



Food and
Nutrition
Service

Park Office
Center

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DATE: February 20, 2019

SUBJECT: Commodity Supplemental Food Program (CSFP): Final Caseload Assignments for the 2019 Caseload Cycle and Administrative Grants

TO: Regional Directors
Special Nutrition Programs
MARO, MPRO, MWRO,
NERO, SERO, SWRO, and
WRO

State Directors
CSFP State Agencies and Indian Tribal Organizations (ITOs)
All Current and New States and ITOs

On February 15, 2019, President Trump signed the Consolidated Appropriations Act, 2019 (P.L. 116-6, the Appropriations Act), which provides \$222.891 million for CSFP for the full Fiscal Year (FY) 2019. The Joint Explanatory Statement accompanying this Act provides that this funding level should be used to fully fund existing caseload in FY 2019 and begin service to new State agencies with approved State Plans. Thus, based on this full-year funding level and available resources, FNS is issuing a final national caseload allocation of 736,110 for 2019 which maintains the 2018 national caseload level of 728,552 for currently participating CSFP States and ITOs and includes 7,558 slots for a new State and two new ITOs, including 6,508 caseload slots for Alabama, 450 slots for the Spirit Lake Sioux Tribe in North Dakota, and 600 slots for the Shingle Springs Band of Miwok Indians in California. FNS is allocating final caseload and administrative grants effective as of March 1, 2019 as provided below.

Final Caseload Assignments for Currently Participating CSFP States and ITOs

In accordance with CSFP regulations at 7 CFR Part 247, base caseload is assigned in part based on the number of years each State and ITO has been in the program. Wyoming, the Seminole Nation in Oklahoma, and Puerto Rico, which FNS added to the program in 2018, are receiving base caseload equal to their 2018 assigned caseload. For all other States and ITOs which began CSFP participation prior to 2018, base caseload for the 2019 caseload cycle is equal to the highest of:

- (1) Average monthly participation for FY 2018;
- (2) Average monthly participation for the last quarter of FY 2018; or
- (3) Participation during September 2018, but only if:
 - (a) The full-year appropriation for the preceding fiscal year was enacted on or after February 15 (in FY 2018, appropriations were enacted on March 23, 2018);

- (b) The State agency or ITO received additional caseload equal to or greater than ten percent of its base caseload in 2018; and
- (c) October 2018 participation was equal to or greater than 95 percent of September 2018 participation.

CSFP regulations further provide that for each CSFP State and ITO, calculated base caseload for 2019 cannot be greater than total assigned caseload for 2018.

North Carolina and Virginia are each receiving base caseload equal to their October 2018, rather than September 2018, participation levels. The States' CSFP distributions in September 2018 were disrupted by Hurricane Florence; therefore, both North Carolina's and Virginia's September participation figures do not accurately reflect program performance. CSFP regulations do not address caseload assignments for States that have suffered significant disruptions in service due to disasters. Thus, consistent with past practice in these situations, FNS is applying both States' October 2018 utilization rates in lieu of their September 2018 rates for purposes of calculating each State's 2019 base caseload.

Nationwide, current resources are sufficient to support each State's and ITO's base caseload for the 2019 caseload cycle (January 1 through December 31). Additionally, because several States did not fully use their 2018 assigned caseload, 20,551 caseload slots are available for reallocation as additional caseload at this time. This additional caseload is being allocated to those eligible State agencies and ITOs which requested additional caseload and can most efficiently use it without significantly exceeding their caseload assignments, as demonstrated by past performance.

Each requesting State and ITO which used equal to or greater than 95.00 percent of its assigned caseload on an average monthly basis during FY 2018, the last quarter of FY 2018, or in September 2018¹ (if applicable), is receiving additional caseload for 2019. Each of these States is being allocated a share of the total additional caseload slots available proportional to its base caseload, up to its total additional caseload request. Where a proportional share exceeds any State's additional caseload request, the remaining caseload is being allocated proportionally to the remaining States.

Final Caseload Assignments for the New CSFP State and ITOs

In accordance with CSFP regulations, FNS assigns caseload, to the extent resources are available, in the following order: 1) To meet base caseload for currently participating States and ITOs, 2) to meet additional caseload requests of currently participating States

¹ October 2018 participation data was used in lieu of September 2018 data for North Carolina and Virginia, as mentioned earlier in the memorandum.

and ITOs in amounts that FNS determines are needed and can be efficiently utilized, and 3) to each State agency and ITO requesting to begin participation in the program with an approved State Plan. However, since Congress directed FNS to fully fund existing caseload in FY 2019 and begin service to new State agencies with approved State Plans, FNS is maintaining 2018 nationwide caseload levels for currently participating States and ITOs and allocating 6,508 slots to Alabama, 450 slots to the Spirit Lake Sioux Tribe in North Dakota, and 600 slots to the Shingle Springs Band of Miwok Indians in California. These are the only States or ITOs with approved State Plans that are not currently participating in CSFP.

Participation of Women, Infants, and Children in CSFP in 2019

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, ages 60 years and older, and women, infants, and children who met the eligibility requirements of the program. However, Section 4102 of the Farm Bill amended CSFP's eligibility requirements to phase out the participation of women, infants, and children and transition it to a seniors-only program.

Accordingly, as of February 7, 2014, no new or 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.

As a result of this change, the number of women, infants, and children participating in CSFP has declined steadily. In currently participating States and ITOs, a small number of eligible children may continue on the program throughout the 2019 caseload cycle but all infants and women have already phased out of the program. **CSFP States and ITOs are responsible for ensuring that no new applications are approved for women, infants, or children, and that only children eligible under Section 4102 of the Farm Bill are currently receiving CSFP benefits.**

Any women, infants, or children seeking to apply for CSFP benefits should be referred to the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), the Supplemental Nutrition Assistance Program (SNAP), and other nutrition assistance programs for which they may be eligible.

Caseload Use and Food Orders in 2019

Program regulations require that States and ITOs ensure that program participation levels do not exceed assigned caseload on an average monthly basis. In order to ensure sufficient resources are available to serve CSFP participants throughout the year, any

States or ITOs currently exceeding 2019 caseload assignments must work to reduce participation levels to reflect such assignments.

At the same time, State agencies and ITOs must attempt to fully use their 2019 caseload assignments. State agencies and ITOs that are receiving caseload increases should work to increase participation levels beginning in March 2019. In order to efficiently utilize caseload, States and ITOs must monitor participation carefully each month. Per CSFP regulations, caseload assignments in 2020 will depend in large part on each State's and ITO's caseload use this year.

It is crucial that States and ITOs manage caseload and USDA Foods in the most efficient manner possible. States and ITOs are required to accurately track and maintain appropriate inventory levels at the State and ITO level. FNS provides the CSFP Inventory Calculator as an optional tool to assist States and ITOs in effectively managing inventories, and State agency and ITO staff are strongly encouraged to use this resource. Additional information on the CSFP Inventory Calculator is available on the CSFP website at www.fns.usda.gov/csfp. **Regulations at 7 CFR Part 250 prohibit CSFP State- and ITO-level inventories from exceeding three months on-hand without approval from FNS.**

FNS Regional Offices (ROs) will very closely and constantly monitor States' and ITOs' year-to-date participation levels and food orders. FNS ROs will reduce food orders to ensure that States and ITOs do not exceed their assigned caseloads or over-order USDA Foods, thus depriving other States and ITOs of needed resources.

Administrative Grant per Assigned Caseload Slot

The Agriculture and Consumer Protection Act of 1973 (P.L. 93-86), as amended, mandates an administrative grant per assigned caseload slot to be adjusted each fiscal year to reflect inflation. The mandatory grant per assigned caseload slot for FY 2019 is \$78.70.

The administrative grant per assigned caseload slot for the new State and ITOs – Alabama, the Spirit Lake Sioux Tribe in North Dakota, and the Shingle Springs Band of Miwok Indians in California – is prorated to account for not having a caseload assignment from October 2018 through February 2019. As a result, the prorated administrative grant per caseload slot for these three programs is \$45.90.

The attached chart, Attachment A, displays final caseload assignments and administrative grants for each State and ITO. Administrative funds for use over the remainder of the fiscal year are subject to apportionment by the Office of Management and Budget. We will keep you informed regarding the availability of such funds.

CSFP State agencies and ITOs should address questions or comments to their FNS Regional Offices, which may in turn contact the FNS National Office at (703) 305-2680.

/s/ Original Signature on File

Laura Castro

Director

Food Distribution Division

Attachment