



Food and Nutrition Service

1320 Braddock Place
Alexandria, VA
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DATE: August 9, 2021

SUBJECT: Corrected: Commodity Supplemental Food Program (CSFP)—
Submission of Additional Caseload Requests and State Plans for 2022

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/Supplemental Nutrition and Safety Programs
Title of Document:	Commodity Supplemental Food Program (CSFP)—Submission of Additional Caseload Requests and State Plans for 2022
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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 2022.
Body of guidance document follows.	

Submission of Additional Caseload Requests for 2022

State agencies, including Indian Tribal Organizations (ITOs), requesting additional caseload for the 2022 caseload cycle (January 1 through December 31) must submit their State Plan amendments to FNS Regional Offices by **November 5, 2021**, 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 2022 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, 2021².

Below is a summary of how FNS will assign base caseload and additional caseload for 2022, 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 2022 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 2022 base caseload up to the total number of caseload slots it was assigned in 2021. Base caseload for the 2022 caseload cycle will equal the highest of:

- (1) Average monthly participation for FY 2021; or
- (2) Average monthly participation for the last quarter of FY 2021; or
- (3) Participation during September 2021, but only if:
 - (a) The State agency received additional caseload equal to or greater than ten percent of its base caseload in 2021; and
 - (b) October 2021 participation is equal to or greater than 95% of September 2021 participation³

However, because a State agency or ITO's base caseload for 2022 cannot be greater than total assigned caseload for 2021, a State may be assigned fewer base caseload slots in 2022 than its highest participation level in 2021, if the State's participation levels during the year exceeded its 2021 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 2021 caseload usage rate, program participation in previous years, and any information provided by the State agency in support of the request.

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)) Recorded on the FNS-153.

³ Since the American Rescue Plan Act, which increased the full-year appropriation for CSFP, was enacted on March 11, 2021, 7 CFR 247.21(a)(1)(ii)(C)(1) applies for base caseload calculations using September-only participation data for the 2022 caseload cycle.

As detailed above, average monthly participation for the last quarter of FY 2021 can determine the amount of base caseload and/or additional caseload a State agency or ITO receives in 2022. Therefore, State agencies and ITOs should attempt to utilize all of their 2021 assigned caseload throughout the year, but particularly in July, August, and September, in order to maximize their caseload eligibility in 2022.

Additionally, if a State agency or ITO would like to request additional caseload, but has concerns regarding the impact of the COVID-19 public health emergency on 2021 CSFP 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 request¹.

Submission of New State Plans

CSFP is currently administered in all 50 States, the District of Columbia, Puerto Rico, and by the following ITOs: Red Lake, Oglala Sioux, Seminole Nation, the Spirit Lake Sioux Tribe, Shingle Springs Band of Miwok Indians, and the Wichita and Affiliated Tribes. Any additional ITOs/State agencies that are seeking to begin CSFP in 2022 must submit a comprehensive State Plan for approval to their FNS Regional Offices by **August 15, 2021**, in accordance with program regulations at 7 CFR 247.6⁴. The amount, if any, of caseload FNS assigns to new ITOs and State agencies is contingent on funds appropriated by Congress for FY 2022 as well as available program resources.

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

Sincerely,

/s/ Original Signature on File

Laura Castro
Director
Food Distribution Division

⁴ Burden is approved in OMB control number 0584-0293 Food Distribution Programs, Expiration: 7/31/2023
Title: State Plan (247.6(a-c))