



Food and
Nutrition
Service

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DATE: February 19, 2021

SUBJECT: Commodity Supplemental Food Program (CSFP): Caseload Assignments for the 2021 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

Issuing Agency/Office:	Food and Nutrition Service (FNS)
Title of Document:	Commodity Supplemental Food Program (CSFP): Caseload Assignments for the 2021 Caseload Cycle and Administrative Grants
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Summary:	This memorandum provides caseload allocation to CSFP State agencies and Indian Tribal Organizations. Caseload is assigned using the formula found in current program regulations at 7 CFR 247.21.
Disclaimer:	The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.
<i>Body of guidance document follows.</i>	

On December 27, 2020, President Trump signed the Further Consolidated Appropriations Act, 2021 (P.L. 116-260), which includes \$338 million for the Commodity Supplemental Food Program (CSFP) for Fiscal Year (FY) 2021. While this funding level is an increase over FY 2020, based on food inventories, expected food prices and participation, FNS has determined resources are not sufficient to support increased national caseload. Based on this funding level, FNS is issuing a final national caseload allocation of 736,110 for the 2021 caseload cycle (January 1 to December 31, 2021). This amount is equal to the 2020 national caseload allocation. FNS is allocating final caseload and administrative grants to CSFP State agencies, including Indian Tribal Organizations, as provided below.

Final Caseload Assignments

In accordance with CSFP regulations at 7 CFR Part 247, base caseload is equal to the highest of (1) average monthly participation in FY 2020 or (2) average monthly participation in the last quarter of FY 2020. Although CSFP regulations permit September-only participation data to be used to determine base caseload in certain limited circumstances, these regulatory criteria were not met for any State for 2020. CSFP regulations further provide that each State agency's calculated base caseload for 2021 cannot be greater than its total assigned caseload for 2020.

Current resources are sufficient to support each State's base caseload for the 2021 caseload cycle. Additionally, because several States did not fully use their 2020 assigned caseload, 35,115 caseload slots are available for reallocation as additional caseload at this time. This additional caseload is being allocated among all eligible States. Each of these States is being allocated a proportional share of the total available caseload slots based on 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.

Program resources are not sufficient to add new CSFP State agencies to the program this caseload cycle.

Additional Caseload Eligibility and COVID-19

Per program regulations at 7 CFR 247.21(a)(2), CSFP State agencies must achieve a participation level which was equal to or greater than 95 percent of assigned caseload for the previous caseload cycle in order to be eligible for additional caseload. Eligibility is calculated based on the highest of (1) average monthly participation for the previous fiscal year; or (2) average monthly participation for the last quarter of the previous fiscal year.

During FY 2020, the COVID-19 pandemic led to CSFP participation drops which caused some States to be ineligible for additional caseload. Sixteen State agencies which did not meet the 95 percent regulatory threshold submitted requests to FNS for additional caseload along a justification explaining how the COVID-19 pandemic impacted their participation in FY 2020.

Section 301 of The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act, 42 U.S.C. 5141) allows Federal agencies to waive or modify administrative conditions for assistance during major disasters if so requested by the applicant State or local authorities. All 50 States, the District of Columbia, and four territories were issued major disaster declarations in response to the COVID-19 public health emergency.

FNS is using this authority to waive the 95 percent additional caseload eligibility threshold for these sixteen State agencies and allowing them to receive additional caseload in 2021. These sixteen State agencies are: Alabama, Alaska, Arizona, Connecticut, Kansas, Louisiana, Michigan, Nebraska, Nevada, North Dakota, South Dakota, Tennessee, Utah, Virginia, the Shingle Springs Band of Miwok Indians, and the Spirit Lake Sioux Tribe.

Caseload Use and Food Orders in 2020

Program regulations require that CSFP State agencies 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 2020 caseload assignments must work to reduce participation levels to reflect such assignments.

At the same time, States must attempt to fully use their 2020 caseload assignments. States that are receiving caseload increases should work to increase participation levels immediately. In order to efficiently utilize caseload, States must monitor participation carefully. Per CSFP regulations, caseload assignments in 2021 will depend 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. 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) closely 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.

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 2021 is \$82.43.

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 should address questions to their FNS Regional Offices, which may in turn contact Katie Treen or Gregory Walton.

/s/ Original Signature on File

Laura Castro
Director
Food Distribution Division

Attachment

Attachment A

Final CSFP Caseload and Administrative Funding - 2021

Admin. Grant/Slot/Year:	\$82.43
Grant/Slot/Month:	\$6.8692
Grant/Slot/Oct.-Dec.:	\$20.6076
Grant/Slot/Jan.-Sept.:	\$61.8228

Final Caseload for Existing CSFP States: 736,110
2021 Total Caseload: 736,110

State/ Indian Tribal Organization (ITO)	2020 Caseload	FY 2020 Annual Average Part.	FY 2020 Annual Average Part. %	FY 2020 Final Qtr. Average Part.	FY 2020 Final Qtr. Average Part. %	2021 Base Caseload Calculation	2021 Additional Caseload	2021 Final Caseload	Admin. Funds Oct. 1 - Dec. 30	Admin. Funds Jan. 1 - Sept. 30	Total Admin Funds FY 2021	FY 2021 Admin. Funds Allowed 10/1/2020 through 12/1/2020	FY 2021 Admin. Funds Allowed 12/1/2020 through 1/25/2021	Remaining Admin. Funds to be Allowed a/
Connecticut	2,714	2,533	93.35%	2,341	86.27%	2,533	172	2,705	\$55,929	\$167,231	\$223,160	\$43,370	\$27,104	\$152,686
Maine	8,337	8,331	99.92%	7,739	92.82%	8,331	567	8,898	\$171,806	\$550,099	\$721,905	\$133,227	\$83,259	\$505,419
Massachusetts	2,450	2,426	99.03%	2,425	98.97%	2,426	165	2,591	\$50,489	\$160,183	\$210,672	\$39,152	\$24,467	\$147,053
New Hampshire	3,406	3,372	99.01%	3,333	97.86%	3,372	0	3,372	\$70,189	\$208,466	\$278,655	\$54,429	\$34,014	\$190,213
New York	32,945	27,333	82.97%	32,830	99.65%	32,830	1615	34,445	\$678,917	\$2,129,486	\$2,808,403	\$526,469	\$329,010	\$1,952,924
Rhode Island	1,660	1,638	98.65%	1,660	100.00%	1,660	40	1,700	\$34,209	\$105,099	\$139,308	\$26,527	\$16,578	\$96,203
Vermont	2,268	2,240	98.75%	2,239	98.71%	2,240	33	2,273	\$46,738	\$140,523	\$187,261	\$36,243	\$22,650	\$128,368
Region	53,780	47,873		52,567		53,392	2,592	55,984	\$1,108,277	\$3,461,087	\$4,569,364	\$859,417	\$537,082	\$3,172,865
Delaware	2,124	2,039	96.02%	1,969	92.69%	2,039	85	2,124	\$43,771	\$131,312	\$175,083	\$33,942	\$21,212	\$119,929
D.C.	5,411	5,249	97.00%	5,330	98.50%	5,330	81	5,411	\$111,508	\$334,523	\$446,031	\$86,469	\$54,038	\$305,524
Maryland	3,583	3,496	97.56%	3,584	100.04%	3,583	244	3,827	\$73,837	\$236,596	\$310,433	\$57,257	\$35,782	\$217,394
New Jersey	6,906	6,699	97.01%	6,754	97.79%	6,754	152	6,906	\$142,316	\$426,948	\$569,264	\$110,359	\$68,968	\$389,937
Pennsylvania	36,218	34,567	95.44%	33,236	91.77%	34,567	1651	36,218	\$746,366	\$2,239,098	\$2,985,464	\$578,772	\$361,696	\$2,044,996
Puerto Rico	995	992	99.74%	995	100.00%	995	68	1,063	\$20,505	\$65,718	\$86,223	\$15,900	\$9,937	\$60,386
Virginia b/	10,839	9,915	91.47%	9,680	89.30%	9,915	675	10,590	\$223,366	\$654,703	\$878,069	\$173,210	\$108,245	\$596,614
West Virginia	5,586	5,492	98.31%	5,586	100.00%	5,586	380	5,966	\$115,114	\$368,835	\$483,949	\$89,266	\$55,785	\$338,898
Region	71,662	68,449		67,133		68,769	3,336	72,105	\$1,476,783	\$4,457,733	\$5,934,516	\$1,145,175	\$715,663	\$4,073,678
Alabama	6,508	4,426	68.02%	5,596	85.99%	5,596	381	5,977	\$134,114	\$369,515	\$503,629	\$103,999	\$64,993	\$334,637
Florida	7,448	7,237	97.16%	7,344	98.61%	7,344	499	7,843	\$153,485	\$484,876	\$638,361	\$119,021	\$74,380	\$444,960
Georgia	6,354	6,158	96.91%	6,139	96.62%	6,158	40	6,198	\$130,941	\$383,178	\$514,119	\$101,538	\$63,455	\$349,126
Kentucky	31,482	30,259	96.12%	29,545	93.85%	30,259	2057	32,316	\$648,768	\$1,997,866	\$2,646,634	\$503,090	\$314,399	\$1,829,145
Mississippi	13,030	12,847	98.60%	13,030	100.00%	13,030	0	13,030	\$268,517	\$805,551	\$1,074,068	\$208,222	\$130,126	\$735,720
North Carolina	11,497	11,382	99.00%	11,483	99.88%	11,483	781	12,264	\$236,926	\$758,195	\$995,121	\$183,725	\$114,816	\$696,580
South Carolina	5,244	5,389	102.77%	5,290	100.88%	5,244	356	5,600	\$108,066	\$346,208	\$454,274	\$83,800	\$52,370	\$318,104
Tennessee	9,655	8,916	92.34%	9,160	94.87%	9,160	495	9,655	\$198,966	\$596,899	\$795,865	\$154,289	\$96,421	\$545,155
Region	91,218	86,614		87,588		88,274	4,609	92,883	\$1,879,783	\$5,742,288	\$7,622,071	\$1,457,684	\$910,960	\$5,253,427
Iowa	3,338	3,351	100.38%	3,298	98.81%	3,338	0	3,338	\$68,788	\$206,365	\$275,153	\$53,342	\$33,335	\$188,476
Illinois	16,290	15,348	94.22%	14,545	89.29%	15,348	0	15,348	\$335,698	\$948,856	\$1,284,554	\$260,318	\$162,682	\$861,554
Indiana	5,258	5,318	101.15%	5,320	101.18%	5,258	302	5,560	\$108,355	\$343,735	\$452,090	\$84,024	\$52,510	\$315,556
Michigan b/	75,001	71,203	94.94%	69,782	93.04%	71,203	3710	74,913	\$1,545,591	\$4,631,331	\$6,176,922	\$1,198,533	\$749,007	\$4,229,382
Minnesota	13,469	12,489	92.72%	11,988	89.01%	12,489	0	12,489	\$277,564	\$772,105	\$1,049,669	\$215,238	\$134,510	\$699,921
Ohio	29,610	28,903	97.61%	29,247	98.77%	29,247	1650	30,897	\$610,191	\$1,910,139	\$2,520,330	\$473,175	\$295,704	\$1,751,451
Red Lake	84	84	99.50%	83	98.41%	84	0	84	\$1,731	\$5,193	\$6,924	\$1,342	\$839	\$4,743
Wisconsin	12,440	11,481	92.29%	11,826	95.06%	11,826	614	12,440	\$256,359	\$769,076	\$1,025,435	\$198,794	\$124,234	\$702,407
Region	155,490	148,177		146,088		148,793	6,276	155,069	\$3,204,277	\$9,586,800	\$12,791,077	\$2,484,766	\$1,552,821	\$8,753,490

Final CSFP Caseload and Administrative Funding - 2021

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		Annual Average Part.	Annual Average Part. %	Final Qtr. Average Part.	Final Qtr. Average Part. %	Base Caseload Calculation	Additional Caseload	Final Caseload				Funds 10/1/2020 through 12/11/2020	Funds 12/11/2020 through 1/25/2021	
Arkansas	6,629	6,662	100.49%	6,621	99.88%	6,629	451	7,080	\$136,608	\$437,705	\$574,313	\$105,933	\$66,201	\$402,179
Arizona b/	20,646	18,660	90.38%	16,455	79.70%	18,660	1269	19,929	\$425,465	\$1,232,067	\$1,657,532	\$329,928	\$206,184	\$1,121,420
Louisiana b/	51,098	42,844	83.85%	38,137	74.63%	42,844	2912	45,756	\$1,053,007	\$2,828,764	\$3,881,771	\$816,558	\$510,297	\$2,554,916
New Mexico	14,373	13,685	95.21%	13,435	93.47%	13,685	688	14,373	\$296,193	\$888,579	\$1,184,772	\$229,684	\$143,538	\$811,550
Oklahoma	4,128	4,031	97.65%	4,063	98.43%	4,063	276	4,339	\$85,068	\$268,249	\$353,317	\$65,966	\$41,225	\$246,126
Seminole Nation	253	246	97.17%	205	81.03%	246	7	253	\$5,214	\$15,641	\$20,855	\$4,043	\$2,527	\$14,285
Texas	67,270	65,018	96.65%	63,886	94.97%	65,018	4420	69,438	\$1,386,273	\$4,292,852	\$5,679,125	\$1,074,990	\$671,801	\$3,932,334
Utah b/	3,238	2,970	91.72%	2,957	91.33%	2,970	202	3,172	\$66,727	\$196,102	\$262,829	\$51,744	\$32,337	\$178,748
Region	167,635	154,114		145,759		154,115	10,225	164,340	\$3,454,555	\$10,159,959	\$13,614,514	\$2,678,846	\$1,674,110	\$9,261,558
Colorado	15,110	14,524	96.12%	14,403	95.32%	14,524	476	15,000	\$311,381	\$927,342	\$1,238,723	\$241,461	\$150,898	\$846,364
Kansas b/	5,885	5,560	94.47%	5,169	87.83%	5,560	325	5,885	\$121,276	\$363,827	\$485,103	\$94,044	\$58,771	\$332,288
Missouri	25,549	24,477	95.80%	24,897	97.45%	24,897	10	24,907	\$526,504	\$1,539,820	\$2,066,324	\$408,279	\$255,148	\$1,402,897
Montana	5,865	5,709	97.35%	5,465	93.19%	5,709	156	5,865	\$120,864	\$362,591	\$483,455	\$93,724	\$58,572	\$331,159
Nebraska b/	7,859	7,110	90.47%	6,808	86.63%	7,110	300	7,410	\$161,955	\$458,107	\$620,062	\$125,589	\$78,485	\$415,988
North Dakota b/	1,888	1,730	91.65%	1,660	87.94%	1,730	117	1,847	\$38,907	\$114,187	\$153,094	\$30,171	\$18,855	\$104,068
Oglala Sioux	432	434	100.50%	414	95.91%	432	0	432	\$8,902	\$26,707	\$35,609	\$6,903	\$4,314	\$24,392
South Dakota b/	3,904	3,646	93.40%	3,572	91.50%	3,646	178	3,824	\$80,452	\$236,410	\$316,862	\$62,387	\$38,988	\$215,487
Spirit Lake Sioux Tribe b/	450	144	31.93%	153	34.00%	153	11	164	\$9,273	\$10,139	\$19,412	\$7,191	\$4,494	\$7,727
Wyoming	213	208	97.54%	233	109.39%	213	0	213	\$4,389	\$13,168	\$17,557	\$3,404	\$2,127	\$12,026
Region	67,155	63,541		62,775		63,974	1,573	65,547	\$1,383,903	\$4,052,298	\$5,436,201	\$1,073,153	\$670,652	\$3,692,396
Alaska b/	2,746	2,578	93.89%	2,542	92.56%	2,578	168	2,746	\$56,588	\$169,765	\$226,353	\$43,882	\$27,423	\$155,048
California	104,039	100,774	96.86%	89,380	85.91%	100,774	5465	106,239	\$2,143,994	\$6,567,992	\$8,711,986	\$1,662,568	\$1,038,999	\$6,010,419
Hawaii	3,733	3,635	97.37%	3,683	98.65%	3,683	50	3,733	\$76,928	\$230,785	\$307,713	\$59,654	\$37,280	\$210,779
Idaho	2,187	2,203	100.72%	2,104	96.19%	2,187	113	2,300	\$45,069	\$142,192	\$187,261	\$34,949	\$21,841	\$130,471
Nevada b/	7,411	6,025	81.30%	5,388	72.70%	6,025	409	6,434	\$152,723	\$397,768	\$550,491	\$118,430	\$74,011	\$358,050
Oregon	2,450	2,405	98.15%	2,429	99.16%	2,429	46	2,475	\$50,489	\$153,011	\$203,500	\$39,152	\$24,467	\$139,881
Shingle Springs Band of Miwok Indians b/	600	49	8.24%	94	15.67%	94	7	101	\$12,365	\$6,244	\$18,609	\$9,588	\$5,992	\$3,029
Washington	6,004	5,908	98.40%	5,759	95.92%	5,908	246	6,154	\$123,728	\$380,458	\$504,186	\$95,945	\$59,960	\$348,281
Region	129,170	123,577		111,378		123,678	6,504	130,182	\$2,661,884	\$8,048,215	\$10,710,099	\$2,064,168	\$1,289,973	\$7,355,958
National Total	736,110	692,344		673,289		700,995	35,115	736,110	\$15,169,462	\$45,508,380	\$60,677,842	\$11,763,209	\$7,351,261	\$41,563,372

a/ Administrative funds subject to apportionment by the Office of Management and Budget.

b/ States waiving the 95 percent additional caseload eligibility threshold for additional caseload, allowing them to receive additional caseload in 2021.