



Food and
Nutrition
Service

Park Office
Center

3101 Park
Center Drive
Alexandria
VA 22302

DATE: April 5, 2018

SUBJECT: Commodity Supplemental Food Program (CSFP): Final Caseload Assignments for the 2018 Caseload Cycle and Administrative Grants

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

State Directors
CSFP State Agencies
All Current and New States

On January 3, 2018, the Food and Nutrition Service (FNS) assigned tentative caseload at 728,552 slots and allocated administrative grants accordingly. The tentative national caseload allocation was subject to change based on the amount of funding provided to CSFP in the full-year Fiscal Year (FY) 2018 appropriation. When FNS allocated tentative caseload, CSFP was funded under a Continuing Resolution through January 19, 2018 at a funding level prorated to \$238.120 million.

On March 23, 2018, President Trump signed the Consolidated Appropriations Act, 2018 (P.L. 115-141, the Appropriations Act), which provides \$238.120 million for CSFP for the full FY 2018. Based on this full-year funding level and available resources, FNS is issuing a final national caseload allocation of 728,552 for 2018, which is equivalent to the tentative 2018 level. This is a 30,687 slot increase from the 2017 national caseload level of 697,865 and includes 1,000 caseload slots for Puerto Rico, 800 slots for Seminole Nation in Oklahoma, and 500 slots for Wyoming, which are new CSFP States or Indian Tribal Organizations. FNS is allocating final caseload and administrative grants for 2018 as provided below.

Final Caseload Assignments for Currently Participating CSFP States

In accordance with CSFP regulations at 7 CFR Part 247, base caseload is assigned in part based on the number of years each State has been in the program. West Virginia, which began CSFP participation in 2017, is receiving base caseload equal to its 2017 assigned caseload. For all other States which began CSFP participation prior to 2017, base caseload for the 2018 caseload cycle is equal to the highest of:

- (1) Average monthly participation for FY 2017;
- (2) Average monthly participation for the last quarter of FY 2017; or

(3) Participation during September 2017, but only if¹:

- (a) The State agency received additional caseload equal to or greater than ten percent of its base caseload in 2017; and
- (b) October 2017 participation was equal to or greater than 95 percent of September 2017 participation.

CSFP regulations further provide that for each CSFP State, calculated base caseload for 2018 cannot be greater than total assigned caseload for 2017.

Florida is receiving base caseload equal to its October 2017 participation. The State's CSFP distributions in September 2017 were disrupted by Hurricane Irma; therefore, Florida'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, FNS is applying the State's October 2017 utilization rate in lieu of its September 2017 rate for purposes of calculating the State's 2018 base caseload.

Due to the increased funding provided in the Appropriations Act, lower than expected food costs, and because several States did not fully use their 2017 assigned caseload, a total of 55,778 additional caseload slots are available for allocation in 2018. This amount is sufficient to meet all requests by eligible, currently participating States.

FNS determined that all additional caseload requests from eligible States were reasonable based on each State's history of caseload usage and knowledge of program operations. Accordingly, each requesting State that utilized equal to or greater than 95 percent of its assigned caseload on an average monthly basis during FY 2017, the last quarter of FY 2017, or, under limited circumstances, in September 2017, is receiving additional caseload for 2018.

Final Caseload Assignments for New CSFP States

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, 2) to meet additional caseload requests of currently participating States in amounts that FNS determines are needed and can be efficiently utilized, and 3) to each State agency requesting to begin participation in the program with an approved State Plan. As the amount of additional caseload available in 2018 is sufficient to fully meet all reasonable requests from currently participating States, FNS is also allocating 1,000 caseload slots to Puerto Rico, 800 slots to Seminole Nation in Oklahoma, and 500 slots to

¹ Since the full-year FY 2017 appropriation was not signed until May 5, 2017, 7 CFR 247.21(a)(1)(ii)(C)(1) automatically applies for base caseload calculations using September-only participation data for the 2018 caseload cycle.

Wyoming. These are the only States or Indian Tribal Organizations with approved State Plans that are not currently participating in CSFP.

Participation of Women, Infants, and Children in CSFP in 2018

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, some eligible children may continue on the program throughout the 2018 caseload cycle but all infants and women have already phased out of the program. **Currently participating States 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. No women, infants, or children are eligible for enrollment in the new States added in 2015 or later.**

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 2018

Program regulations require that States 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 currently exceeding 2018 caseload assignments must work to reduce participation levels to reflect such assignments.

At the same time, State agencies must attempt to fully use their 2018 caseload assignments. State agencies that are receiving increases from their 2017 caseload assignments should work to increase participation levels immediately. In order to efficiently utilize caseload, States must monitor participation carefully each month. Per CSFP regulations, caseload assignments in 2019 will be in large part dependent on each State's caseload use this year.

It is crucial that States manage caseload and USDA Foods in the most efficient manner possible. States are required to accurately track and maintain appropriate inventory levels at the State level. FNS provides the CSFP Inventory Calculator as an optional tool to assist States in effectively managing inventories, and State agency 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-level inventories from exceeding three months on-hand without approval from FNS.**

FNS Regional Offices (ROs) will very closely and constantly monitor States' year-to-date participation levels and food orders. FNS ROs will reduce food orders to ensure that States do not exceed their assigned caseloads or over-order USDA Foods, thus depriving other States 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 2018 is \$76.12.

The administrative grant per assigned caseload slot for new States and Indian Tribal Organizations – Puerto Rico, Seminole Nation, and Wyoming – is prorated to account for not having a caseload assignment for the first quarter of FY 2018. As a result, the prorated administrative grant per caseload slot for new States and Indian Tribal Organizations is \$57.08.

The attached chart, Attachment A, displays final caseload assignments and administrative grants for each State. 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 Indian Tribal Organizations should address questions or comments to their Regional Offices, which may in turn contact Carolyn Smalkowski at (703) 305-2680.

/s/ Original Signature on File

Laura Castro

Director

Food Distribution Division

Attachment