



CSFP DIGITAL APPLICATION PROCESS

Federal Regulations require that we de-duplicate all CSFP applications. We have created a simple and easy process for you to move new and existing applications online. You will need to update all active applications. New and future applications will need to be done using this form.

Please call Kelsey Phelan 860.331.8947, or Melanie Sanclemente 860.856.4341 if you have any questions.

PROCESS FOR ENTERING EXISTING PAPER APPLICATIONS

Go to Connecticut Foodshare website. <https://ctfoodshare.org>

In top blue menu bar select “Network Resources”

On lower left side of the next page, select “CSFP Resources.”

In the Table of Contents, select “Online Application.”

Select “ONLINE APPLICATION to go directly to the application form. Select “Online Application/Recertification Instructions” if you would like more information about the process.

The online application link brings you to an empty digital copy of the form you originally used for each CSFP box applicant.

For each paper application, you will take the information already there and fill in the blanks on the new digital version.

Check “NO” to indicate that this is NOT a recertification.

Fill in your program information from the drop-down boxes.

Enter client information. Red asterisks indicate mandatory information.

If your client does not have an email address, it is okay to leave that space blank.

Confirm income using eligibility chart. You must click “YES” to confirm that they qualify.

On the “Applicant Rights and Responsibilities” page, make sure to check “yes” or “no” – whatever is on the original application. (In the future, when you enter a new application, you must have the applicant review the “rights and responsibilities” page on your PC, or on a printed copy.)

When you come to the client signature box, use your mouse or trackpad to enter “PS24” in the box so that we know that you are creating a digital record of an existing signature. (In the future, new applicants will sign this box themselves.)

Status – Enter “status” information for existing applications. If you have clients who no longer want boxes, or are deceased, please indicate “Left Program or Deceased.”

Enter Approval date, then enter “End Date of Cert. Period” for THREE YEARS from approval date.

Enter Staff name and staff signature, and date signed.

Enter “Staff email”- the email address where you would like the copy of the application sent.

When you hit the “submit” button, a pdf copy of the application will be sent to you via email. The emailed copy of the application MUST BE SAVED. It will be used in the future to do recertification, proxy, and any other changes in information, or to remove someone from the program.

We suggest that you create a folder where you can keep all of these emails in one place. These emails should be in an easily accessible location for future staff use.

If you have paper Recertification Applications, these must also be put into digital format. To RECERTIFY a client, locate the saved email that has the digital copy of the application and select “edit this submission” which is at the very bottom of the email.

The original form will open, and you will be asked if this is a recertification. Click “YES.”

Scroll down and make any necessary changes.

Confirm that the client’s gross family income is less than the amount listed. Click if “yes.”

“Client Signature” box - if you are entering a paper recertification, enter “PS” followed by the year, for 2026 it would be “PS26”. If you are recertifying with the client, have the client sign electronically using a mouse or trackpad. (You may need to hit the “clear” button to allow a new signature).

“Approval Date” is the date of the original approval – leave this as is. For “Recertification Date”, use today’s date. For “End Date of Cert. Period” enter the date three years from today. Enter Staff Signature, date signed, staff email, and **SUBMIT**.