

Food and Nutrition
Service

1320 Braddock Place
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DATE: September 23, 2022

SUBJECT: Commodity Supplemental Food Program (CSFP)—Submission of Additional Caseload Requests for 2023

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

State Directors
CSFP State Agencies
All Current and New States

Issuing Agency/Office:	FNS
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Summary:	This document provides information on the requirements for submission of additional Commodity Supplemental Food Program (CSFP) caseload requests for States and ITOs wishing to increase their assigned caseload in 2023.
Body of guidance document follows.	

Submission of Additional Caseload Requests for 2023

State agencies, including Indian Tribal Organizations (ITOs), requesting additional caseload for the 2023 caseload cycle (January 1 through December 31) must submit their State Plan amendments to FNS Regional Offices by **November 5, 2022**, in accordance with program regulations at 7 CFR 247.21¹. Only State agencies and ITOs which meet the requirements outlined in 7 CFR 247.21(a)(2) are eligible to receive additional caseload. State agencies and ITOs should determine additional caseload needs based on a projection of their 2023 base caseload. Because base caseload is calculated using

¹ Burden is approved in OMB control number 0584-0293 Food Distribution Programs, Expiration: 7/31/2023
Title: State Plan Amendments (247.6(d))

participation data, State agencies and ITOs should report final participation data as early as possible for the full fiscal year (FY) ending September 30, 2022².

Below is a summary of how FNS will assign base caseload and additional caseload for 2023, in accordance with program regulations at 7 CFR 247.21. The amount, if any, of additional caseload that FNS grants to currently participating State agencies and ITOs is contingent on funds appropriated by Congress for FY 2023 as well as available program resources.

Base Caseload Calculation

To the extent that resources are available, each State agency and ITO participating in CSFP may receive 2023 base caseload up to the total number of caseload slots it was assigned in 2022. Base caseload for the 2023 caseload cycle will equal the highest of:

- (1) Average monthly participation for FY 2022; or
- (2) Average monthly participation for the last quarter of FY 2022; or
- (3) Participation during September 2022, but only if:
 - (a) The State agency received additional caseload equal to or greater than ten percent of its base caseload in 2022; and
 - (b) October 2022 participation is equal to or greater than 95% of September 2022 participation³

However, because a State agency or ITO's base caseload for 2023 cannot be greater than total assigned caseload for 2022, a State may be assigned fewer base caseload slots in 2023 than its highest participation level in 2022, if the State's participation levels during the year exceeded its 2022 caseload assignment.

Additional Caseload Requests

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 caseload slots requested¹. As in previous years, in determining how much, if any, of each State agency or ITO's additional caseload request to approve, FNS will consider the State agency or ITO's FY 2022 caseload usage rate, program participation in previous years, and any information provided by the State agency in support of the request.

Should a State agency or ITO like to request additional caseload, but have concerns regarding the impact of the COVID-19 public health emergency on 2022 CSFP

² Burden is approved in OMB control number 0584-0293 Food Distribution Programs, Expiration: 7/31/2023 Title: Receipt, Disposal, and Inventory of Donated Foods (247.29(a) & (b)(2)(ii)) Recoded on the FNS-153

³ The Consolidated Appropriations Act, 2022, was enacted on March 15, 2022; therefore, 7 CFR 247.21(a)(1)(ii)(C)(1) applies for base caseload calculations using September-only participation data for the 2023 caseload cycle.

participation or additional caseload eligibility, the State agency or ITO may submit a written explanation of these concerns to the FNS Regional Office as part of their additional caseload request.

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

Sincerely,

/Original Signature on File

Sara Olson
Director
Policy Division