



09 JUL 2012

United States
Department of
Agriculture

SUBJECT: Commodity Supplemental Food Program (CSFP)—Submission of State Plans and Additional Caseload Requests for 2013

Food and
Nutrition
Service

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

Regional Director
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Submission of State Plans and Additional Caseload Requests for 2013

State agencies seeking to begin operating CSFP in 2013 must submit a comprehensive State Plan for approval by **August 15, 2012**, in accordance with program regulations at 7 CFR 247.6. Once a State Plan has been approved, it is considered permanent. Although State Plans are permanent, State agencies must submit amendments to reflect any changes in program operations and to request additional caseload each caseload cycle (January 1 through December 31).

For State agencies already operating CSFP, State Plan amendments requesting additional caseload for the 2012 caseload cycle must be submitted to FNS Regional Offices by **November 5, 2012**, in accordance with program regulations at 7 CFR 247.21. Only State agencies which have used 95 percent or more of their total assigned caseload on either an average monthly basis, or for the final quarter, of Fiscal Year (FY) 2012 are eligible to receive additional caseload. Additional caseload needs should be based on a projection of each State's base caseload. Because base caseload is calculated using participation data, States should report final participation data as early as possible for the full FY ending September 30, 2012.

The amount, if any, of additional caseload granted to currently participating States and caseload assigned to new States is contingent on funds appropriated by Congress for FY 2013, as well as the total resources available to support the program.

Following is a summary of how base caseload and assignment of additional caseload for 2013 will be determined per program regulations at 7 CFR Part 247.21.

Base Caseload Calculation

To the extent that resources are available, each State agency currently participating in CSFP may receive base caseload up to the total number of caseload slots it was assigned in 2012. For these States, base caseload for the 2013 caseload cycle equals the greater of:

- (1) average monthly participation for FY 2012; or
- (2) average monthly participation for the last quarter of FY 2012.

However, because a State's base caseload for 2013 cannot be greater than total assigned caseload for 2012, a State may be assigned fewer base caseload slots in 2013 than its highest participation level in 2012 if the State's participation levels during the year exceeded its 2012 total caseload assignment.

Although CSFP regulations permit the use of previous FY September participation in determining a State's base caseload and eligibility for additional caseload in certain limited circumstances, no State met the regulatory criteria for its use. Therefore, it will *not* be available for use as an independent consideration for 2013 caseload.

Additional Caseload Requests

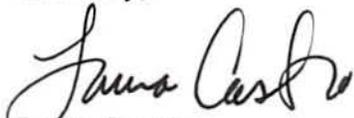
A State's additional caseload request must be over and above its calculated base caseload. When submitting requests for additional caseload, State agencies, at a minimum, (i) must describe plans for serving eligible participants at new sites, if applicable, and (ii) should include the actual number of additional caseload slots requested.

In determining how much, if any, of each State agency's additional caseload request to approve, FNS will consider the percentage of caseload assigned for the 2012 caseload cycle that was used by the State, program participation in previous years, and any information provided by the State agency in support of the request.

As detailed above, average monthly participation for the last quarter of FY 2012 can determine the amount of base caseload and/or additional caseload a State receives in 2013. Therefore, State agencies should attempt to utilize all of their assigned caseload in July, August, and September in order to maximize the caseload they are eligible to receive in 2013.

Please refer any questions you may have to Michelle Waters or Ashley Bress at (703) 305-2662.

Sincerely,



Laura Castro
Director
Food Distribution Division