.
3. Client Eligibility CFR 247.9
	1. IFB will update client Application Form with correct poverty levels yearly.
	2. IFB will ensure that appropriate language needs are met for non-English speakers. CFR 247.12 and .13
	3. IFB will update the client tracking sheet monthly to CFR 247.05. and .29. \*
	4. IFB will develop nutrition education materials monthly CFR 247.12, .13 and .18
	5. IFB will post, “And Justice for All" at all venues, temporary distribution sites and websites. <https://www.usda.gov/sites/default/files/documents/JFAgreen508.pdf>
	6. IFB will provide the following outreach materials in food packages to elderly applicants and make referrals as appropriate: CFR 247.14
		1. Food stamps
		2. Medical assistance under Title XIX of Social Security Act
		3. Supplemental security income benefits (SSI) under Title XVI of Social Security Act
		4. Every educational material that ICOA will disseminate to IFB
	7. Reporting and physical inventory:
		1. IFB will report food loss/damaged, spoilage or infestation on the FNS-153 form in that month that it is happening. Every food loss valued over $100 needs to be explained in a separate email with the corresponding FNS-153 to ICOA.
	8. The IFB will follow all regulations, rules, requirements including the CSFP Manual and CSFP State Plan.