



CDSS

JOHN A. WAGNER  
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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

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ARNOLD SCHWARZENEGGER  
GOVERNOR

June 20, 2008

ALL COUNTY LETTER NO. 08-30

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

SUBJECT: DISASTER FOOD STAMP BENEFIT IDENTIFIER TYPES

REFERENCE: Manual of Policies and Procedures (MPP) Sections 63-900.82 and .83, and United States Department of Agriculture Food and Nutrition Service (FNS) Administrative Notice 07-05 Disaster Food Stamp Program Guidance

REASON FOR THIS TRANSMITTAL

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

The California Department of Social Services (CDSS) will be working with the counties and the four consortia that comprise the Statewide Automated Welfare System over the course of this year to help ensure that counties have the necessary procedures in place for disaster response. The purpose of this letter is to inform counties that county automated welfare systems must be able to identify and report benefits that are authorized and issued as disaster food stamp benefits, disaster supplemental benefits (this is a new benefit type), or replacement benefits. A designated benefit-type identifier will be required in order to identify and track the issuance of these various benefits. Use of these identifiers will facilitate the completion and reconciliation of federally required disaster benefit and issuance reports (Daily Food Stamp Report, FNS 292 “Report of Food Stamp Benefit Issuance and Commodity Distribution for Disaster Relief”, and FNS 388 “Monthly Issuance Report”) by the county and state. The designated benefit-type identifier codes that will be used are:

- DFSP = Disaster Food Stamp Benefits;
- SDFSP = Disaster Food Stamp Supplemental Benefits\*, (additional benefits provided to current food stamp households to bring their food stamp allotment to the same level as new disaster food stamp households); and

- RFSP = Replacement Food Stamp Benefits\*

Note: it is possible for a household to receive both Replacement (for food loss due to the disaster) and Disaster Supplemental Benefits.

It should be further noted that due to the state Electronic Benefit Transfer (EBT) system testing schedule to transition to a new EBT services vendor, **the automated welfare eligibility systems need to complete their programming activities no later than December 31, 2008**. If this timeframe is missed, the consortia may not be able to test the new coding until after statewide EBT transition is completed in September 2009, and counties may be required to manually track and reconcile disaster benefit issuances.

Manual of Policies and Procedures (MPP) Section 63-900.82 requires that the county welfare department (CWD) use the FNS 292 to report the amount of disaster benefits issued and the number of households and persons served. Additionally, MPP Section 63-900.83 requires that any additional information on emergency food stamp issuance and participation shall be provided to FNS and the Federal Emergency Management Agency upon request.

FNS Administrative Notice 07-05, "Disaster Food Stamp Program Guidance", dated June 14, 2007, and the April 2008 revision of this program guidance, which is available at [http://www.fns.usda.gov/disasters/response/DFSP\\_Handbook/guide.htm](http://www.fns.usda.gov/disasters/response/DFSP_Handbook/guide.htm), specifies several benefit issuance reports that must be submitted both during and following operation of a Disaster Food Stamp Program (DFSP). These reports are:

- Daily Food Stamp Report (Daily Logs) - During operation of a DFSP, the county must submit a daily report (see attached sample) which provides both daily and cumulative information on:
  - ✓ Number of approved "New" DFSP households, number of persons, value of benefits, average benefits per household, and number of households denied;
  - ✓ Number of approved "Disaster Supplements" for ongoing/currently certified households, number of persons, value of supplemental benefits, and average benefits per ongoing household;
  - ✓ Number of approved "Replacements" issued to ongoing/currently certified households, number of persons, and value of benefits. (This information is included on the Daily Log as optional information, however Replacement

Benefits must be reported by the state on the FNS 388, and counties must report these benefits if issued.)

- FNS 292 – Counties are responsible for submitting this report to the CDSS which will review the report for accuracy and, if necessary, compile the FNS 292 reports from other counties into a single state report. The county's FNS 292 should include the following :
  - ✓ Number of households – new households issued DFSP benefits;
  - ✓ Total number of new persons receiving DFSP benefits;
  - ✓ Number of certified households and persons both ongoing and current households that received Disaster Supplements); and
  - ✓ Value of New and Supplemental benefits issued.

Replacement Benefits should not be included in the FNS 292 report since the value of any Replacements issued are considered regular Food Stamp Program (FSP) funds and are to be reported on the FNS 388.

- FNS 388 – This is a regular FSP report and should reflect disaster issuance and participation figures, including replacement benefits. A portion of the data for this report is obtained from the Statewide Automated Reconciliation System (SARS), and use of the aforementioned benefit-type identifiers will allow CDSS to identify the amount of DFSP, Supplemental, and Replacement benefits issued.

If you have questions regarding inclusion of the benefit-type identifier in your county's automated eligibility system, please contact Tonya Zuniga, EBT Analyst, at (916) 654-1421.

If you should have questions regarding this letter, contact Randy Shiroy, Food Stamp Employment and Special Projects Unit, at (916) 654-1435 or by email at [Randy.Shiroy@dss.ca.gov](mailto:Randy.Shiroy@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

CHARR LEE METSKER  
Deputy Director  
Welfare to Work Division

Attachment

**COUNTY DISASTER FSP REPORT**

Note: if additional counties are added, the formulas in Total Cumulative (top and bottom) will need to be adjusted.

DISASTER LOCATION (Insert County Name)	Date	New Approved			Households Demanded	Avg Benefit per New HH	Ongoing Approved			Avg Benefit per Ongoing HH	Total New + Ongoing	Replacements Approved		
		Households	Persons	Total Benefits			Households	Persons	Total Benefits			Households	Persons	Value of Replacements
		0	0	\$0	0		0	0	\$0		0	0	0	\$0
<b>Total Cumulative</b>		0	0	\$0	0		0	0	\$0		0	0	0	\$0
(Insert County Name)	Cumulative	0	0	\$0	0		0	0	\$0		0	0	0	\$0