



CDSS

JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGEN
DEPARTMENT OF SOCIAL SERVICE

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER
GOVERNOR

March 2, 2010

ALL COUNTY INFORMATION NOTICE NO. I-13-10

TO: ALL COUNTY WELFARE DIRECTORS
ALL CONSORTIA PROJECT MANAGERS
ALL COUNTY EBT PROJECT MANAGERS
DISASTER FOOD STAMP COORDINATORS
FOOD STAMP PROGRAM COORDINATORS

REASON FOR THIS
TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: FEDERAL FISCAL YEAR (FFY) 2010 DISASTER FOOD STAMP
COUNTY PLANS

The purpose of this letter is to inform counties that their Federal Fiscal Year (FFY) 2010 disaster food stamp plans are due to the California Department of Social Services (CDSS) by June 30, 2010. As you may recall, the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) deferred the requirement that county welfare departments (CWDs) submit their disaster food stamp plans until FFY 2010 to allow counties to attend the disaster preparedness training workshops that were held in late June and July of 2009. County staff who attended these workshops were a part of the Consortium IV (C-IV); CalWORKs Welfare Information Network (CalWIN); and the Los Angeles Eligibility, Automation Determination, Evaluation and Reporting (LEADER) consortia systems and are now prepared to submit a disaster plan to CDSS. The Interim Statewide Automated Welfare System (ISAWS) counties' disaster preparedness training workshops will be offered after these counties finish their migration to C-IV, which is scheduled for completion in June 2010. Therefore, ISAWS and former ISAWS counties will not be required to submit a disaster food stamp plan at this time.

Disaster Food Stamp Plans

Counties must submit a disaster food stamp plan that outlines their county's roles and responsibilities, policies and procedures, and general certification process, in the event of a natural or man-made disaster. The disaster plan is intended to be an internal guide for county staff to use to ensure a coordinated disaster response and timely issuance of disaster benefits to affected disaster households. The disaster plan should be well thought out and could include the following components:

- List of local, state, and federal government contact information, such as phone numbers and e-mail addresses of key personnel and their roles in the disaster;

- List of contact information of private disaster relief agencies, such as the American Red Cross, Salvation Army, and/or community groups;
- General description of the certification process at the disaster site, which includes application screening and interviewing procedures during the various levels of the disaster;
- Public information plan;
- Caseworker training procedures;
- Security plan;
- Fraud control measures;
- “Buddy” county agreement(s) for mutual assistance;
- Issuance procedures for disaster Electronic Benefit Transfer (EBT) cards; and
- Pandemic flu plan.

Please refer to materials provided during the disaster training to develop your plans. Additional information regarding disaster plans can be accessed at the FNS website below:

http://www.fns.usda.gov/disasters/response/D-SNAP_Handbook/guide.htm

Please understand that your county disaster plan must be submitted to CDSS no later than June 30, 2010. Please e-mail a Microsoft Word version of your county disaster plan to Shanee.Clark@dss.ca.gov. A signed copy of your county disaster plan should be mailed to the following address:

**California Department of Social Services
Attention: Kristin Brinks
744 P Street, MS 8-09-32
Sacramento, CA 95814**

If you have any questions, please contact Kristin Brinks, Manager, Employment and Special Projects Unit, at (916) 654-1435; or Shanee Clark, Analyst, Employment and Special Projects Unit, at (916) 653-7973.

Sincerely,

Original Document Signed By:

CHRISTINE WEBB-CURTIS, Chief
Food Stamp Branch