



DEC 30 2013

United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
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Alexandria, VA
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SUBJECT: Commodity Supplemental Food Program (CSFP): Tentative Caseload Assignments for the 2014 Caseload Cycle, and Administrative Grants

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

State Director
CSFP State Agencies
All Participating States

CSFP is currently funded under a Continuing Resolution (CR) at a funding level prorated to \$181.873 million; this amount is equal to the funding level provided for the program in Fiscal Year (FY) 2013. The current CR funds the program through January 15, 2014. As it remains to be seen what level of funding Congress will ultimately provide for the program for the full FY, the Food and Nutrition Service (FNS) is allocating *tentative* caseload in an amount which can be supported by full-FY funding at the current level.

FNS is therefore making a tentative national caseload allocation of 573,000 slots for the 2014 caseload cycle (January 1 through December 31). This represents a reduction from the 2013 national caseload level of 588,000 slots, and is necessary due to increased food costs. Final caseload and administrative grants will be allocated once Congress takes final action on the FY 2014 appropriation, and may be higher or lower than these tentative assignments.

Under the tentative allocation, all available resources are being used to support caseload for currently participating States. Thus, we cannot at this time approve additional caseload requests for currently participating States or add new States to the program.

Tentative Caseload Assignments

In accordance with CSFP regulations, the 2014 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 2014. CSFP regulations further provide that for all CSFP States, calculated base caseload for 2014 cannot be greater than total assigned caseload for 2013. In addition, 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 2014 base caseload calculation is being reduced pro rata to reach their tentative allocation. Thus, each State shares equitably in the caseload reduction burden.

Caseload Use and Food Orders in 2014

CSFP regulations require States to ensure that program participation levels do not exceed assigned caseloads on an average monthly basis. **In order to ensure sufficient resources are available to serve CSFP participants throughout the upcoming year, States are expected to reduce participation to reflect 2014 tentative 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 the Food and Nutrition Service (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, 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 2014 is \$72.86.

The attached chart displays tentative 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 Erica Antonson or Carolyn Smalkowski at (703) 305-2662.

A handwritten signature in blue ink that reads "Laura Castro for". The signature is written in a cursive style.

Laura Castro
Director
Food Distribution Division

Attachment

Tentative CSFP Caseload and Administrative Funding - 2014

Admin. Grant/Slot/Year: **\$72.86**
 Grant/Slot/Month: \$6,071.7
 Grant/Slot/Oct.-Dec.: \$18,215.1
 Grant/Slot/Jan.-Sept.: \$54,645.3

Calculated Base Caseload: 581,518
 Total Tentative Caseload Available: 573,000
 Difference: 8,518
 Percentage Reduction: 1.465%

| State | 2013 Caseload | FY 2013 Annual Average Participation | FY 2013 Final Qtr. Average Participation | 2014 Base Caseload Calculation | Pro Rata Reduction From Base Caseload | 2014 Tentative Caseload | FY 2014 Admin. Funds Allowed through 1/15/14 under CR | Total Admin Funds FY 2014 (Tentative) a/ | Remaining Admin. Funds to be Allowed (Tentative) a/ |
|-----------------------|----------------|--------------------------------------|--|--------------------------------|---------------------------------------|-------------------------|---|--|---|
| Maine | 2,902 | 2,922 | 2,902 | 2,902 | 43 | 2,859 | \$61,764 | \$209,091 | \$147,327 |
| New Hampshire | 6,223 | 5,889 | 5,761 | 5,889 | 86 | 5,803 | \$132,446 | \$430,460 | \$298,014 |
| New York | 33,574 | 31,358 | 33,973 | 33,574 | 492 | 33,082 | \$714,564 | \$2,419,330 | \$1,704,766 |
| Vermont | 3,180 | 3,119 | 3,069 | 3,119 | 46 | 3,073 | \$67,681 | \$225,849 | \$158,168 |
| Region | | | | | | | \$976,455 | \$3,284,730 | \$2,308,275 |
| Delaware | 2,359 | 2,366 | 2,359 | 2,359 | 35 | 2,324 | \$50,207 | \$169,965 | \$119,758 |
| D.C. | 6,402 | 6,238 | 6,201 | 6,238 | 91 | 6,147 | \$136,255 | \$452,518 | \$316,263 |
| New Jersey | 2,922 | 2,920 | 2,908 | 2,920 | 43 | 2,877 | \$62,190 | \$210,440 | \$148,250 |
| Pennsylvania | 34,119 | 34,354 | 34,055 | 34,119 | 500 | 33,619 | \$726,163 | \$2,458,601 | \$1,732,438 |
| Region | | | | | | | \$974,815 | \$3,291,524 | \$2,316,709 |
| Georgia | 2,945 | 2,945 | 2,889 | 2,945 | 43 | 2,902 | \$62,679 | \$212,224 | \$149,545 |
| Kentucky | 23,031 | 23,143 | 22,887 | 23,031 | 337 | 22,694 | \$490,174 | \$1,659,632 | \$1,169,458 |
| Mississippi | 9,437 | 9,507 | 9,437 | 9,437 | 138 | 9,299 | \$200,850 | \$680,043 | \$479,193 |
| North Carolina | 1,121 | 1,131 | 1,129 | 1,121 | 16 | 1,105 | \$23,859 | \$80,802 | \$56,943 |
| South Carolina | 5,450 | 5,288 | 5,020 | 5,288 | 77 | 5,211 | \$115,994 | \$384,029 | \$268,035 |
| Tennessee | 13,274 | 13,264 | 13,684 | 13,274 | 194 | 13,080 | \$282,514 | \$956,548 | \$674,034 |
| Region | | | | | | | \$1,176,070 | \$3,973,278 | \$2,797,208 |
| Illinois | 17,263 | 16,778 | 16,145 | 16,778 | 246 | 16,532 | \$367,413 | \$1,217,843 | \$850,430 |
| Indiana | 3,593 | 3,489 | 3,749 | 3,593 | 53 | 3,540 | \$76,471 | \$258,891 | \$182,420 |
| Michigan | 75,450 | 75,290 | 75,486 | 75,450 | 1,105 | 74,345 | \$1,605,821 | \$5,436,934 | \$3,831,113 |
| Minnesota | 15,751 | 15,673 | 15,569 | 15,673 | 230 | 15,443 | \$335,232 | \$1,130,793 | \$795,561 |
| Ohio | 20,191 | 20,286 | 20,048 | 20,191 | 296 | 19,895 | \$429,730 | \$1,454,949 | \$1,025,219 |
| Red Lake | 87 | 85 | 88 | 87 | 1 | 86 | \$1,852 | \$6,284 | \$4,432 |
| Wisconsin | 10,423 | 10,391 | 10,296 | 10,391 | 152 | 10,239 | \$221,835 | \$749,369 | \$527,534 |
| Region | | | | | | | \$3,038,354 | \$10,255,063 | \$7,216,709 |
| Arkansas | 2,949 | 2,958 | 2,949 | 2,949 | 43 | 2,906 | \$62,764 | \$212,515 | \$149,751 |
| Louisiana | 67,269 | 65,015 | 63,227 | 65,015 | 953 | 64,062 | \$1,431,703 | \$4,725,999 | \$3,294,296 |
| New Mexico | 16,428 | 16,360 | 16,204 | 16,360 | 240 | 16,120 | \$349,641 | \$1,180,120 | \$830,479 |
| Oklahoma | 2,946 | 2,954 | 2,917 | 2,946 | 43 | 2,903 | \$62,700 | \$212,297 | \$149,597 |
| Texas | 33,452 | 33,118 | 33,469 | 33,452 | 490 | 32,962 | \$711,967 | \$2,410,550 | \$1,698,583 |
| Region | | | | | | | \$2,618,775 | \$8,741,481 | \$6,122,706 |
| Colorado | 17,959 | 18,049 | 18,014 | 17,959 | 263 | 17,696 | \$382,226 | \$1,294,128 | \$911,902 |
| Iowa | 2,955 | 2,955 | 2,968 | 2,955 | 43 | 2,912 | \$62,892 | \$212,953 | \$150,061 |
| Kansas | 4,921 | 4,867 | 4,731 | 4,867 | 71 | 4,796 | \$104,735 | \$351,716 | \$246,981 |
| Missouri | 15,648 | 15,881 | 15,830 | 15,648 | 229 | 15,419 | \$333,040 | \$1,127,606 | \$794,566 |
| Montana | 8,079 | 8,124 | 8,079 | 8,079 | 118 | 7,961 | \$171,947 | \$582,191 | \$410,244 |
| Nebraska | 11,753 | 10,870 | 10,835 | 10,870 | 159 | 10,711 | \$250,142 | \$799,388 | \$549,246 |
| North Dakota | 2,096 | 2,047 | 2,034 | 2,047 | 30 | 2,017 | \$44,610 | \$148,399 | \$103,789 |
| Oglala Sioux | 601 | 621 | 602 | 601 | 9 | 592 | \$12,791 | \$43,297 | \$30,506 |
| South Dakota | 4,162 | 4,158 | 4,050 | 4,158 | 61 | 4,097 | \$88,581 | \$299,693 | \$211,112 |
| Utah | 2,385 | 2,386 | 2,328 | 2,385 | 35 | 2,350 | \$50,761 | \$171,859 | \$121,098 |
| Region | | | | | | | \$1,501,725 | \$5,031,230 | \$3,529,505 |
| Alaska | 2,148 | 2,089 | 1,791 | 2,089 | 31 | 2,058 | \$45,716 | \$151,586 | \$105,870 |
| Arizona | 12,607 | 12,171 | 12,018 | 12,171 | 178 | 11,993 | \$268,318 | \$884,999 | \$616,681 |
| California | 75,978 | 74,621 | 70,322 | 74,621 | 1,093 | 73,528 | \$1,617,059 | \$5,401,907 | \$3,784,848 |
| Nevada | 7,212 | 7,287 | 7,176 | 7,212 | 106 | 7,106 | \$153,495 | \$519,677 | \$366,182 |
| Oregon | 1,621 | 1,621 | 1,611 | 1,621 | 24 | 1,597 | \$34,500 | \$116,796 | \$82,296 |
| Washington | 5,134 | 5,173 | 5,164 | 5,134 | 75 | 5,059 | \$109,268 | \$369,967 | \$260,699 |
| Region | | | | | | | \$2,228,356 | \$7,444,932 | \$5,216,576 |
| National Total | 588,000 | | | 581,518 | 8,518 | 573,000 | \$12,514,550 | \$42,022,238 | \$29,507,688 |

a/ Caseload and administrative grants tentative, subject to change. Administrative funds subject to apportionment by the Office of Management and Budget.