

Food and Nutrition  
Service

1320 Braddock Place  
Alexandria, VA  
22314

**DATE:** October 24, 2024

**SUBJECT:** Commodity Supplemental Food Program (CSFP)—Submission of Additional Caseload Requests for 2025

**TO:** Regional Directors  
Supplemental Nutrition Programs  
MARO, MPRO, MWRO,  
NERO, SERO, SWRO, and  
WRO

State Directors  
CSFP State Agencies  
All State Agencies

Submission of Caseload Requests for 2025

CSFP State agencies, including Indian Tribal Organizations (ITOs), may request additional caseload for the 2025 caseload cycle (January 1 through December 31) by submitting their State Plan amendments to FNS Regional Offices by **November 5, 2024**, in accordance with program regulations at 7 CFR 247.21. FNS is collecting additional caseload requests and supplementary information that will be used in conjunction with 2024 participation data to help FNS determine caseload allocations in 2025. Similar to prior years, caseload allocations in 2025 are subject to available appropriations and Congressional action. There is no guarantee that the final FY 2025 program appropriation will support base caseload or additional caseload.

Additional Caseload Requests

At this time, FNS is collecting additional caseload requests from any interested State agency and ITO, regardless of their final FY 2024 participation. FNS is also requesting information on (1) whether FY 2024 participation was affected by the national warehouse delivery issues and (2) if the State agency would request that their 2025 caseload to be set at or above their 2024 caseload level, *if resources would support it*. These options have been provided on the accompanying Additional Caseload Requests worksheet.

A State agency or ITO's additional caseload request must be over and above its calculated base caseload. When submitting requests for additional caseload, State agencies and ITOs, 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

USDA is an Equal Opportunity Provider, Employer and Lender

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

caseload slots requested. State agencies and ITOs should determine additional caseload needs based on a projection of their 2025 base caseload. Because base caseload is calculated using participation data, State agencies and ITOs should report final participation data as early as possible for the full fiscal year (FY) ending September 30, 2024.<sup>1</sup>

ITOs or State agencies should direct questions to their respective FNS Regional Offices.

*/s/ Signature on File*

Sara Olson

Director

Policy Division

Supplemental Nutrition and Safety Programs

---

<sup>1</sup> Burden is approved in OMB control number 0584-0293 Food Distribution Programs, Expiration: 8/31/2026

Title: Receipt, Disposal, and Inventory of Donated Foods (247.29(a) & (b)(2)(ii)) Recorded on the FNS-153

USDA is an Equal Opportunity Provider, Employer and Lender