



Food and Nutrition Service

1320 Braddock Place  
Alexandria, VA 22314

**DATE:** March 2, 2022

**SUBJECT:** Commodity Supplemental Food Program (CSFP): Tentative Caseload Assignments for the 2022 Caseload Cycle and Administrative Grants

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

State Directors  
CSFP State Agencies  
All Current and New States

<b>Issuing Agency/Office:</b>	Food and Nutrition Service (FNS)
<b>Title of Document:</b>	Commodity Supplemental Food Program (CSFP): Tentative Caseload Assignments for the 2022 Caseload Cycle and Administrative Grants
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<b>Summary:</b>	This memorandum provides caseload allocation to CSFP State agencies and 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>	

The Commodity Supplemental Food Program (CSFP) is currently funded under a Continuing Resolution (CR) at a funding level prorated to \$325 million. Based on this funding level, the Food and Nutrition Service (FNS) is issuing a *tentative* national caseload allocation of 757,942 for the 2022 caseload cycle (January 1, 2022 to December 31, 2022). This is a 2,692 slot decrease from the 2021 national caseload level of 760,634. This decrease is due to State agencies requesting less caseload than in 2021.

The tentative national caseload allocation is contingent on the availability of program resources in 2022. Final caseload and administrative grants will be allocated once Congress takes final action on the fiscal year (FY) 2022 appropriation, and may be different than these tentative assignments. Caseload assignments and projected full fiscal year administrative grants could be adjusted should the full-year appropriation be lower or higher than the current funding level. **However, until directed otherwise, States and Indian Tribal Organizations (ITOs) should work to meet their 2022 tentative caseload assignments as soon as possible.**

FNS is allocating tentative caseload and administrative grants for 2022, as provided below.

### **Tentative Caseload Assignments for Currently Participating CSFP States and ITOs**

In accordance with CSFP regulations at 7 CFR Part 247, base caseload is assigned in part based on the number of years each State and ITO has been in the program. Wichita and Affiliated Tribes, which FNS added to the program in 2021, is receiving base caseload levels equal to their respective 2021 assigned caseload levels. For all other States and ITOs which began CSFP participation prior to 2020, base caseload for the 2022 caseload cycle is equal to the highest of:

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

CSFP regulations further provide that for each CSFP State and ITO, calculated base caseload for 2022 cannot be greater than total assigned caseload for 2021.

Based on the funding provided in the CR and because several States and ITOs did not fully use their 2021 assigned caseload, there are sufficient program resources available in 2022 to meet all additional caseload requests by currently participating States and ITOs. Additionally, FNS determined that all additional caseload requests were reasonable based on each State's and ITO's history of caseload usage and knowledge of program operations. Accordingly, each requesting State and ITO that utilized equal to or greater than 95 percent of its assigned caseload on an average monthly basis during FY 2021, the last quarter of FY 2021, or, under the circumstances outlined in the *Additional Caseload Eligibility and COVID-19* section below, is receiving additional caseload for 2022. Thus, 81,537 additional caseload slots are being allocated in 2022.

### **Additional Caseload Eligibility and COVID-19**

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. Eligibility is calculated based on the highest of (1) average monthly participation for the previous fiscal year; or (2) average monthly participation for the last quarter of the previous fiscal year.

During FY 2021, the continued COVID-19 pandemic led to CSFP participation drops which caused some States to be ineligible for additional caseload. Approximately three-fourths of State

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<sup>1</sup> Since additional caseload was provide from the American Rescue Plan Act of 2021, which was signed into law on March 11, 2021, 7 CFR 247.21 applies for base caseload calculations using September-only participation data for 2022 caseload calculations.

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 2021.

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 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 39 State agencies and allowing them to receive additional caseload in 2022. These 39 State agencies are noted in the attached chart, Attachment A.

### **Tentative Caseload Assignments for New CSFP States and ITOs**

In accordance with CSFP regulations, FNS assigns caseload, to the extent resources are available, in the following order: 1) To meet base caseload for currently participating States and ITOs, 2) to meet additional caseload requests of currently participating States and ITOs in amounts that FNS determines are needed and can be efficiently utilized, and 3) to each State agency and ITO requesting to begin participation in the program with an approved State Plan.

As the amount of additional caseload available in 2022 is sufficient to fully meet all reasonable requests from currently participating States and ITOs, **FNS is also allocating 300 caseload slots to the Mississippi Band of Choctaw Indians and 150 caseload slots to Winnebago Tribe of Nebraska.** These are the only ITOs with approved State Plans that are not currently participating in CSFP.

### **Caseload Use and Food Orders in 2022**

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 2022 caseload assignments must work to reduce participation levels to reflect such assignments.

At the same time, States must attempt to fully use their 2022 caseload assignments. States that are receiving caseload increases should work to increase participation levels immediately. In order to efficiently utilize caseload, States must monitor participation carefully. Per CSFP regulations, caseload assignments in 2023 will depend on each State's caseload use this year.

It is crucial that States 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 to ensure that States 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 to be adjusted each fiscal year to reflect inflation. The mandatory grant per assigned caseload slot for FY 2022 is \$84.47.

The attached chart, Attachment A, displays final caseload assignments and administrative grants for each State. Administrative funds for use over the remainder of the fiscal year are subject to apportionment by the Office of Management and Budget. We will keep you informed regarding the availability of such funds.

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

*/s/ Original Signature on File*

Laura Castro  
Director  
Food Distribution Division

Attachment



Attachment A

Tentative CSFP Caseload and Administrative Funding - 2022

Admin. Grant/Slot/Year:	\$84.47
Grant/Slot/Month:	\$7.04
Grant/Slot/Oct.-Dec.:	\$21.12
Grant/Slot/Jan.-Sept.:	\$63.35

Final Caseload for Existing CSFP State  
**2022 Total Caseload:** 757,492  
**757,942**

State/ Indian Tribal Organization (ITO)	2021 Caseload	FY 2021 Annual Average Part. %	FY 2021 Annual Average Part. %	FY 2021 Final Qtr. Average Part.	FY 2021 Final Qtr. Average Part. %	FY 2021 September- Only Part.	FY 2021 September- Only Part. %	2022 Base Caseload Calculation	2022 Additional Caseload	2022 Final Caseload	Admin. Funds Oct. 1 - Dec. 30	Admin. Funds Jan. 1- Sept. 30	Total Admin Funds FY 2022	FY 2022 Admin.	FY 2022 Admin.
														Funds Allowed 10/1/2021 through 12/3/2021	Funds Allowed 12/4/2021 through 2/18/2022
<b>NERO</b>															
Connecticut b/	2,849	2,516	88.31%	2,549	89.46%	2,564	90.00%	2,564	285	2,849	\$60,164	\$180,492	\$240,656	\$39,841	\$47,955
Maine b/	9,331	7,815	83.76%	7,107	76.16%	6,612	70.86%	7,815	1,000	8,815	\$197,048	\$558,455	\$755,503	\$130,486	\$157,060
Massachusetts b/	2,700	2,370	87.78%	2,337	86.57%	2,426	89.85%	2,426	274	2,700	\$57,018	\$171,053	\$228,071	\$37,757	\$45,447
New Hampshire b/	3,372	3,079	91.30%	2,883	85.51%	2,858	84.76%	3,079	293	3,372	\$71,209	\$213,626	\$284,835	\$47,155	\$56,758
New York	34,445	31,067	90.19%	33,743	97.96%	34,255	99.45%	33,743	2,202	35,945	\$727,396	\$2,277,216	\$3,004,612	\$481,684	\$579,780
Rhode Island	1,700	1,682	98.96%	1,696	99.75%	1,687	99.24%	1,696	544	2,240	\$35,900	\$141,910	\$177,810	\$23,773	\$28,614
Vermont b/	2,273	2,065	90.86%	1,922	84.57%	1,896	83.41%	2,065	163	2,228	\$48,000	\$141,150	\$189,150	\$31,786	\$38,259
<b>NERO TOTAL</b>	<b>56,670</b>	<b>50,594</b>	<b>--</b>	<b>52,237</b>	<b>--</b>	<b>52,298</b>	<b>--</b>	<b>53,388</b>	<b>4,761</b>	<b>58,149</b>	<b>\$1,196,735</b>	<b>\$3,683,902</b>	<b>\$4,880,637</b>	<b>\$792,482</b>	<b>\$953,873</b>
<b>MARO</b>															
Delaware	2,124	1,669	78.59%	1,427	67.18%	1,476	69.49%	1,669	-	1,669	\$44,854	\$105,736	\$150,590	\$29,702	\$35,751
D.C. b/	5,411	5,107	94.38%	5,098	94.22%	5,102	94.29%	5,107	304	5,411	\$114,267	\$342,802	\$457,069	\$75,668	\$91,078
Maryland	4,000	3,689	92.22%	3,909	97.73%	4,003	100.08%	3,909	241	4,150	\$84,470	\$262,914	\$347,384	\$55,937	\$67,328
New Jersey	6,906	6,669	96.56%	6,423	93.00%	6,455	93.47%	6,669	237	6,906	\$145,838	\$437,514	\$583,352	\$96,575	\$116,242
Pennsylvania b/	36,218	30,796	85.03%	29,085	80.30%	29,063	80.24%	30,796	5,422	36,218	\$764,837	\$2,294,512	\$3,059,349	\$506,478	\$609,623
Puerto Rico	1,990	1,225	61.56%	1,775	89.21%	1,925	96.73%	1,925	2,075	4,000	\$42,024	\$253,411	\$295,435	\$27,828	\$33,496
Virginia b/	10,839	9,727	89.74%	9,443	87.12%	9,234	85.19%	9,727	1,112	10,839	\$228,894	\$686,681	\$915,575	\$151,574	\$182,443
West Virginia b/	10,000	6,151	61.51%	7,612	76.12%	8,039	80.39%	8,039	1,961	10,000	\$211,176	\$633,528	\$844,704	\$139,842	\$168,320
<b>MARO TOTAL</b>	<b>77,488</b>	<b>65,032</b>	<b>--</b>	<b>64,773</b>	<b>--</b>	<b>65,297</b>	<b>--</b>	<b>67,841</b>	<b>11,352</b>	<b>79,193</b>	<b>\$1,636,360</b>	<b>\$5,017,098</b>	<b>\$6,653,458</b>	<b>\$1,083,604</b>	<b>\$1,304,281</b>
<b>SERO</b>															
Alabama	6,096	6,042	99.11%	5,925	97.20%	5,975	98.02%	6,042	2,183	8,225	\$128,733	\$521,077	\$649,810	\$85,247	\$102,608
Florida	9,718	7,868	80.96%	9,166	94.32%	9,306	95.76%	9,306	552	9,858	\$205,221	\$624,532	\$829,753	\$135,898	\$163,574
Georgia	6,198	6,293	101.54%	6,347	102.40%	6,332	102.16%	6,198	156	6,354	\$130,887	\$402,544	\$533,431	\$86,674	\$104,325
Kentucky b/	35,259	28,884	81.92%	27,843	78.97%	27,603	78.29%	28,884	6,375	35,259	\$744,585	\$2,233,756	\$2,978,341	\$493,067	\$593,481
Mississippi	13,030	13,028	99.98%	13,030	100.00%	13,030	100.00%	13,030	-	13,030	\$275,162	\$825,487	\$1,100,649	\$182,214	\$219,322
North Carolina b/	14,186	11,934	84.12%	12,579	88.67%	12,534	88.35%	12,579	1,607	14,186	\$299,574	\$898,723	\$1,198,297	\$198,379	\$238,779
South Carolina	6,338	5,628	88.80%	6,389	100.81%	6,665	105.16%	6,338	800	7,138	\$133,843	\$452,212	\$586,055	\$88,632	\$106,682
Tennessee b/	9,655	7,932	82.15%	7,965	82.49%	7,753	80.30%	7,965	1,690	9,655	\$203,890	\$611,671	\$815,561	\$135,017	\$162,513
Mississippi Band of Choctaw Indians c/	--	--	--	--	--	--	--	--	--	300	\$0	\$19,006	\$19,006	\$0	\$0
<b>SERO TOTAL</b>	<b>100,480</b>	<b>87,609</b>	<b>--</b>	<b>89,244</b>	<b>--</b>	<b>89,198</b>	<b>--</b>	<b>90,342</b>	<b>13,363</b>	<b>104,005</b>	<b>\$2,121,895</b>	<b>\$6,589,008</b>	<b>\$8,710,903</b>	<b>\$1,405,128</b>	<b>\$1,691,284</b>
<b>MWRO</b>															
Iowa b/	3,338	2,743	82.17%	2,458	73.65%	2,486	74.48%	2,743	595	3,338	\$70,491	\$211,472	\$281,963	\$46,679	\$56,185
Illinois b/	16,290	12,542	76.99%	11,130	68.33%	10,894	66.88%	12,542	3,748	16,290	\$344,006	\$1,032,017	\$1,376,023	\$227,802	\$274,194
Indiana b/	5,560	4,869	87.57%	4,521	81.31%	4,425	79.59%	4,869	829	5,698	\$117,414	\$360,984	\$478,398	\$77,752	\$93,586
Michigan b/	75,002	67,022	89.36%	64,028	85.37%	62,956	83.94%	67,022	7,980	75,002	\$1,583,862	\$4,751,587	\$6,335,449	\$1,048,840	\$1,262,437
Minnesota b/	12,489	10,333	82.73%	9,609	76.94%	9,380	75.11%	10,333	2,156	12,489	\$263,738	\$791,213	\$1,054,951	\$174,648	\$210,215
Ohio b/	30,897	28,663	92.77%	29,351	95.00%	29,139	94.31%	29,351	1,546	30,897	\$652,470	\$1,957,411	\$2,609,881	\$432,069	\$520,060
Red Lake	84	84	99.80%	84	100.00%	84	100.00%	84	-	84	\$1,774	\$5,322	\$7,096	\$1,175	\$1,414
Wisconsin b/	12,440	10,602	85.23%	11,424	91.83%	11,109	89.30%	11,424	1,016	12,440	\$262,703	\$788,109	\$1,050,812	\$173,963	\$209,391
<b>MWRO TOTAL</b>	<b>156,100</b>	<b>136,857</b>	<b>--</b>	<b>132,606</b>	<b>--</b>	<b>130,473</b>	<b>--</b>	<b>138,368</b>	<b>17,870</b>	<b>156,238</b>	<b>\$3,296,458</b>	<b>\$9,898,115</b>	<b>\$13,194,573</b>	<b>\$2,182,928</b>	<b>\$2,627,482</b>
<b>SWRO</b>															
Arkansas	7,629	6,992	91.65%	7,629	100.00%	7,629	100.00%	7,629	731	8,360	\$161,106	\$529,629	\$690,735	\$106,685	\$128,412
Arizona b/	20,646	18,186	88.08%	18,881	91.45%	19,206	93.03%	19,206	3,525	22,731	\$435,994	\$1,440,072	\$1,876,066	\$288,717	\$347,514
Louisiana b/	51,098	37,781	73.94%	33,332	65.23%	24,583	48.11%	37,781	8,019	45,800	\$1,079,067	\$2,901,558	\$3,980,625	\$714,563	\$860,084
New Mexico	14,373	11,768	81.87%	11,398	79.30%	10,881	75.70%	11,768	-	11,768	\$303,523	\$745,536	\$1,049,059	\$200,994	\$241,927
Oklahoma	5,463	4,298	78.68%	4,555	83.38%	4,567	83.60%	4,567	-	4,567	\$115,365	\$289,332	\$404,697	\$76,395	\$91,953
Seminole Nation b/	253	178	70.22%	169	66.67%	177	69.96%	178	75	253	\$5,343	\$16,028	\$21,371	\$3,538	\$4,259
Texas b/	69,941	62,487	89.34%	65,015	92.96%	65,216	93.24%	65,015	4,926	69,941	\$1,476,986	\$4,430,958	\$5,907,944	\$978,066	\$1,177,250
Utah b/	3,238	2,875	88.79%	2,716	83.88%	2,748	84.87%	2,875	363	3,238	\$68,379	\$205,136	\$273,515	\$45,281	\$54,502

Wichita and Affiliated Tribes d/	200	41	20.50%	165	82.50%	200	100.00%	200	50	250	\$4,224	\$15,838	\$20,062	\$2,797	\$3,366
<b>SWRO TOTAL</b>	<b>172,841</b>	<b>144,604</b>	<b>--</b>	<b>143,859</b>	<b>--</b>	<b>135,007</b>	<b>--</b>	<b>149,219</b>	<b>17,689</b>	<b>166,908</b>	<b>\$3,649,987</b>	<b>\$10,574,087</b>	<b>\$14,224,074</b>	<b>\$2,417,036</b>	<b>\$2,909,267</b>
<b>MPRO</b>															
Colorado b/	15,000	13,630	90.86%	12,911	86.08%	12,868	85.79%	13,630	370	14,000	\$316,764	\$886,939	\$1,203,703	\$209,762	\$252,481
Kansas b/	5,885	4,826	82.00%	4,592	78.02%	4,561	77.50%	4,826	1,059	5,885	\$124,277	\$372,831	\$497,108	\$82,297	\$99,057
Missouri	24,907	22,579	90.65%	21,139	84.87%	20,741	83.27%	22,579	-	22,579	\$525,976	\$1,430,443	\$1,956,419	\$348,303	\$419,236
Montana b/	5,865	4,822	82.21%	4,427	75.48%	4,247	72.41%	4,822	1,043	5,865	\$123,855	\$371,564	\$495,419	\$82,017	\$98,720
Nebraska b/	7,410	6,225	84.01%	5,855	79.01%	5,745	77.53%	6,225	1,178	7,403	\$156,481	\$469,001	\$625,482	\$103,623	\$124,725
North Dakota b/	1,888	1,560	82.63%	1,491	78.95%	1,515	80.24%	1,560	287	1,847	\$39,870	\$117,013	\$156,883	\$26,402	\$31,779
Ogjala Sioux b/	432	348	80.44%	334	77.24%	342	79.17%	348	84	432	\$9,123	\$27,368	\$36,491	\$6,041	\$7,271
South Dakota b/	3,824	3,291	86.07%	3,151	82.39%	3,191	83.45%	3,291	533	3,824	\$80,754	\$242,261	\$323,015	\$53,475	\$64,366
Spirit Lake b/	450	139	30.94%	151	33.56%	148	32.89%	151	299	450	\$9,503	\$28,509	\$38,012	\$6,293	\$7,574
Wyoming b/	213	174	81.85%	163	76.53%	156	73.24%	174	39	213	\$4,498	\$13,494	\$17,992	\$2,979	\$3,585
Winnebago Tribe of Nebraska c/	--	--	--	--	--	--	--	--	--	150	\$0	\$9,503	\$9,503	\$0	\$0
<b>MPRO TOTAL</b>	<b>65,874</b>	<b>57,593</b>	<b>--</b>	<b>54,213</b>	<b>--</b>	<b>53,514</b>	<b>--</b>	<b>57,606</b>	<b>4,892</b>	<b>62,648</b>	<b>\$1,391,101</b>	<b>\$3,968,926</b>	<b>\$5,360,027</b>	<b>\$921,192</b>	<b>\$1,108,794</b>
<b>WRO</b>															
Alaska b/	2,746	2,557	93.12%	2,513	91.53%	2,476	90.17%	2,557	189	2,746	\$57,989	\$173,967	\$231,956	\$38,400	\$46,221
California b/	106,239	97,585	91.85%	97,754	92.01%	98,355	92.58%	97,754	8,485	106,239	\$2,243,513	\$6,730,538	\$8,974,051	\$1,485,663	\$1,788,220
Hawaii	3,733	3,672	98.36%	3,601	96.46%	3,535	94.70%	3,672	13	3,685	\$78,832	\$233,455	\$312,287	\$52,203	\$62,834
Idaho b/	2,300	2,085	90.64%	2,059	89.52%	2,018	87.74%	2,085	115	2,200	\$48,570	\$139,376	\$187,946	\$32,164	\$38,714
Nevada b/	6,934	5,145	74.20%	4,810	69.37%	4,862	70.12%	5,145	1,789	6,934	\$146,429	\$439,288	\$585,717	\$96,966	\$116,713
Oregon	2,475	2,254	91.08%	2,246	90.73%	2,280	92.12%	2,254	(11)	2,243	\$52,266	\$142,100	\$194,366	\$34,611	\$41,659
Shingle Springs b/	600	119	19.86%	232	38.72%	313	52.17%	313	287	600	\$12,671	\$38,012	\$50,683	\$8,390	\$10,099
Washington b/	6,154	5,411	87.92%	5,039	81.88%	5,006	81.35%	5,411	743	6,154	\$129,958	\$389,873	\$519,831	\$86,059	\$103,584
<b>WRO Total</b>	<b>131,181</b>	<b>118,827</b>	<b>--</b>	<b>118,254</b>	<b>--</b>	<b>118,845</b>	<b>--</b>	<b>119,191</b>	<b>11,610</b>	<b>130,801</b>	<b>\$2,770,228</b>	<b>\$8,286,609</b>	<b>\$11,056,837</b>	<b>\$1,834,456</b>	<b>\$2,208,044</b>
<b>Total:</b>	<b>760,634</b>	<b>660,687</b>	<b>--</b>	<b>655,022</b>	<b>--</b>	<b>644,632</b>	<b>--</b>	<b>675,955</b>	<b>81,537</b>	<b>757,942</b>	<b>\$16,062,765</b>	<b>\$48,017,748</b>	<b>\$64,080,509</b>	<b>\$10,636,826</b>	<b>\$12,803,025</b>

a/ Administrative funds subject to apportionment by the Office of Management and Budget.

b/ States waiving the 95 percent additional caseload eligibility threshold for additional caseload, allowing them to receive additional caseload in 2022.

c/ New CSFP States/ITOs.

d/ Began CSFP participation for the first time in 2021. 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.