

Local Agency Caseload and Budget Allocation Procedure FY 2027

State Agency Procedure for Allocating Caseload and NSA Funds to Local Agencies

1. In November or December, State Agency (SA) Budget staff determine the budget allocations for each NC local WIC agency (LA) for the contractual period of July 1 – June 30.
The following process is followed by the SA to determine LA caseload and funding allocation:
 - A. **Base Caseload.** The Community Nutrition Services Section (CNSS) determines new average participation rates based on recent performance data at the time contracts are being prepared.
To determine a change in base caseload assignment, the following methodology is used based on participation during the selected time-frame (management exceptions may be made based on extenuating circumstances):
 - For LAs that achieved an average base caseload of less than 97%, caseload is reduced to the new average base caseload;
 - For LAs that achieved between 97% and 100% of their base caseload; caseload remains the same as previous base;
 - For LAs that achieved greater than 100% of their base caseload; caseload is increased to the new calculated average.
 - B. **Funding Allocation.** To determine the LA funding allocation, the calculated base caseload from part A is multiplied by the per participate rate (ex. \$16.90) then multiplied by 12 for months in a year. Due to local contracts following the State Fiscal Year, the SA determines:
 - FFY1: a four-month allocation with current federal year money (total LA funding award x 33.3333%), and
 - FFY2: an eight-month allocation using future federal year money (total LA funding award x 66.6666%).The total award is allocated out via manual data entry using the Aid to County (ATC) system in budget segment 133001-2D15403-30xx-20G0001001 (FFY1) and 133001-2D15403-30xx-20G0001001 (FFY2) (2D15403 = client services).
NOTE: At this point, the SA is projecting 9 months before receiving the next FFYs budget requiring assumptions about what will happen with the federal budget. This means the projected grant allocation is not concrete.
2. By February of each year, an Agreement Addenda (AA) package that includes a Budget Form is sent to each LA. The Budget Form indicates the total allocation and the threshold requirements for three of the four program activities (ex. 20% minimum for Nutrition Education, 10% maximum for General Administration, and a minimum dollar amount for Breastfeeding Promotion and Support).
3. In May/June, LAs submit the signed AA with a completed Budget Form where the LA indicates how they want to allocate the funds across the 4 program activities (annualized amount per activity). The SA manually verifies that the funding allocation meets threshold requirements, allowing considerable flexibility with NSA budget.
4. The FFY1 and FFY2 budget is calculated per activity and detailed budget information entered into the ATC by the SA. The following occurs:
 - A. 133001-2D15403-30xx-20G0001001 Client Services/FFY1: Debit by total amount being reallocated to other 3 activities.

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- B. 133001-2D15403-30xx-20G0001001 Client Services/FFY2: Debit by total amount being reallocated to other 3 activities.
 - C. 133001-2D15404-30xx-20G0001001 Nutrition Education/FFY1: Credit
 - D. 133001-2D15404-30xx-20G0001001 Nutrition Education/FFY2: Credit
 - E. 133001-2D15405-30xx-20G0001001 General Administration/FFY1: Credit
 - F. 133001-2D15405-30xx-20G0001001 General Administration/FFY2: Credit
 - G. 133001-2D15409-30xx-20G0001001 Breastfeeding Promotion and Support/FFY1: Credit
 - H. 133001-2D15409-30xx-20G0001001 Breastfeeding Promotion and Support/FFY2: Credit
5. If funds permit and/or there have been significant changes in participation during the applicable State Fiscal Year, the SA reassesses caseload data for LAs that received a reduction due to their caseload being below 97%. If they successfully increased the actual participation rate back up to 97% of their previous base, we reinstate their previous base caseload and adjust their budget accordingly. In addition, at any time, if the SA identifies that additional funds are available, the SA may do a caseload or rate-per-participant adjustment for the remainder of the year and/or a Special Grant Opportunity for additional WIC funding.