

Food and
Nutrition
Service

1320 Braddock
Place
Alexandria, VA
22314

DATE: January 17, 2023

SUBJECT: Commodity Supplemental Food Program (CSFP): Caseload Assignments for the 2023 Caseload Cycle and Administrative Grants

TO: Regional Directors
Special Nutrition Programs
All Regional Offices

State Directors
CSFP State Agencies
All CSFP State Agencies

Issuing Agency/Office:	Food and Nutrition Service (FNS)
Title of Document:	Commodity Supplemental Food Program (CSFP): Caseload Assignments for the 2023 Caseload Cycle and Administrative Grants
Document ID:	
Z-RIN:	<i>N/A</i>
Date of Issuance:	January 17, 2023
Replaces:	<i>N/A</i>
Summary:	This memorandum provides final caseload allocations to CSFP State agencies, including Indian Tribal Organizations. Caseload is assigned using the formula found in current program regulations at 7 CFR 247.21.
<i>Body of guidance document follows.</i>	

On December 29, 2022, President Biden signed the Consolidated Appropriations Act, 2023 (P.L. 117-328) into law, which provides \$338.64 million for the Commodity Supplemental Food Program (CSFP) for Fiscal Year (FY) 2023. Based on this funding level, the Food and Nutrition Service (FNS) is issuing a final national caseload allocation of 760,547 slots for the 2023 caseload cycle (January 1, 2023 to December 31, 2023), equal to the final national caseload allocation amount for the 2022 caseload cycle. FNS is allocating final caseload and administrative grants for 2023 to CSFP State Agencies, including Indian Tribal Organizations (ITOs) and U.S. Territories, as provided below.

Final Caseload Assignments for Currently Participating CSFP State Agencies

In accordance with CSFP regulations at 7 CFR Part 247, CSFP State agencies entering their second year of program operation receive base caseload equal to that received for the first year of program operation. The Winnebago Tribe of Nebraska and the Mississippi Band of Choctaw

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.

Indians, which FNS added to the program in 2022, are receiving base caseload levels equal to their respective 2022 assigned caseload levels. For all other State agencies which began CSFP participation prior to 2022, base caseload for the 2023 caseload cycle is equal to the highest of:

- (1) Average monthly participation for FY 2022;
- (2) Average monthly participation for the last quarter of FY 2022; or
- (3) Participation during September 2022, but only if¹:
 - (a) The full-year appropriation for the preceding fiscal year was enacted on or after February 15;
 - (b) The State agency received additional caseload equal to or greater than 10 percent of its base caseload in 2022; and
 - (c) October 2022 participation was equal to or greater than 95 percent of September 2022 participation.

CSFP regulations further provide that for each CSFP State agency, calculated base caseload for 2023 cannot be greater than total assigned caseload for 2022. Current resources are sufficient to support each State's base caseload for the 2023 caseload cycle. Additionally, because several States did not fully use their 2022 assigned caseload, total calculated national base caseload is 687,591 slots, leaving 72,956 additional caseload slots available for allocation.

Additional Caseload Eligibility and COVID-19

This additional caseload is first being allocated among all eligible State agencies, which will receive their full additional caseload requests. The remaining share of caseload is being awarded to the State agencies which requested additional caseload with a COVID-19 justification but did not meet the 95 percent requirement. Each of these States is being allocated a proportional share of the total remaining caseload slots based on its base caseload, up to its total additional caseload request, capped at the final 2022 caseload amount. Where a proportional share exceeds any State's additional caseload request, the remaining caseload is being allocated proportionally to the remaining states.

As background, per program regulations at 7 CFR 247.21(a)(2), CSFP State agencies must achieve a participation level which was equal to or greater than 95 percent of assigned caseload for the previous caseload cycle in order to be eligible for additional caseload, based on the performance periods referenced above.

During FY 2022, the continued COVID-19 pandemic led to CSFP participation drops which caused some States to be ineligible for additional caseload under program regulatory requirements. Thirty-three (33) of the 36 State agencies which did not meet the 95 percent regulatory threshold submitted requests to FNS for additional caseload along with a justification explaining how the COVID-19 pandemic impacted their participation in FY 2022.

¹ Since the Consolidated Appropriations Act, 2022 (P.L. 117-103) was signed into law on March 15, 2022, 7 CFR 247.21 applies for base caseload calculations using September-only participation data for 2023 caseload calculations, where applicable.

Section 301 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act, 42 U.S.C. 5141) allows Federal agencies to waive or modify administrative conditions for assistance during major disasters if so requested by the applicant State or local authorities. All 50 States, the District of Columbia, and four U.S. Territories were issued major disaster declarations in response to the COVID-19 public health emergency.

FNS is using this authority to waive the 95 percent additional caseload eligibility threshold for these 33 State agencies and allow them to receive additional caseload in 2023. These 33 State agencies are noted in the attached chart, Attachment A. **However, it should be noted that this flexibility is being phased out and will not be available for the 2024 caseload cycle (January 1, 2024 through December 31, 2024).**

Caseload Use and Food Orders in 2023

Program regulations require that CSFP State agencies 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 year, any States currently exceeding 2023 caseload assignments must work to reduce participation levels to reflect such assignments. At the same time, States must attempt to fully use their 2023 caseload assignments. States that are receiving caseload increases must work to increase participation levels immediately. In order to efficiently utilize caseload, States must monitor participation carefully. Per CSFP regulations at 7 CFR 247.21, caseload assignments in 2024 will depend on each State's caseload use this year.

It is crucial that State agencies manage caseload and USDA Foods in the most efficient manner possible. States are required to accurately track and maintain appropriate inventory levels at the State level. Regulations at 7 CFR Part 250 prohibit CSFP State level inventories from exceeding three months on-hand without approval from FNS.

FNS Regional Offices (ROs) closely monitor States' year-to-date participation levels and food orders. FNS ROs will reduce food orders if needed to ensure that State agencies do not exceed their assigned caseloads or over-order USDA Foods.

Administrative Grant per Assigned Caseload Slot

The Agriculture and Consumer Protection Act of 1973 (P.L. 93-86), as amended, mandates an administrative grant per assigned caseload slot be adjusted each fiscal year to reflect inflation. The mandatory grant per assigned caseload slot for FY 2023 is \$93.19.

The attached chart, Attachment A, displays final caseload assignments and administrative grants for each State agency. Administrative funds 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 such funds.

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.

CSFP State agencies should address questions to their FNS Regional Offices, which may in turn contact the Policy Division, Food Distribution Policy Branch.

/Signature on File

Sara Olson
Director
Policy Division
Supplemental Nutrition and Safety Programs

Attachment

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.

Attachment A

Final CSFP Caseload and Administrative Funding - 2023

Admin. Grant/Slot/Year:	\$93.19
Grant/Slot/Month:	\$7.77
Grant/Slot/Oct.-Dec.:	\$23.30
Grant/Slot/Jan.-Sept.:	\$69.89

2023 Total Caseload: 760,547

State/ Indian Tribal Organization (ITO)	2022 Caseload	FY 2022 Annual Average Part.	FY 2022 Annual Average Part. %	FY 2022 Final Qtr. Average Part.	FY 2022 Final Qtr. Average Part. %	FY 2022 September- Only Part.	FY 2022 September- Only Part. %	2023 Base Caseload Calculation	2023 Additional Caseload	2023 Final Caseload	Admin. Funds Oct. 1 - Dec. 31	Admin. Funds Jan. 1- Sept. 30	Total Admin Funds FY 2023	FY 2023 Admin. Funds		Remaining Admin. Funds to be Allowed a/	
														FY 2023 Admin. Funds Allowed 10/1/2022 through 12/16/2022	FY 2023 Admin. Funds Allowed 12/17/2022 through 12/30/2022 and 30-Day funds		
NERO																	
Connecticut	2,849	2,552	89.57%	2,518	88.39%	2,485	87.22%	2,552	297	2,849	\$66,374	\$199,123	\$265,497	\$50,780	\$28,350	\$186,367	
Maine	8,815	5,988	67.93%	5,571	63.20%	N/A	-	5,988	914	6,902	\$205,367	\$482,396	\$687,763	\$157,117	\$87,717	\$442,929	
Massachusetts	2,700	2,303	85.31%	2,252	83.41%	2,256	83.56%	2,303	397	2,700	\$62,903	\$188,709	\$251,612	\$48,124	\$26,867	\$176,621	
New Hampshire	3,372	2,640	78.30%	2,551	75.66%	N/A	-	2,640	556	3,196	\$78,559	\$223,375	\$301,934	\$60,102	\$33,554	\$208,278	
New York	35,945	33,703	93.76%	32,539	90.52%	N/A	-	33,703	2,242	35,945	\$837,425	\$2,512,275	\$3,349,700	\$640,675	\$357,685	\$2,351,340	
Rhode Island	2,240	1,829	81.66%	1,975	88.18%	1,956	87.32%	1,975	265	2,240	\$52,186	\$156,559	\$208,745	\$39,925	\$22,290	\$146,530	
Vermont	2,228	1,736	77.94%	1,723	77.32%	N/A	-	1,736	366	2,102	\$51,907	\$146,913	\$198,820	\$39,711	\$22,171	\$136,938	
NERO TOTAL	58,149	50,752		49,130							\$1,354,721	\$3,909,350	\$5,264,071	\$1,036,434	\$578,634	\$3,649,003	
MARO																	
Delaware	1,669	1,396	83.61%	1,293	77.49%	N/A	-	1,396	-	1,396	\$38,883	\$97,570	\$136,453	\$29,748	\$16,608	\$90,097	
D.C.	5,411	5,128	94.77%	5,270	97.39%	N/A	-	5,270	300	5,570	\$126,062	\$389,300	\$515,362	\$96,444	\$53,844	\$365,074	
Maryland	4,150	3,237	77.99%	3,579	86.25%	N/A	-	3,579	571	4,150	\$96,684	\$290,053	\$386,737	\$73,969	\$41,296	\$271,472	
New Jersey	6,906	6,140	88.91%	5,736	83.06%	N/A	-	6,140	-	6,140	\$160,892	\$429,138	\$590,030	\$123,091	\$68,721	\$398,218	
Pennsylvania	36,218	32,796	90.55%	35,229	97.27%	36,378	100.44%	36,218	4,007	40,225	\$843,785	\$2,811,414	\$3,655,199	\$645,541	\$360,402	\$2,649,256	
Puerto Rico	4,000	2,607	65.19%	3,680	92.01%	3,901	97.53%	3,901	500	4,401	\$93,190	\$307,596	\$400,786	\$71,295	\$39,804	\$289,687	
Virginia	10,839	9,690	89.40%	9,875	91.11%	9,864	91.00%	9,875	964	10,839	\$252,521	\$757,562	\$1,010,083	\$193,192	\$107,858	\$709,033	
West Virginia	10,000	8,798	87.98%	9,323	93.23%	9,509	95.09%	9,509	491	10,000	\$232,974	\$698,922	\$931,896	\$178,238	\$99,509	\$654,149	
MARO TOTAL	79,193	69,791		73,987							\$1,844,991	\$5,781,555	\$7,626,546	\$1,411,518	\$788,042	\$5,426,986	
SERO																	
Alabama	8,225	6,436	78.25%	7,570	92.04%	8,105	98.54%	8,105	1,265	9,370	\$191,621	\$654,890	\$846,511	\$146,600	\$81,846	\$618,065	
Florida	9,858	9,318	94.52%	9,321	94.56%	N/A	-	9,321	537	9,858	\$229,666	\$688,997	\$918,663	\$175,707	\$98,096	\$644,860	
Georgia	6,354	6,117	96.27%	6,290	98.99%	N/A	-	6,290	100	6,390	\$148,032	\$446,611	\$594,643	\$113,252	\$63,228	\$418,163	
Kentucky	35,259	28,265	80.16%	29,721	84.29%	30,430	86.30%	30,430	4,829	35,259	\$821,443	\$2,464,329	\$3,285,772	\$628,448	\$350,859	\$2,306,465	
Mississippi	13,030	13,012	99.86%	12,980	99.62%	N/A	-	13,012	-	13,012	\$303,565	\$909,437	\$1,213,002	\$232,244	\$129,660	\$851,098	
North Carolina	14,186	13,257	93.45%	14,147	99.73%	14,176	99.93%	14,176	824	15,000	\$330,497	\$1,048,383	\$1,378,880	\$252,848	\$141,163	\$984,869	
South Carolina	7,138	6,832	95.71%	7,884	110.46%	N/A	-	7,138	1,500	8,638	\$166,297	\$603,729	\$770,026	\$127,226	\$71,029	\$571,771	
Tennessee	9,655	7,860	81.41%	8,519	88.23%	8,390	86.90%	8,519	1,136	9,655	\$224,936	\$674,809	\$899,745	\$172,088	\$96,076	\$631,581	
Mississippi Band of Choctaw Indians	300	#N/A	#N/A	#N/A	#N/A	-	-	#N/A	-	300	\$6,989	\$20,968	\$27,957	\$5,347	\$2,985	\$19,625	
SERO TOTAL	104,005	91,098		96,434							\$2,423,046	\$7,512,153	\$9,935,199	\$1,853,760	\$1,034,942	\$7,046,497	
MWRO																	
Iowa	3,338	2,501	74.92%	2,648	79.33%	2,692	80.65%	2,692	566	3,258	\$77,767	\$227,709	\$305,476	\$59,496	\$33,216	\$212,764	
Illinois	16,290	10,263	63.00%	9,731	59.74%	8,963	55.02%	10,263	2,160	12,423	\$379,515	\$868,271	\$1,247,786	\$290,349	\$162,100	\$795,337	
Indiana	5,698	4,815	84.51%	5,041	88.46%	5,140	90.21%	5,140	558	5,698	\$132,749	\$398,246	\$530,995	\$101,560	\$56,700	\$372,735	
Michigan	75,002	62,348	83.13%	62,321	83.09%	61,959	82.61%	62,348	12,576	74,924	\$1,747,352	\$5,236,603	\$6,983,955	\$1,336,818	\$746,337	\$4,900,800	
Minnesota	12,489	8,816	70.59%	8,630	69.10%	8,579	68.69%	8,816	1,855	10,671	\$290,961	\$745,820	\$1,036,781	\$222,601	\$124,277	\$689,903	
Ohio	30,897	27,087	87.67%	27,912	90.34%	N/A	-	27,912	2,985	30,897	\$719,820	\$2,159,459	\$2,879,279	\$550,701	\$307,453	\$2,021,125	
Red Lake	84	84	99.80%	84	100.00%	N/A	-	84	-	84	\$1,957	\$5,871	\$7,828	\$1,497	\$836	\$5,495	
Wisconsin	12,440	10,876	87.43%	11,853	95.28%	N/A	-	11,853	587	12,440	\$289,820	\$869,459	\$1,159,279	\$221,728	\$123,789	\$813,762	
MWRO TOTAL	156,238	126,790		128,220							\$3,639,941	\$10,511,438	\$14,151,379	\$2,784,750	\$1,554,708	\$9,811,921	
SWRO																	
Arkansas	8,360	7,917	94.70%	8,360	100.00%	N/A	-	8,360	2,015	10,375	\$194,766	\$725,132	\$919,898	\$149,007	\$83,189	\$687,702	
Arizona	22,731	19,806	87.13%	21,274	93.59%	22,494	98.96%	22,494	3,282	25,776	\$529,573	\$1,801,541	\$2,331,114	\$405,152	\$226,194	\$1,699,768	
Louisiana	45,800	33,754	73.70%	35,422	77.34%	36,706	80.14%	36,706	7,724	44,430	\$1,067,021	\$3,105,310	\$4,172,331	\$816,328	\$455,751	\$2,900,252	
New Mexico	14,373	10,624	73.92%	10,215	71.07%	10,082	70.15%	10,624	2,236	12,860	\$334,854	\$898,814	\$1,233,668	\$256,181	\$143,024	\$834,463	
Oklahoma	4,567	4,560	99.85%	4,559	99.82%	N/A	-	4,560	7	4,567	\$106,399	\$319,198	\$425,597	\$81,401	\$45,446	\$298,750	
Seminole Nation	253	174	68.68%	201	79.31%	216	85.38%	216	37	253	\$5,894	\$17,683	\$23,577	\$4,509	\$2,518	\$16,550	
Texas	69,941	66,892	95.64%	69,537	99.42%	N/A	-	69,537	3,726	73,263	\$1,629,443	\$5,120,512	\$6,749,955	\$1,246,612	\$695,976	\$4,807,367	
Utah	3,238	2,782	85.92%	2,801	86.49%	2,766	85.42%	2,801	437	3,238	\$75,437	\$226,311	\$301,748	\$57,713	\$32,221	\$211,814	
Wichita and Affiliated Tribes	250	208	83.10%	227	90.93%	236	94.40%	236	14	250	\$5,824	\$17,473	\$23,297	\$4,456	\$2,488	\$16,353	
SWRO TOTAL	169,513	146,716		152,595							\$3,949,211	\$12,231,974	\$16,181,185	\$3,021,359	\$1,686,807	\$11,473,019	
MPRO																	
Colorado	14,000	13,097	93.55%	13,346	95.33%	N/A	-	13,346	454	13,800	\$326,164	\$964,512	\$1,290,676	\$249,533	\$139,313	\$901,830	
Kansas	5,885	4,431	75.29%	4,424	75.18%	4,448	75.58%	4,448	936	5,384	\$137,105	\$376,300	\$513,405	\$104,893	\$58,561	\$349,951	
Missouri	22,579	20,489	90.74%	20,740	91.85%	N/A	-	20,740	-	20,740	\$526,032	\$1,449,564	\$1,975,596	\$402,443	\$224,681	\$1,348,472	
Montana	5,865	4,308	73.45%	3,991	68.04%	3,649	62.22%	4,308	907	5,215	\$136,639	\$364,488	\$501,127	\$104,536	\$58,362	\$338,229	

Nebraska	7,403	5,720	77.26%	5,726	77.35%	5,753	77.71%	5,753	1,211	6,964	\$172,471	\$486,729	\$659,200	\$131,949	\$73,666	\$453,585
Winnebago Tribe of Nebraska	150	#N/A	#N/A	#N/A	#N/A	#N/A	-	#N/A	-	150	\$3,495	\$10,484	\$13,979	\$2,674	\$1,493	\$9,812
North Dakota	1,847	1,671	90.49%	1,771	95.87%	1,847	100.00%	1,847	76	1,923	\$43,030	\$134,403	\$177,433	\$32,920	\$18,379	\$126,134
Spirit Lake	450	195	43.24%	217	48.30%	N/A	-	217	46	263	\$10,484	\$18,382	\$28,866	\$8,021	\$4,478	\$16,367
South Dakota	3,824	3,008	78.65%	2,931	76.66%	3,004	78.56%	3,008	492	3,500	\$89,089	\$244,623	\$333,712	\$68,158	\$38,052	\$227,502
Oglala Sioux	432	372	86.03%	432	99.92%	452	104.63%	432	38	470	\$10,064	\$32,849	\$42,913	\$7,700	\$4,299	\$30,914
Wyoming	213	197	92.37%	212	99.69%	N/A	-	212	50	262	\$4,962	\$18,312	\$23,274	\$3,796	\$2,120	\$17,358
MPRO TOTAL	62,648	53,486		53,791							\$1,459,535	\$4,100,646	\$5,560,181	\$1,116,623	\$623,404	\$3,820,154
WRO																
Alaska	2,746	2,446	89.06%	2,468	89.88%	N/A	-	2,468	278	2,746	\$63,975	\$191,924	\$255,899	\$48,944	\$27,325	\$179,630
California	106,239	101,046	95.11%	104,258	98.14%	N/A	-	104,258	3,301	107,559	\$2,475,092	\$7,517,535	\$9,992,627	\$1,893,579	\$1,057,173	\$7,041,875
Hawaii	3,685	3,536	95.95%	3,424	92.92%	N/A	-	3,536	149	3,685	\$85,851	\$257,553	\$343,404	\$65,681	\$36,669	\$241,054
Idaho	2,200	2,084	94.74%	2,107	95.76%	N/A	-	2,107	93	2,200	\$51,254	\$153,763	\$205,017	\$39,212	\$21,892	\$143,913
Nevada	6,934	3,731	53.81%	4,199	60.55%	4,476	64.55%	4,476	669	5,145	\$161,544	\$359,595	\$521,139	\$123,590	\$69,000	\$328,549
Oregon	2,243	1,969	87.78%	1,951	86.98%	N/A	-	1,969	274	2,243	\$52,256	\$156,768	\$209,024	\$39,979	\$22,320	\$146,725
Shingle Springs	600	411	68.46%	451	75.22%	496	82.67%	496	104	600	\$13,978	\$41,935	\$55,913	\$10,694	\$5,971	\$39,248
Washington	6,154	4,874	79.20%	5,098	82.84%	5,102	82.91%	5,102	1,052	6,154	\$143,372	\$430,117	\$573,489	\$109,687	\$61,238	\$402,564
WRO Total	130,801	120,097	91.82%	123,956	94.77%						\$3,047,322	\$9,109,190	\$12,156,512	\$2,331,366	\$1,301,588	\$8,523,558
Total:	760,547	658,729		678,112				687,141	72,956	760,547	\$17,718,767	\$53,156,306	\$70,875,073	\$13,555,810	\$7,568,125	\$49,751,138

a/ Administrative funds subject to apportionment by the Office of Management and Budget.
States submitting justification to waive the 95 percent additional caseload eligibility threshold for additional caseload, allowing them to receive additional caseload in 2023.
New CSFP States/IOTs which began CSFP participation for the first time in 2022. Per 7 CFR Part 247.21, each State agency entering its second year of program participation receives base caseload equal to the amount assigned to it in its first year of participation.