

2012 NCSFPA Annual Conference

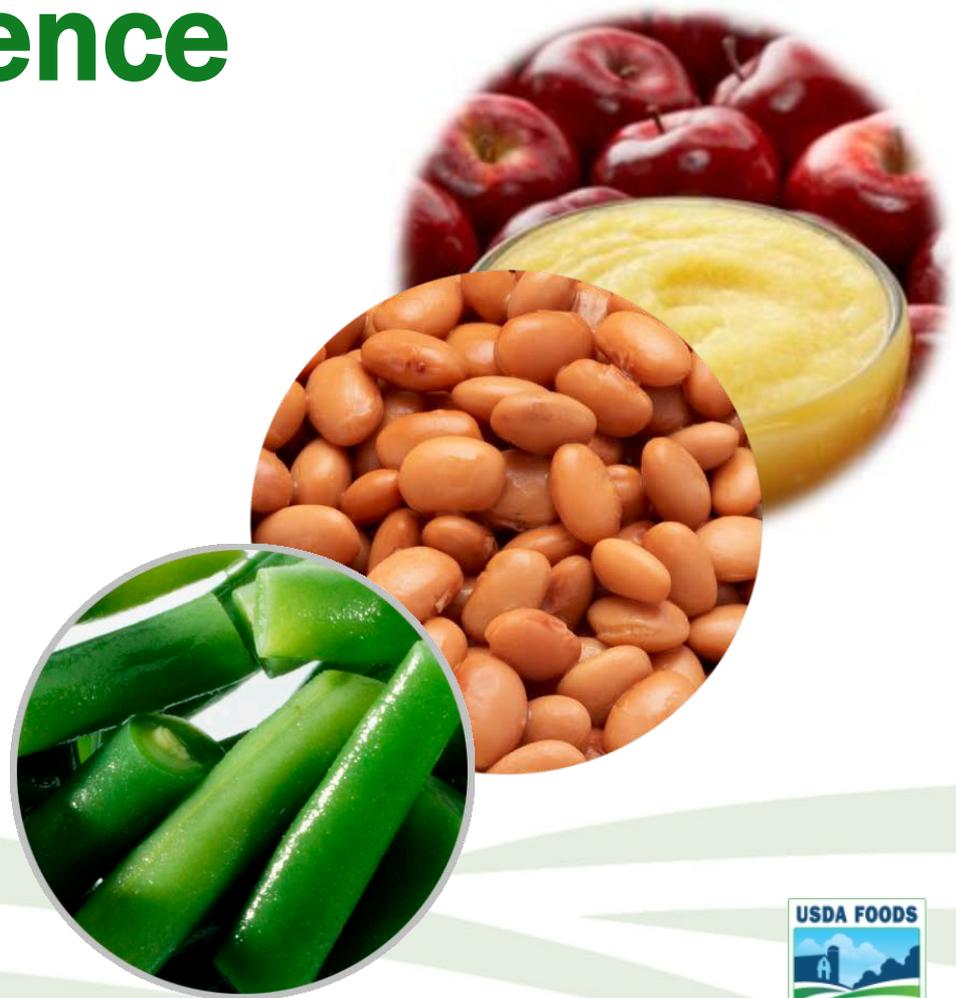
**USDA Plenary and Break-
Out Sessions: CSFP 101 and
Inventory & Caseload
Management**

December 11, 2012

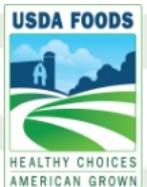
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Logistics

How to make a comment or ask a question:

- Type your question or comment using the Q&A Tab



- Ask your question or comment on the phone

Press *1

Agenda

CSFP History and Legislation

Erica Antonson

**Caseload Assignment and
Management**

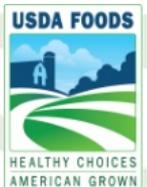
Michelle Waters

Inventory Management

Lauren King-Dillon



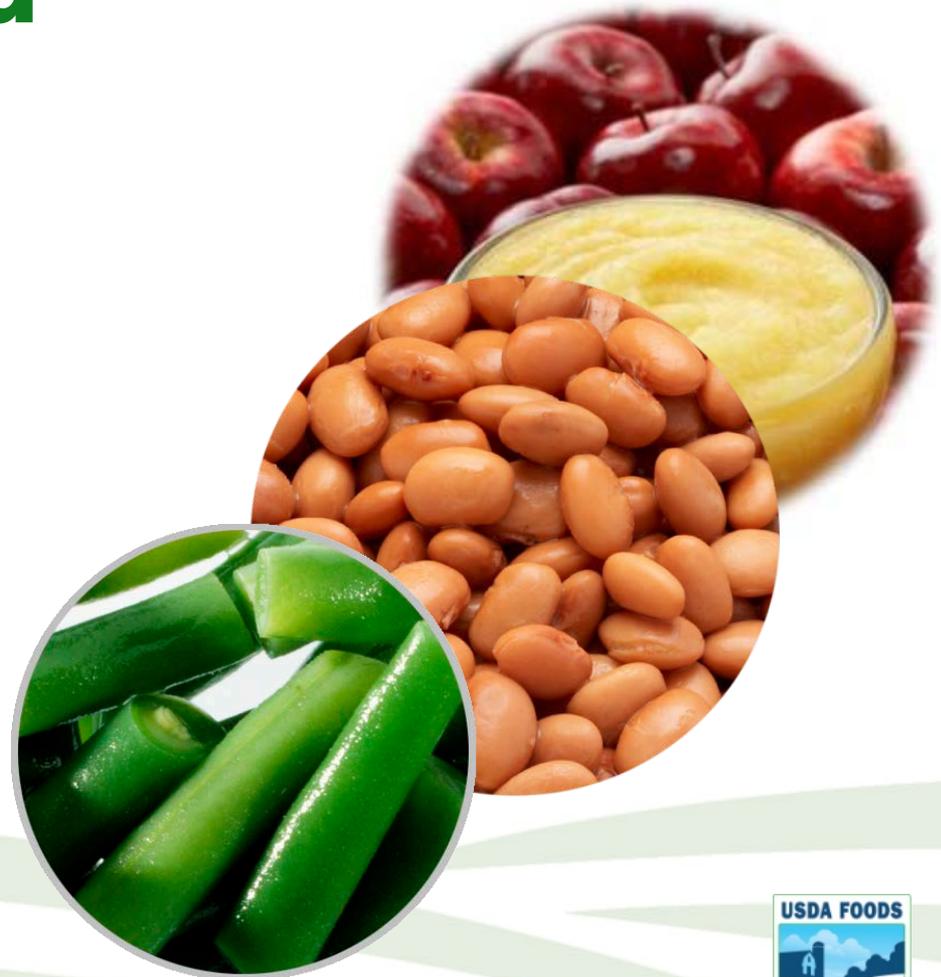
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CSFP History, Legislation, and Regulations

Erica Antonson
Program Analyst

*Policy Branch
Food Distribution Division
Food and Nutrition Service*



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Authorizing and Program Legislation

Agriculture and Consumer Protection Act of 1973, as amended

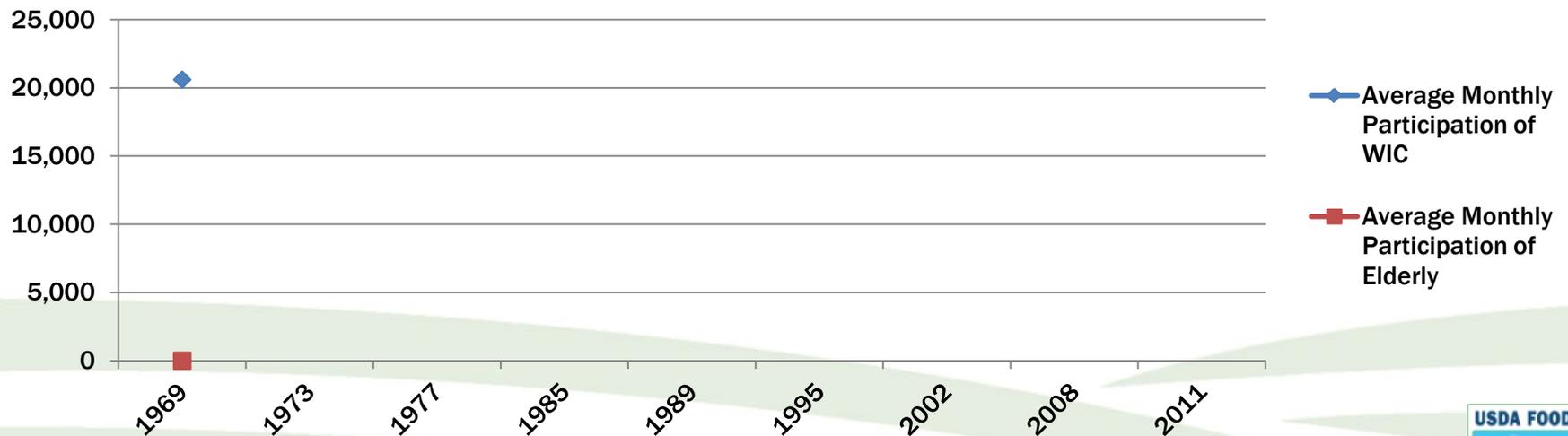
- Section 4(a): authorizes “supplemental feeding programs.”
- Section 5(a)-(c): provides the formula for calculating administrative grants per caseload slot and describes some acceptable uses of these funds.
- Section 5(e): authorizes the Secretary of Agriculture to issue regulations to carry out CSFP.
- Section 5(g): removes the priority status that had been previously given to women, infants, and children before the elderly in program participation.
- Section 5(h): requires referrals to other federal aid programs, like Medicaid or SNAP.

www.ag.senate.gov/library/compilations

Authorizing and Program Legislation

Department of Agriculture and Related Agencies Appropriations Bill of 1969

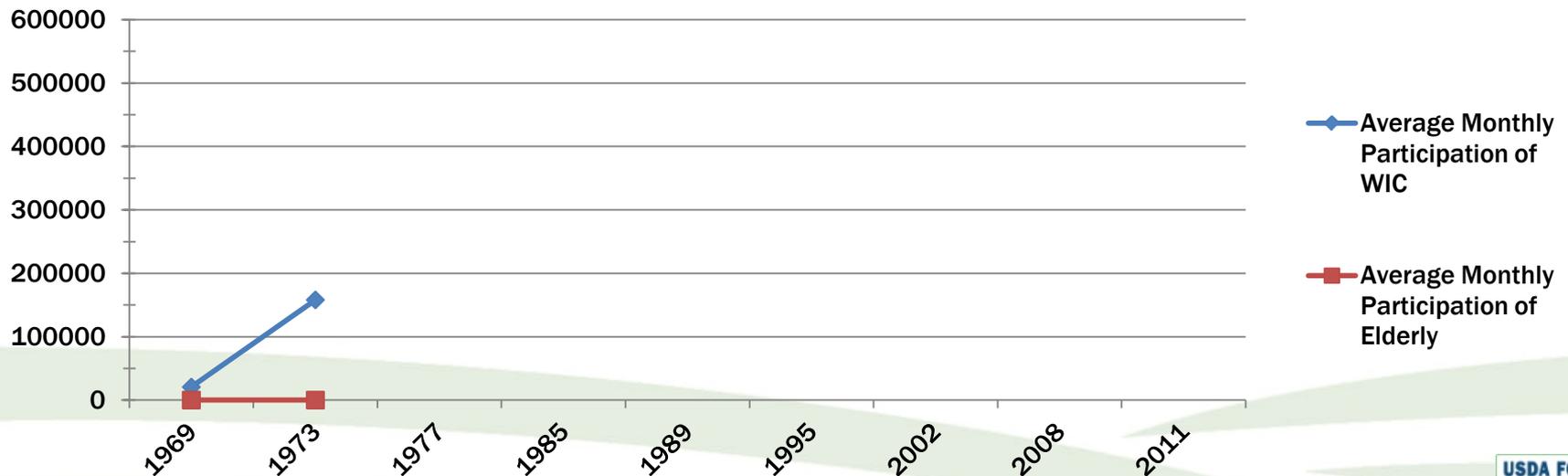
- Created a “Supplemental Food Program” for pregnant and breastfeeding women and infants.
- Served an initial 20,600 people.



Authorizing and Program Legislation

Agriculture and Consumer Protection Act of 1973

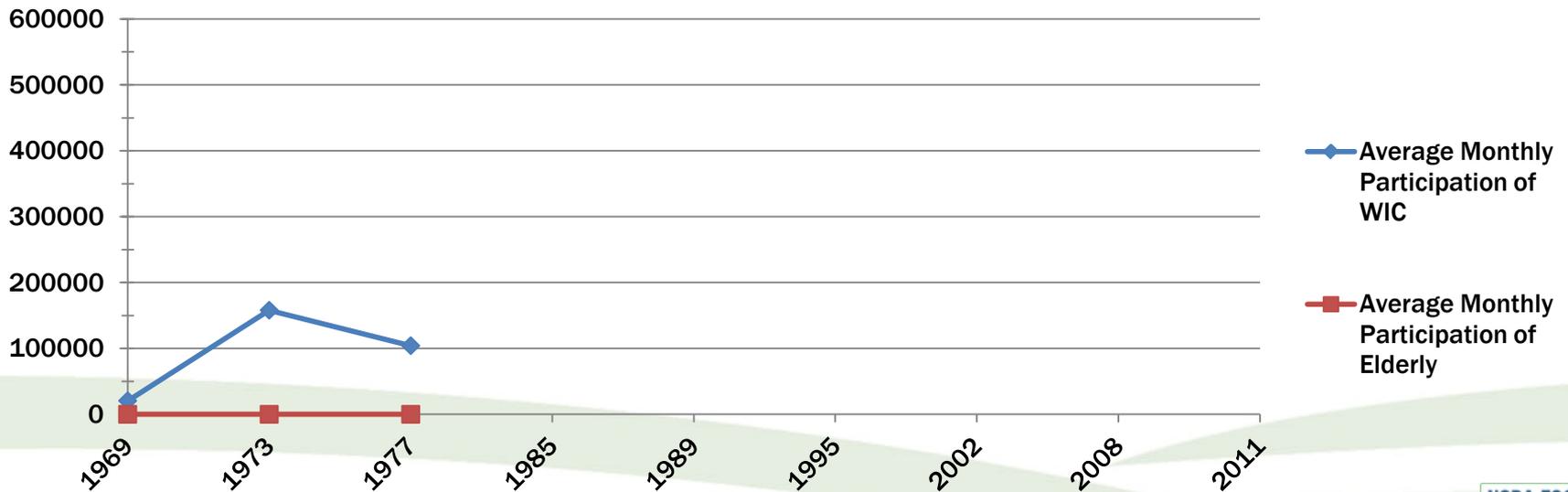
- Authorized a larger pool of funds.
- By 1973, program participation had grown 158,000.



Authorizing and Program Legislation

Food and Agriculture Act of 1977

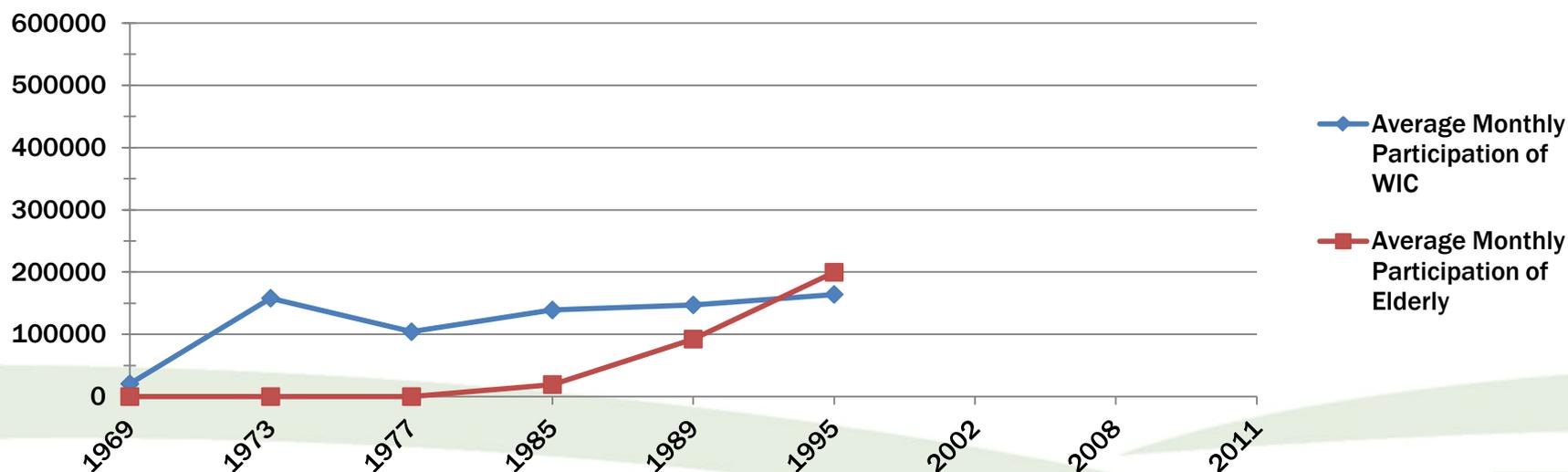
- Named the program the “Commodity Supplemental Food Program.”
- Made administrative funds available to State and local agencies.
- Provided for nutrition education.



Authorizing and Program Legislation

Food Security Act of 1985

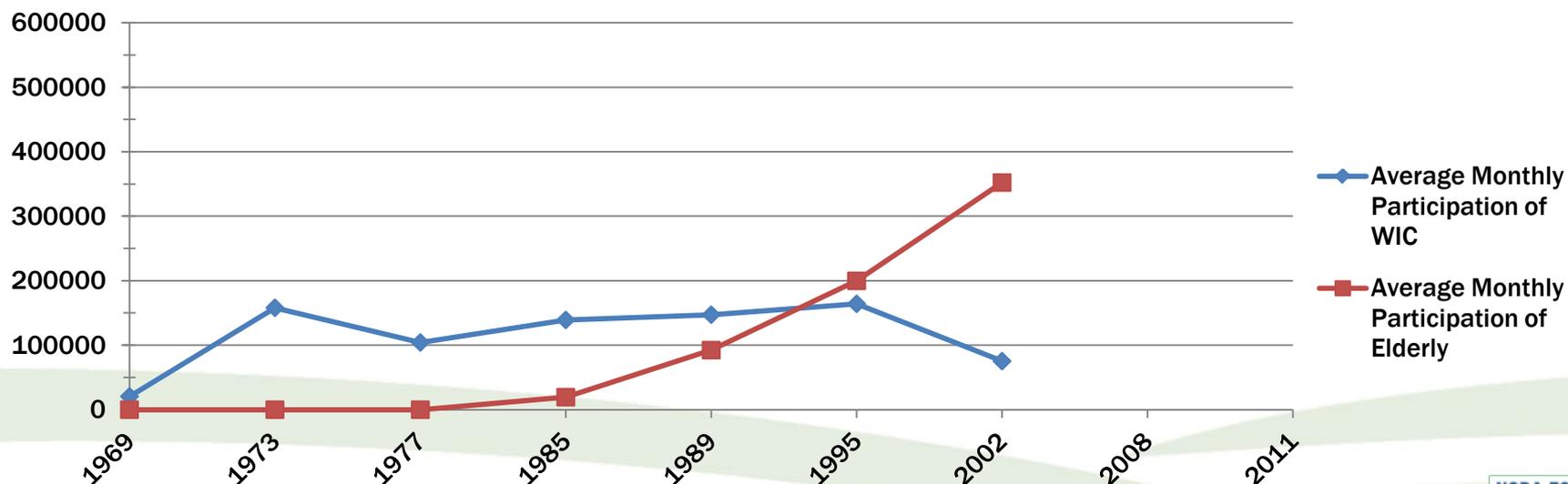
- Expanded elderly participation in the program, but elderly could only be served after all women, infants, and children.
- By 1989, seniors made up 39% of all CSFP participants and by 1995, seniors made up 55%.



Authorizing and Program Legislation

Farm Security and Rural Investment Act of 2002

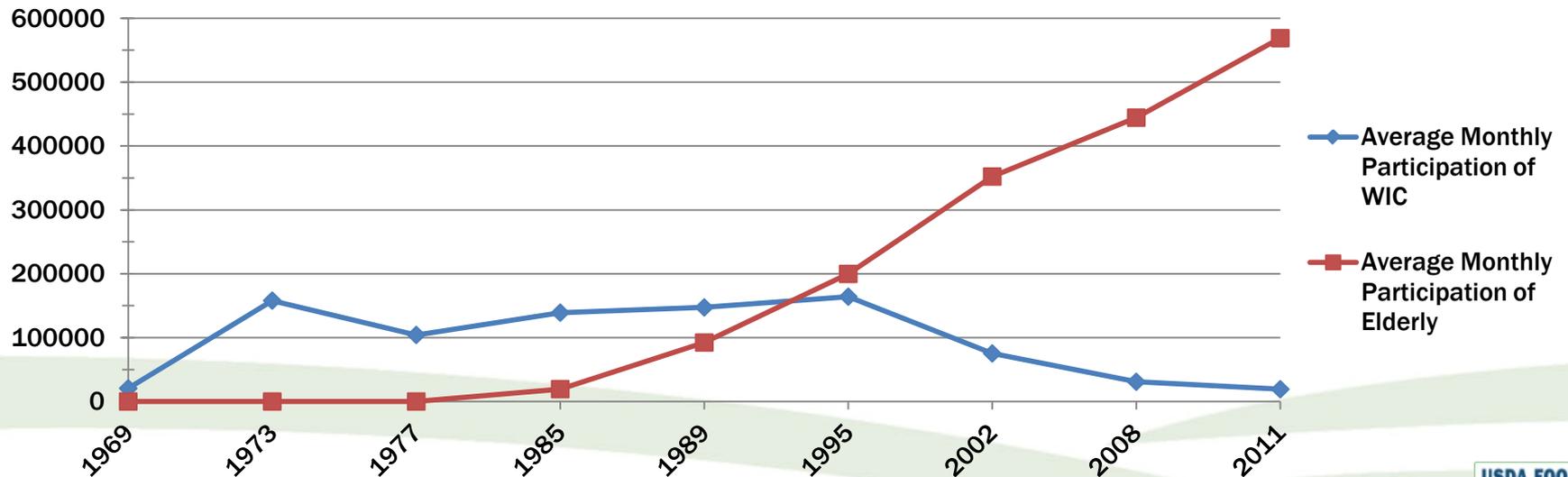
- Established an administrative grant per assigned caseload slot.
- By 2002, the program served approximately 424,500, 82% of whom were seniors.



Authorizing and Program Legislation

Food, Conservation, and Energy Act of 2008

- Removed the priority status given women, infants, and children before the elderly in program participation.
- In 2008, CSFP served 475,300 people, 93% of whom were seniors.



Funding Legislation

Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act

- Short-hand = Agriculture Appropriations Act
- Congress has not yet passed a FY2013 bill.
- CSFP is currently operating under a Continuing Resolution in effect until March 27, 2013.
- Congress provided CSFP with a prorated \$186.9 million for the first six months of FY 2013 .
- This was the amount requested in the President's FY2013 Budget Request.

<http://thomas.loc.gov/home/approp/app13.html>



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Regulations

Which Regulations Are CSFP Regulations?

1. Title 7 Code of Federal Regulations, Part 247 (7 CFR 247)
 - Part 247 are regulations which specifically govern CSFP.
 - Where Part 247 and 7 CFR 250 conflict, Part 247 applies.
2. Title 7 Code of Federal Regulations, Part 250 (7 CFR 250)
 - Part 250 contains regulations applicable to all food distribution programs.
 - For CSFP, Part 250 applies where it doesn't overlap with Part 247.

To Read the Regulations → http://www.fns.usda.gov/fdd/programs/csfp/csfp_regs.htm



Policy

Policy Memoranda

- Clarify regulations.
- Provide guidance on temporary issues that come up applicable to the regulations.

Other CSFP Guidance

- Routine guidance, such as income eligibility guidelines and assignment of caseload and administrative grants.
- Other guidance, such as information on when food package changes occur due to changes in availability of food items, or other resources to help State and local agencies comply with CSFP regulations.

For CSFP Policy Memoranda → http://www.fns.usda.gov/fdd/Policy/csfp_policies.htm

For CSFP Guidance → http://www.fns.usda.gov/fdd/programs/csfp/csfp_guidance.htm

Forms

SF-425

Federal Financial Report

FNS-153

**Monthly Report of the Commodity Supplemental Food Program
and Quarterly Administrative Financial Status Report**

FNS-191

Racial/Ethnic Group Participation

Questions?

Type your question into the **Q&A tab** located at the top, left hand side of your screen, or,

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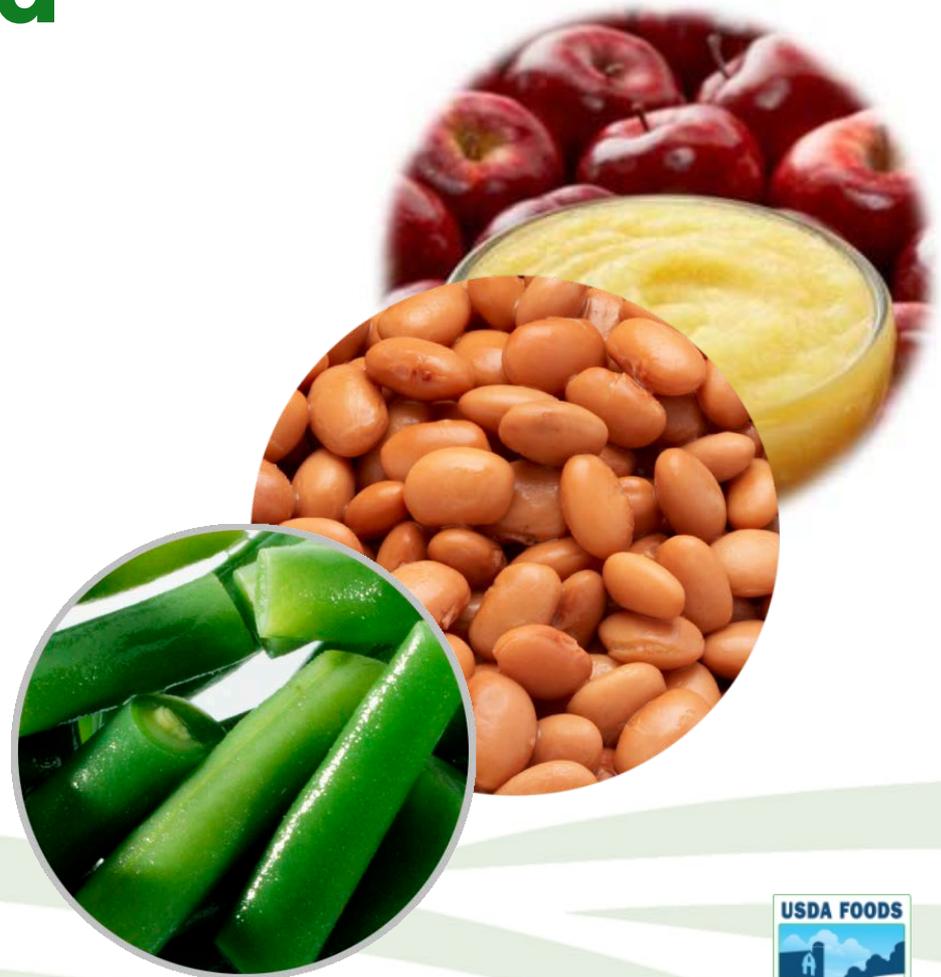
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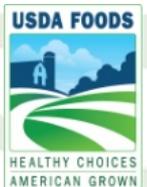
Caseload Assignment and Management

Michelle Waters
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Food and Nutrition Service



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Caseload

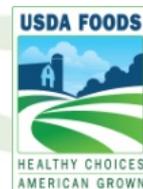
Caseload – What is it?

case-load (ksld) *n.*

the total number of people that may be served a CSFP food package on an average monthly basis from January 1 through December 31.



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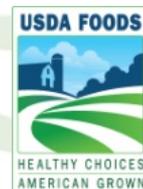


Caseload

The Caseload Cycle

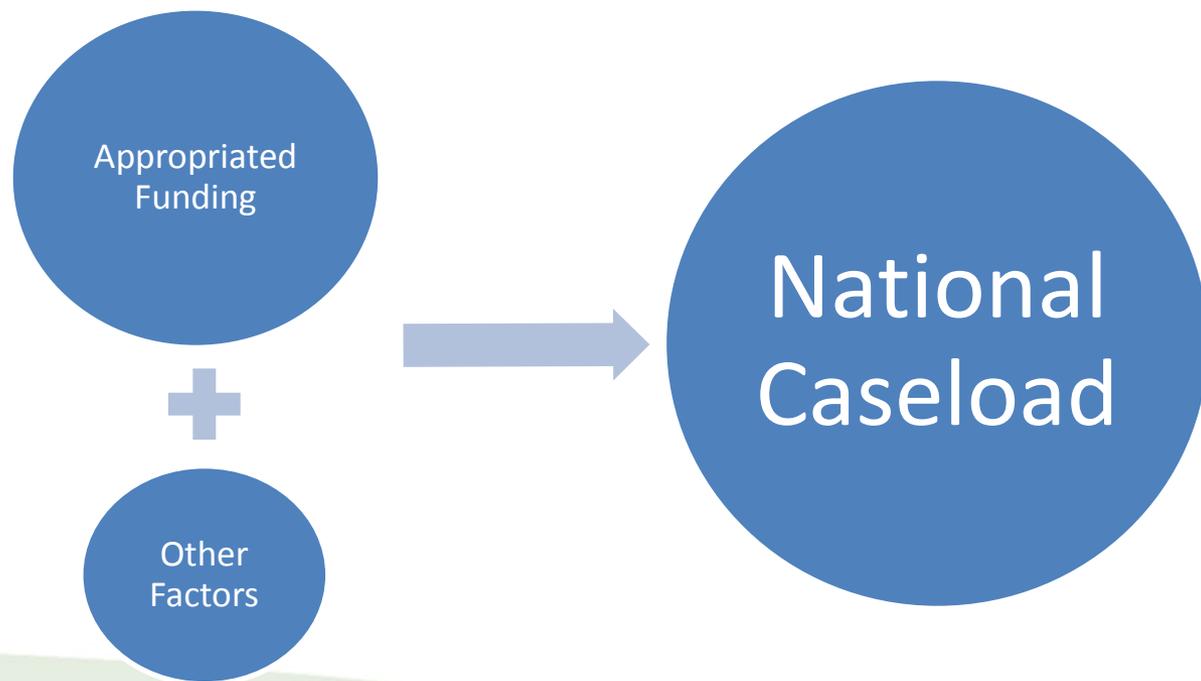


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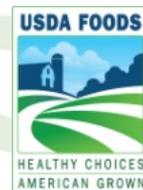


Caseload

Determining National Caseload Levels



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Caseload

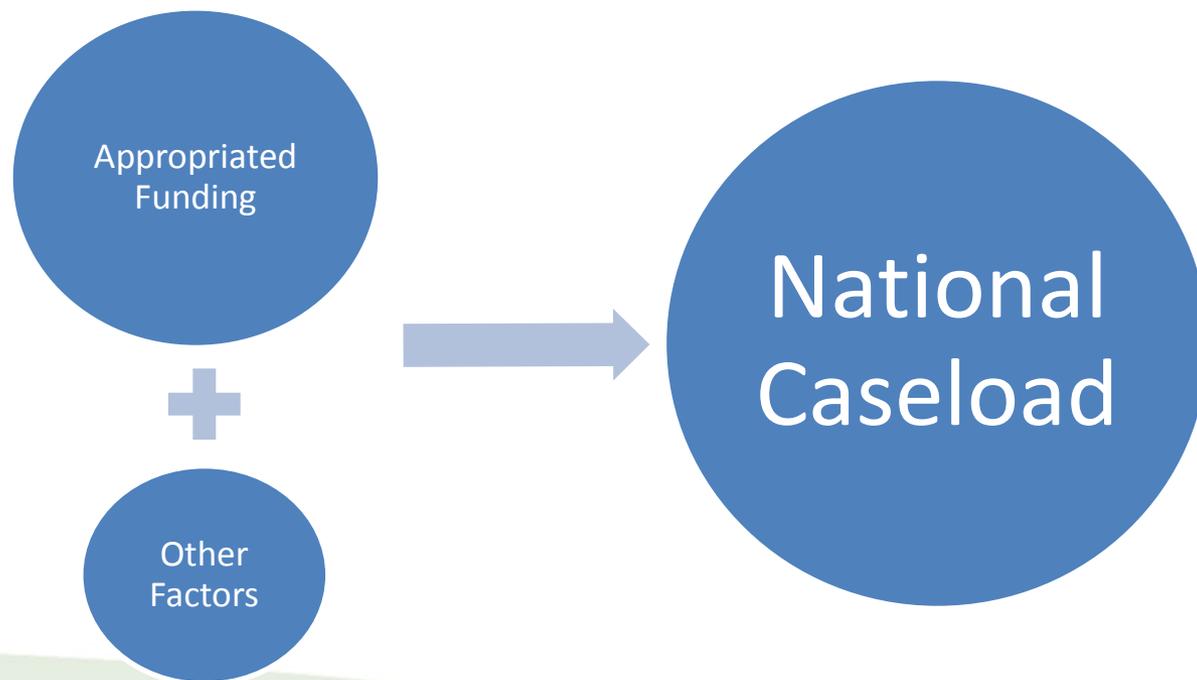
Factors Affecting the National Caseload Level

- Participation – W-I-C vs Elderly
- Food prices
- Estimated Bonus/Free
- Inventory Levels
- Cash Carry-over

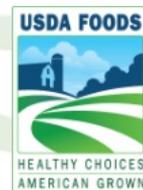


Caseload

Determining National Caseload Levels



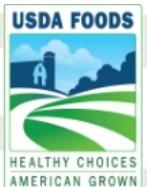
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Caseload

Priority Order for Assigning Caseload to States

- Step 1: Determine “Base Caseload” for currently participating states.
- Step 2: If “Base Caseload” equals less than the total caseload available nationally, consider “Additional Caseload” requests from currently participating states.
- Step 3: If “Base Caseload” + “Additional Caseload” equals less than the total caseload available nationally, consider caseload requests from new States.
- Step 4: Assign Caseload.



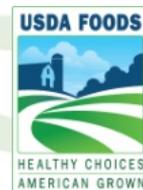
Caseload

Types of Caseload

- **Base Caseload:** Assures states receive caseload in amounts which reflect their recent participation.
- **Additional Caseload:** Gives more caseload to states which show that they can serve more participants efficiently.



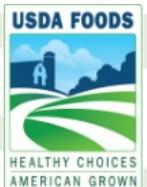
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Caseload

Base Caseload for Currently Participating States

- Determined through a formula in 7 CFR 247.21(a)(1).
- Base Caseload cannot exceed prior year's caseload.
- Base Caseload equals the higher of:
 - a) Average monthly participation for the prior fiscal year (Oct. 1 through Sept. 30); or
 - b) Average monthly participation for the final quarter of the prior fiscal year (July 1 through Sept. 30); or
 - c) Participation during September of the prior fiscal year, but only if:
 1. Full-year appropriation for preceding fiscal year was enacted on or after Feb. 15; and
 2. State agency received additional caseload equal to or greater than 10 percent of its base caseload in the previous caseload cycle; and
 3. October participation in the current fiscal year was equal to or greater than 95 percent of September participation in the previous fiscal year.



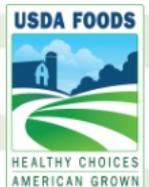
Caseload

Exercise: Determining Base Caseload for Currently Participating States

State	2012 Caseload	FY2012 Average	FY2012 Final Quarter Average	2013 Base Caseload
A	10,000	9,350	9,499	
B	5,000	4,900	5,010	



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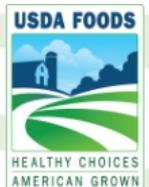
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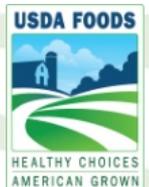
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Caseload

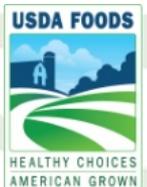
Additional Caseload Allocations

- States must request additional caseload through an amendment to their State plan by November 5 of each year. See 7 CFR 247.6(d).
- Each state's eligibility for additional caseload is determined by a formula provided in 7 CFR 247.21(a)(2).
- Once a state is determined eligible for additional caseload, there is no regulatory formula for determining how much additional caseload a state should get.
- However, the regulations list factors FNS should consider in assigning additional caseload.

Caseload

Eligibility for Additional Caseload

- Currently participating State agencies are eligible to receive additional caseload if the State achieved participation equal to or greater than 95 percent of assigned caseload for the previous caseload cycle, based on the highest of:
 - a) Average monthly participation for the **prior fiscal year** (Oct. 1 through Sept. 30);
or
 - b) Average monthly participation for the **final quarter of the prior fiscal year** (July 1 through Sept. 30); or
 - c) Participation during **September of the prior fiscal year**, but only if:
 1. Full-year appropriation for preceding FY was enacted on or after Feb. 15;
and
 2. State agency received additional caseload equal to or greater than 10 percent of its base caseload in the previous caseload cycle; and
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Caseload

Exercise: Eligibility for Additional Caseload

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Caseload

Exercise: Eligibility for Additional Caseload

State	2012 Caseload	FY2012 Average	FY2012 Final Quarter Average	2013 Base Caseload	Eligible for Additional Caseload?
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Caseload

Exercise: Eligibility for Additional Caseload

State	2012 Caseload	FY2012 Average	FY2012 Final Quarter Average	2013 Base Caseload	Eligible for Additional Caseload?
A	10,000	9,350	9,499	9,499	NO
B	5,000	4,900	5,010	5,000	YES

Caseload

Assigning Additional Caseload

- FNS assigns additional caseload to those States most likely to use it, based on a list of factors laid out in the regulations.
- To be considered, States must submit an application by November 5.
- The factors FNS considers are as follows, in descending order of importance:
 - 1) Program participation in the State in the previous fiscal year
 - 2) Percentage of caseload utilized by the State in the previous fiscal year.
 - 3) Program participation trends in the State in previous fiscal years.
 - 4) Other information provided by the State agency in support of the request.

Questions?

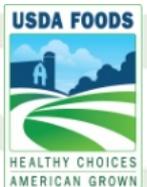
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Caseload Management

How can my staff manage caseload?

- Actively monitor caseload use.
- Communicate.
- Effectively use referrals and waiting lists.
- At the State agency level, have flexible policies regarding proxies, no shows, and certification periods.
- Adjust local agency caseload, if necessary.

Caseload Management

Active Monitoring of Caseload Use

- Actively monitor program participation rates and overall caseload use each month.
- The FNS-153, Monthly Report of the Commodity Supplemental Food Program and Quarterly Financial Status Report, is due to FNS each month.
- States use Computer software, such as Microsoft Excel, to monitor and manage caseload.
- Identify and address participation trends.

Caseload Management

Communication

- Communication is critical between the State and local agencies. States should communicate:
 - Expectations and consequences of over or under-using caseload, preferably in the written agreement
 - Participation trends, giving local agencies an opportunity to address any problems.
- Local agency and applicant/participant communication.
 - Local agencies must inform new participants of the time, location, and means of food distribution, as well as length of certification period (7 CFR 247.15).

Caseload Management

Ideas for good communication

- Provide participants printed calendars showing the distribution times, dates and locations;
- Time permitting, telephone participants before distributions, or afterwards if they miss a distribution;
- Distribute earlier in the month to allow for alternate arrangements.

Caseload Management

Best Practices – Effective use of Referrals and Waiting Lists

- **Referrals** – In areas where both CSFP and WIC operate, to the extent possible, local agencies should refer eligible women, infants, and children to WIC given the greater access to health care and nutrition education.

- **Waiting Lists**
 - There is no requirement to prioritize waiting lists in any particular order.
 - Local agencies must meet civil rights requirements at 7 CFR 247.37, ensuring that no person is subject to discrimination on the grounds of race, color, national origin, age, sex, or disability.
 - Local agencies may certify individuals from the waiting list based on the date the application was received on a first-come, first-served basis

Caseload Management

Best Practices – No Show Policies

Flexible Certification Periods

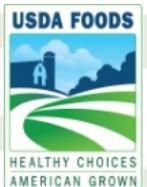
- States may permit local agencies to issue temporary benefits to individuals on waiting lists.
- Minimum certification period is 1 month.
- Notice of placement back on the waiting list is required at the time of issuance.

No-Show Policies

- States may institute or permit local agencies to do so.
- Enables local agencies to better serve individuals on the waiting list.
- Must provide **15 days** written notice prior to effective date of discontinuance.



See 7 CFR 247.17.
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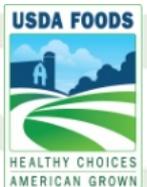


Caseload Management

Best Practices – Proxies

Proxies

- State agencies may permit the use of proxies.
- Proxies are any person designated by the participant, or the adult parent or caretaker of the participant, to obtain CSFP Foods on behalf of the participant.
- If a State agency permits the use of proxies, it must require local agencies to:
 - ✓ Obtain proxy designations in writing, including the period of time for the proxy designation;
 - ✓ Maintain files of all written proxy designation;
 - ✓ Review proxy identification prior to each certification, recertification, and food package distribution; and
 - ✓ Meet all other requirements in 7 CFR Part 247.



Caseload Management

Caseload Adjustment

State agencies may adjust local agencies' caseload and administrative funding allocations, based on past performance.

- State should communicate performance expectations up front.
- Adjustments can be performed annually or at another frequency.
- The State agency must ensure that participants currently being served are not discontinued from CSFP due to performance adjustments.

Caseload Management

CSFP Annual Caseload Checklist

Monthly

- Timely & Accurate FNS-153 submissions. Submit report early as possible each month, and no later than due date. Financial data is due quarterly. See 7 CFR 247.29(b)(2). **Address reporting issues early in the Fiscal year.**
- Monitor participation against assigned caseload and make adjustments as needed.
- Monitor inventories in comparison to caseload and participation! Do you have too much or too little food in a food category?

August 15

- New State Plans, including new caseload requests due to Regional Office.

Early October

- As a courtesy to FNS, submit final FNS-153 participation data for previous Fiscal year (ending September 30). Check to ensure accuracy of all submittals.

November 5

- Additional caseload requests, including any justifications, are due to the Regional Office.

Caseload Management

Where can I get further information about caseload allocation or management?

- Program regulations, at 7 CFR 247. Go to http://www.fns.usda.gov/fdd/programs/csfp/csfp_regs.htm.
- Program policy memorandum FD-099, Questions and Answers about Waiting Lists and Caseload Management, at http://www.fns.usda.gov/fdd/Policy/csfp_policies.htm.

Questions?

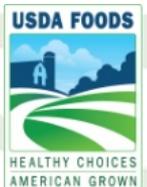
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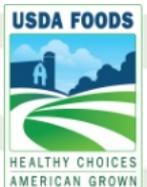
Inventory Management

Lauren King-Dillon
Senior Program Analyst

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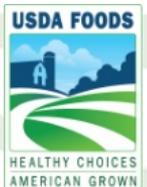
Inventory Management

Things You Should Be Aware of:

- Know your caseload assignment.
- Know your actual participation.
- Know your current Inventory.
- Know when orders are due.
- Anticipate change.



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Inventory Management (cont.)

Example Scenario

Food Package	2012 Caseload	Vegetables	Juices	Fruits	Proteins	Peanut Butter / Dry Beans	Cheese	Milk, NFD Instant	Milk, Evaporated / UHT	Potatoes / Grains	Cereals
State A	3000	2.3	1.8	4.7	0.4	4.3	1.8	4.1	1.5	2.6	2.2
State B	20036	2.4	3.1	3.8	2.3	3.3	1.1	6.3	2.7	4.0	1.7

State A:

1 full truck load of Juice is 1025 cases or 8,200 units. = 0.5 month supply

1 full truck load of UHT Milk is 1500 cases or 18,000 units. = 2 month supply

State B:

5 full truck loads of Juice is 5,125 cases or 41,000 units. = 1 month supply

5 full truck load of UHT Milk is 7,500 cases or 90,000 units. = 1.3 month supply



Inventory Management (cont.)

Order Due Dates:

- **Juice – 12/14**
- **UHT Milk – 1/18**

State A will have 1.8 months of juice and 1.5 months of UHT Milk on hand as of 3/31/13 and they need to order for April – June 2013. How much of each should they order?

State B will have 3.1 months of juice and 2.7 months of UHT Milk on hand as of 3/31/13 and they need to order for April – June 2013. How much of each should they order?

Questions?

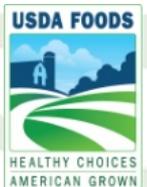
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Thank You!

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