



United States Department of Agriculture

CSFP Caseload 101

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USDA
Foods



Commodity
Supplemental
FOOD PROGRAM

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Overview

Objectives:

- To understand caseload and how it is set;
- To know how factors, like food prices and inventory levels, affect national caseload levels;
- To understand how caseload and administrative funding is allocated to States; and
- To be familiar with caseload management best practices.

Determining Caseload Levels



- Caseload levels determined first at the national level and then for each State/ITO
- Dependent on the amount of funding appropriated by Congress
- Allocations determined after Congress passes the Agriculture Appropriations Bill

What is “Caseload”?



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

2019 National Caseload Level =
736,110

Factors Affecting National Caseload



- Available Funding
- Participation
- Food Prices
- Estimated Bonus/Free
- Inventory Levels

How Caseload is Allocated

Two Types of Caseload:

- Base Caseload
- Additional Caseload



How is Caseload Assigned to States?



- Step 1: Determine “base caseload” for currently participating States, should resources support it.
- Step 2: Consider “additional caseload” requests from currently participating States.
- Step 3: Consider caseload requests from new States.
- Step 4: Assign caseload.

Assigning “Base Caseload” to Currently Participating States

- Formula provided in 7 CFR 247.21(a)(1)
- A State entering its 2nd year of participation receives the 1st year’s caseload.
- A State entering its 3rd+ year of participation receives base caseload based on a formula

Caseload Formula

- Base Caseload cannot exceed prior year's final caseload.
- Base Caseload equals the highest of:
 - a) Average monthly participation for the prior fiscal year;
 - b) Average monthly participation for the final quarter of the prior fiscal year; or
 - c) Participation during September of the prior fiscal year, under limited circumstances.

Exercise: Determining Base Caseload

State	Year of Participation in 2018	2018 Caseload	FY2018 Average Participation	FY2018 Final Quarter Average Participation	September-only Participation	2019 Base Caseload
A	1st	2,000	1,500	1,950	N/A	2,000
B	2nd	10,000	9,500	10,010	N/A	10,000
C	10th	1,000	900	904	N/A	904
D	8th	5,000	4,600	4,700	4,800	4,800

Assigning Additional Caseload to Currently Participating States



- Dependent on program resources
- Formula for eligibility outlined in 7 CFR 247.21(a)(2)
- Once eligible for additional, no regulatory formula for determining how much
- However, regulations list factors FNS should consider in assigning additional caseload

Eligibility for Additional Caseload

States are eligible for additional caseload if participation was 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 **prior fiscal year**;
- b) Average monthly participation for **final quarter of prior fiscal year**; or
- c) Participation during **September of prior fiscal year**, but only if three conditions are satisfied.

Exercise: Eligibility for Additional Caseload

State	Year of Participation in 2018	2018 Caseload	FY2018 Average Participation	FY2018 Final Quarter Average Participation	September-only Participation	2019 Base Caseload	Eligible for Additional Caseload?
A	1st	2,000	1,500	1,950	N/A	2,000	Yes
B	2nd	10,000	9,500	10,010	N/A	10,000	Yes
C	10th	1,000	900	904	N/A	904	No
D	8th	5,000	4,600	4,700	4,800	4,800	Yes

Assigning Additional Caseload

When funding is available, FNS assigns additional caseload to States most likely to use it, based on a list of factors outlined in the regulations.

Three factors:

- 1) % of caseload utilized in previous fiscal year.
- 2) State's participation trends in previous fiscal years.
- 3) Other information provided by the State.



Key Caseload Dates

- Monthly – FNS-153
- August 15 – new State Plans
- November 5 – Additional caseload requests
- November – Verifying previous year participation numbers



Administrative Grants



- Provided each FY based on a formula in the law
- Admin grants provided on a **fiscal year** basis, while caseload is assigned for the **calendar year**
- New States/ITOs: Received prorated grant of \$45.90 per caseload slot for FY19
- Returning States/ITOs: \$78.70

Administrative Grants

States may retain:

- 1) 15% of the first \$50,000;
- 2) 10% of the next \$100,000;
- 3) 5% of the next \$250,000;
- 4) A maximum of \$30,000, if the administrative grant exceeds \$400,000.

States may request to retain a larger amount, but must provide written justification of the need and ensure that local agencies will not suffer undue hardship.

Why is Caseload Management Important?



- CSFP has limited resources
- Exceeding assigned caseload on an average monthly basis is prohibited.
- Using less caseload = resources going unused when individuals are in need of food assistance.

Active Monitoring of Participation and Caseload Use

State agency must actively monitor program participation rates and overall caseload use each month.

Due Monthly: The FNS-153, Monthly Report of the Commodity Supplemental Food Program, and Quarterly Financial Status Report

Technology for Managing Caseload Use



Communication

- Critical between State and local agencies, and between local agencies and applicants/participants.
- Local agency to inform the new participant of the time, location, and means of food distribution, as well as the length of the certification period.
- Ideas for local agency communication:
 - Calendars with distribution times and locations
 - Calling participants before distributions or after a missed pickup
 - Distributing earlier in the month to allow for alternate arrangements

Proxies

A person designated by the participant, or the caretaker of the participant, to obtain CSFP foods on behalf of the participant.

State agencies must require local agencies to:

- Obtain proxy designations in writing;
- Maintain files of proxy designations;
- Review proxy identification prior to each certification, recertification, and food package distribution; and
- Meet all other requirements in 7 CFR Part 247.



No-Show Policies

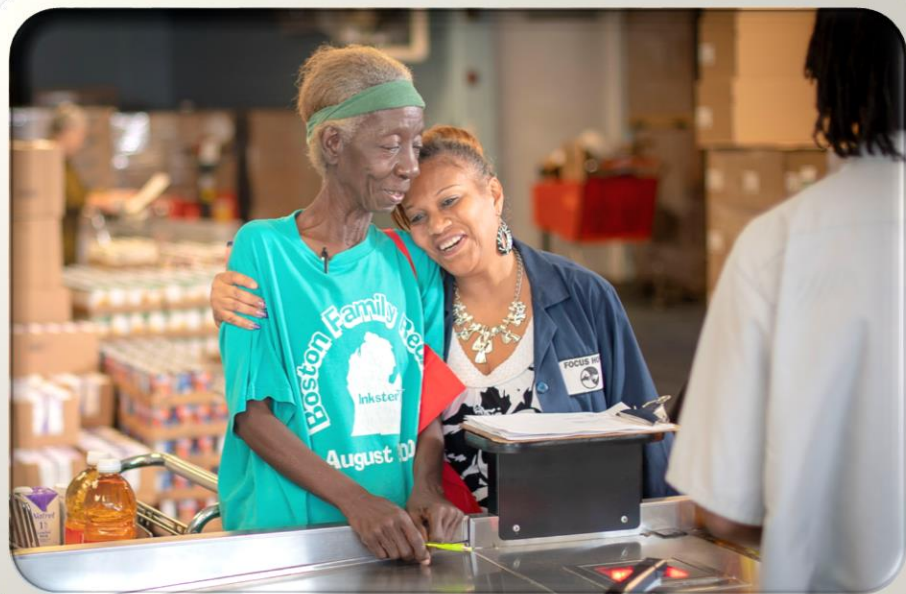
- States may permit
- Can discontinue after two or three consecutive missed distributions, for example
- No-show policies enable local agencies to better serve individuals on the waiting list.



Certification Periods and Waiting Lists

- 1-3 years with annual verification of certain conditions for certification periods that exceed 1 year
- Temporary benefits to individuals on waiting lists
 - Temporary one-month certifications allowable
 - Notification of placement back on the waiting list is required at the time of issuance
- Most States prioritize waiting list applications on a first come, first serve basis.

Caseload Adjustments



- Local agency caseload adjustments permitted
- Adjustments can occur annually or at another frequency, provided the State communicates expectations up front.
- State must work to prevent discontinuing current participants due to performance adjustments.

Questions?

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