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United States  
Department of  
Agriculture

**SUBJECT:** Commodity Supplemental Food Program (CSFP): Final Caseload Assignments for the 2013 Caseload Cycle, and Administrative Grants

Food and  
Nutrition  
Service

**TO:** Regional Director  
Special Nutrition Programs  
MARO, MPRO, MWRO,  
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State Director  
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All Participating States

On December 21, 2012, the Food and Nutrition Service (FNS) assigned tentative caseload at 595,138 and allocated administrative grants correspondingly. The tentative national caseload allocation was subject to change based upon the amount of funding provided to CSFP in the full-year Fiscal Year (FY) 2013 appropriation. When FNS allocated tentative caseload, CSFP was funded under a Continuing Resolution through March 27, 2013, at a level prorated to \$186.935 million.

On March 26, 2013, President Obama signed the Consolidated and Further Continuing Appropriations Act, 2013 (P.L. 113-6), which provides \$181.873 million for CSFP for the full FY after applying two across-the-board rescissions, one of 2.513 percent and one of 0.2 percent, on all discretionary accounts.

Given this reduction in funding, resources available at this time are sufficient to support a national caseload level of 588,000. This represents a reduction of 7,138 slots, which is approximately 1.2 percent lower than the tentative allocation of 595,138. **In order to reach this final caseload level of 588,000, all currently participating States are subject to caseload reductions. Administrative grant allocations have been reduced correspondingly.**

### Final Caseload Assignments

In the tentative assignments, each State received caseload equal to their base caseload. In accordance with CSFP regulations, the 2013 base caseload calculation for all States is equal to the greater of (1) average monthly participation for the previous FY or (2) average monthly participation for the last quarter of the previous FY. Although CSFP regulations permit September-only participation data to be used to determine base caseload in certain circumstances, these regulatory criteria were not met for 2013. CSFP regulations further provide that for all CSFP States, calculated base caseload for 2013 cannot be greater than total assigned caseload for 2012. In addition, FNS adjusted

Federal regulations do not specify how caseload reductions are to occur. However, when program resources were insufficient to support base caseload in the past, FNS reduced State-by-State allocations pro rata from base caseload allocations. Similarly, each State's 2013 tentative caseload figure is being reduced pro rata. Thus, each State shares equitably in the caseload reduction burden.

Since all available resources must be dedicated to supporting the reduced caseload for currently participating States, we cannot add new States to the program in 2013.

### **Caseload Use and Food Orders in 2013**

The across-the-board reduction in this final caseload allocation means that States may have used more than their assigned caseload early in the 2013 caseload cycle. 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 remainder of the year, States are expected to reduce participation to reflect 2013 final caseload levels as soon as possible.**

All States are expected to review current participation levels, and where appropriate, work closely with local agencies to reduce program participation. When reducing program participation, States should first institute moratoriums on new certifications and recertifications of participants. Per program regulations and in circumstances in which applicants exceed caseload levels, local agencies must maintain waiting lists of individuals who apply for the program. Program regulations further require that CSFP local agencies notify applicants of their eligibility, ineligibility, or placement on a waiting list within 10 days from the date of application.

If a State cannot sufficiently reduce program participation to required levels through such moratoriums, it should take further action to reduce participation levels by requiring its local agencies to remove participants from the program. Such action should be considered a last resort, and in accordance with program regulations, 15 days' written notice before the effective date of discontinuance must be provided to such participants before removing those individuals from the program. Those individuals who cannot be certified or are removed from the program should receive referrals to other assistance programs.

Due to the limited resources available to support the program and potential further food price increases, it is crucial that States use caseload and USDA Foods in the most efficient manner possible. **Recommended CSFP State-level inventories are two to two-and-one-half months by food package category. Regulations at 7 CFR Part 250 prohibit inventories from exceeding six 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 caseload 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 a grant per assigned caseload slot to be adjusted each FY to reflect inflation. The mandatory grant per assigned caseload slot for FY 2013 is \$72.24.

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

CSFP State agencies should address questions or comments to their FNS ROs, which may in turn contact Michelle Waters or Erica Antonson at (703) 305-2662.



Laura Castro  
Director  
Food Distribution Division

Attachment

**Final CSFP Caseload and Administrative Funding - 2013**

<b>Admin. Grant/Slot/Year:</b>	<b>\$72.24</b>	<b>Total Tentative Caseload:</b>	<b>595,138</b>
Grant/Slot/Month:	\$6.0200	<b>Total Final Caseload:</b>	<b>588,000</b>
Grant/Slot/Oct.-Dec.:	\$18.0600	<b>Difference:</b>	<b>7,138</b>
Grant/Slot/Jan.-Sept.:	\$54.1800	<b>Percentage Reduction:</b>	<b>1.199%</b>

State a/	2012 Caseload	FY 2012 Annual Average Participation	FY 2012 Final Qtr. Average Participation	2013 Tentative Caseload	Pro Rata Reduction From Tentative Caseload	2013 Final Caseload	Admin. Funds Oct. 1 - Dec. 31	Admin. Funds Jan. 1 - Sept. 30	Total Admin Funds FY 2013	FY 2013 Admin. Funds Allowed through 3/27/13 under CR	Remaining Admin. Funds to be Allowed c/
Maine	2,937	2,949	2,937	2,937	35	2,902	\$53,042	\$157,230	\$210,272	\$103,374	\$106,898
New Hampshire	6,468	6,236	6,299	6,299	76	6,223	\$116,812	\$337,162	\$453,974	\$227,658	\$226,316
New York	33,981	34,407	33,713	33,981	407	33,574	\$613,697	\$1,819,039	\$2,432,736	\$1,196,033	\$1,236,703
Vermont	3,227	3,219	3,145	3,219	39	3,180	\$58,280	\$172,292	\$230,572	\$113,581	\$116,991
<b>Region</b>							<b>\$841,831</b>	<b>\$2,485,723</b>	<b>\$3,327,554</b>	<b>\$1,640,646</b>	<b>\$1,686,908</b>
Delaware	2,388	2,404	2,388	2,388	29	2,359	\$43,127	\$127,811	\$170,938	\$84,062	\$86,876
D.C.	6,647	6,480	6,284	6,480	78	6,402	\$120,045	\$346,860	\$466,905	\$233,955	\$232,950
New Jersey	2,985	2,931	2,957	2,957	35	2,922	\$53,909	\$158,314	\$212,223	\$105,063	\$107,160
Pennsylvania	34,533	34,497	34,698	34,533	414	34,119	\$623,666	\$1,848,567	\$2,472,233	\$1,215,450	\$1,256,783
<b>Region</b>							<b>\$840,747</b>	<b>\$2,481,552</b>	<b>\$3,322,299</b>	<b>\$1,638,530</b>	<b>\$1,683,769</b>
Georgia	2,985	2,975	2,981	2,981	36	2,945	\$53,909	\$159,560	\$213,469	\$105,063	\$108,406
Kentucky	23,630	23,242	23,310	23,310	279	23,031	\$426,758	\$1,247,820	\$1,674,578	\$831,708	\$842,870
Mississippi	9,552	9,553	9,541	9,552	115	9,437	\$172,509	\$511,297	\$683,806	\$336,203	\$347,603
North Carolina	1,135	1,156	1,144	1,135	14	1,121	\$20,498	\$60,736	\$81,234	\$39,960	\$41,274
South Carolina	5,516	5,537	5,587	5,516	66	5,450	\$99,619	\$295,281	\$394,900	\$194,147	\$200,753
Tennessee	13,513	13,088	13,435	13,435	161	13,274	\$244,045	\$719,185	\$963,230	\$475,619	\$487,611
<b>Region</b>							<b>\$1,017,338</b>	<b>\$2,993,879</b>	<b>\$4,011,217</b>	<b>\$1,982,700</b>	<b>\$2,028,517</b>
Illinois	17,473	17,500	17,165	17,473	210	17,263	\$315,562	\$935,309	\$1,250,871	\$614,999	\$635,872
Indiana	4,396	3,637	3,254	3,637	44	3,593	\$79,392	\$194,669	\$274,061	\$154,715	\$119,346
Michigan	77,936	76,366	75,814	76,366	916	75,450	\$1,407,524	\$4,087,882	\$5,495,406	\$2,743,137	\$2,752,269
Minnesota	15,942	15,909	15,964	15,942	191	15,751	\$287,913	\$853,389	\$1,141,302	\$561,112	\$580,190
Ohio	20,436	20,696	20,417	20,436	245	20,191	\$369,074	\$1,093,948	\$1,463,022	\$719,289	\$743,733
Red Lake	88	88	89	88	1	87	\$1,589	\$4,714	\$6,303	\$3,097	\$3,206
Wisconsin	10,549	10,746	10,639	10,549	126	10,423	\$190,515	\$564,718	\$755,233	\$371,279	\$383,954
<b>Region</b>							<b>\$2,651,569</b>	<b>\$7,734,629</b>	<b>\$10,386,198</b>	<b>\$5,167,628</b>	<b>\$5,218,570</b>
Arkansas	2,985	2,985	2,985	2,985	36	2,949	\$53,909	\$159,777	\$213,686	\$105,063	\$108,623
Louisiana b/	68,085	68,092	66,961	68,085	816	67,269	\$1,229,615	\$3,644,635	\$4,874,250	\$2,396,388	\$2,477,862
New Mexico	16,778	16,459	16,627	16,627	199	16,428	\$303,011	\$890,069	\$1,193,080	\$590,537	\$602,543
Oklahoma	2,982	2,982	2,981	2,982	36	2,946	\$53,855	\$159,614	\$213,469	\$104,957	\$108,512
Texas	33,858	33,639	34,000	33,858	406	33,452	\$611,475	\$1,812,429	\$2,423,904	\$1,191,704	\$1,232,200
<b>Region</b>							<b>\$2,251,865</b>	<b>\$6,666,524</b>	<b>\$8,918,389</b>	<b>\$4,388,649</b>	<b>\$4,529,740</b>
Colorado	18,221	18,177	18,054	18,177	218	17,959	\$329,071	\$973,019	\$1,302,090	\$641,327	\$660,763
Iowa	2,991	3,017	3,036	2,991	36	2,955	\$54,017	\$160,102	\$214,119	\$105,286	\$108,833
Kansas	5,025	4,981	4,917	4,981	60	4,921	\$90,752	\$266,620	\$357,372	\$176,851	\$180,521
Missouri	15,895	15,838	15,782	15,838	190	15,648	\$287,064	\$847,809	\$1,134,873	\$559,458	\$575,415
Montana	8,177	8,145	8,177	8,177	98	8,079	\$147,677	\$437,720	\$585,397	\$287,807	\$297,590
Nebraska	12,167	11,896	11,546	11,896	143	11,753	\$219,736	\$636,778	\$856,514	\$428,257	\$428,257
North Dakota	2,388	2,121	1,976	2,121	25	2,096	\$43,127	\$113,561	\$156,688	\$84,062	\$72,626
Oglala Sioux	608	661	704	608	7	601	\$10,980	\$32,562	\$43,542	\$21,400	\$22,142
South Dakota	4,231	4,213	4,157	4,213	51	4,162	\$76,412	\$225,497	\$301,909	\$148,919	\$152,990
Utah	2,420	2,414	2,396	2,414	29	2,385	\$43,705	\$128,219	\$172,924	\$85,177	\$87,747
<b>Region</b>							<b>\$1,302,541</b>	<b>\$3,822,887</b>	<b>\$5,125,428</b>	<b>\$2,538,544</b>	<b>\$2,586,884</b>
Alaska	2,174	2,166	2,266	2,174	26	2,148	\$39,262	\$116,379	\$155,641	\$76,507	\$79,134
Arizona	12,944	12,760	12,257	12,760	153	12,607	\$233,769	\$683,047	\$916,816	\$455,592	\$461,224
California	76,900	76,188	77,034	76,900	922	75,978	\$1,388,814	\$4,116,489	\$5,505,303	\$2,706,647	\$2,798,656
Nevada	7,300	7,259	7,342	7,300	88	7,212	\$131,838	\$390,746	\$522,584	\$256,939	\$265,645
Oregon	1,641	1,659	1,651	1,641	20	1,621	\$29,636	\$87,826	\$117,462	\$57,758	\$59,704
Washington	5,293	5,196	5,129	5,196	62	5,134	\$95,592	\$278,160	\$373,752	\$186,299	\$187,453
<b>Region</b>							<b>\$1,918,911</b>	<b>\$5,672,647</b>	<b>\$7,591,558</b>	<b>\$3,739,742</b>	<b>\$3,851,816</b>
<b>National Total</b>	<b>599,380</b>			<b>595,138</b>	<b>7,138</b>	<b>588,000</b>	<b>\$10,824,802</b>	<b>\$31,857,841</b>	<b>\$42,682,643</b>	<b>\$21,096,439</b>	<b>\$21,586,204</b>

a/ Select totals subject to rounding.  
b/ Louisiana's August participation adjusted to account for participants who went unserved due to Hurricane Isaac.  
c/ Administrative funds subject to apportionment by the Office of Management and Budget.