

**Purpose**

Outline factors to be considered when projecting and planning for WIC participation at the federal, state and local levels

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**Caseload Allocation**

USDA distributes funds and allocates caseload to be served by the state through a federal allocation formula.

The State Agency plans for serving the allocated caseload by:

1. Allocating caseload to local agencies through the state allocation formula
    - a. Included in the determination of food funds for local agencies is the need for growth in caseload in underserved areas.
    - b. An average monthly caseload for local agencies is calculated using the state allocation formula.
  2. Coordinating caseload management on the statewide level
  3. Providing technical assistance to local agencies with caseload management.
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**LA Caseload Plans**

The local agencies plan for serving their allocated caseload by:

1. Assessing the needs within their community/service area. For more information on needs assessment see Section D in this volume.
  - a. Local agencies receiving growth funds should carefully review their community needs assessment to determine underserved areas that need increased outreach and targeting efforts.
  - b. If no growth funds are received by a local agency, the needs assessment should be used to identify groups at highest risk and establish priorities for use of resources.
2. Targeting the population identified in the needs assessment.
3. Developing and implementing an outreach plan. For more information on targeting and outreach, see the Outreach and Targeting procedure in Section H of this volume.

4. Coordinating the WIC Program services with other services in the community. For more information on coordinating services, networking and referrals see Volume I, Section M.
5. Tailoring food packages for participants. For more information on food package tailoring see Volume III, Section B.
6. Monitoring food expenditures. For more information on food expenditures, see Volume V, Section G.
7. Monitoring caseload. For more information on monitoring caseload see the Caseload Monitoring procedure in Section H of this volume.