

Local Agency Funding and Caseload Allocation Method

Policy

USDA Federal Regulations:

(d) *Distribution of funds to local agencies.* The State agency shall provide to local agencies all funds made available by the Department (*USDA*), except those funds necessary for allowable State agency NSA costs and food costs paid directly by the State agency. The State agency shall distribute the funds based on claims submitted at least quarterly by the local agency. Where the State agency advances funds to local agencies, the State agency shall ensure that each local agency has funds to cover immediate disbursements needs, and the State agency shall offset the advances made against incoming claims as they are submitted to ensure that funding levels reflect the actual expenditures reported by the local agency. Upon receipt of Program funds from the Department (*USDA*), the State agency shall take the following actions:

- (1) Distribute funds to cover expected food cost expenditures and/or distribute caseload targets to each local agency which are used to project food cost expenditures.
- (2) Allocate funds to cover expected local agency NSA costs in a manner which takes into consideration each local agency's needs. For the allocation of NSA funds, the State agency shall develop an NSA funding procedure, in cooperation with representative local agencies, which takes into account the varying needs of the local agencies. The State agency shall consider the view of local agencies, but the final decision as to the funding procedure remains with the State agency. The State agency shall take into account factors it deems appropriate to further proper, efficient and effective administration of the program, such as local agency staffing needs, density of population, number of persons served, and availability of administrative support from other sources.
- (3) The State agency may provide in advance to any local agency any amount of funds for NSA deemed necessary for the successful commencement or significant expansion of program operations during a reasonable period following approval of a new local agency, a new cost containment measure, or a significant change in an existing cost containment measure.

Authority

USDA Federal Regulations: 7 CFR Part 246.16 (d)

Procedures

The level of Nutrition Services and Administrative (NSA) funding for local agencies is determined by two components. The table below lists the components, their relative proportion in the NSA funds available to local agencies, and the basis for allocation.

Component	Percent	Basis for allocation
Base funding	7.5	Each county is awarded an equal share of funds.
Caseload allocation	92.5	Each agency is awarded funds based on the agency’s actual average participation.

The caseload allocation for the next fiscal year is based on average caseload performance of the most recently completed unduplicated fiscal year participation utilizing the unduplicated participation by county extract from the MIS system.

Additional funding is made possible to local agencies through operational adjustments and caseload reallocations. This funding is distributed to local agencies based on the formula methodology chart above. The funding will be distributed to local agencies, as the funding is made available, through the contract amendment process. Every effort will be made that notice of funding increases will be made to local agencies as soon as possible, but no more than 30 days from the receipt of additional funds. If an agency’s total allocation of funding based on participation does not reach the agency’s ending funding total from the previous year, the State will attempt to fully fund an agency up to the agency’s last years ending amount if federal funding is available to ensure continuity of WIC Program operations.