

INFORMATION ABOUT OCTOBER 2017 WILDFIRES

October 23, 2017

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: TODD BLAND, Deputy Director
Family Engagement and Empowerment Division

SUBJECT: **DISASTER CALFRESH OCTOBER 25-NOVEMBER 1**

The purpose of this letter is to provide County Welfare Departments (CWDs) with information regarding the upcoming implementation of the Disaster Supplemental Nutrition Assistance Program (SNAP), known as Disaster CalFresh (D-CalFresh) in California. Due to the recent wildfires and the Presidential declaration of Major Disaster with Individual Assistance, California has been approved to operate D-CalFresh from Wednesday, October 25 through Wednesday, November 1 in seven counties: Butte, Lake, Mendocino, Napa, Nevada, Sonoma and Yuba (see attached approval). These seven D-CalFresh counties are referred to as the “wildfire impacted counties” throughout this letter.

All CWDs statewide will provide individuals and families impacted by the wildfires who have been displaced outside of the disaster area with access to D-CalFresh through their county’s newly designated Disaster Point of Contact (D-POC), who will coordinate with the seven wildfire impacted counties that are operating D-CalFresh.

D-CalFresh provides temporary food assistance for households affected by a natural disaster. D-CalFresh provides one month of food benefits to eligible disaster impacted households who do not already receive CalFresh. It can also facilitate the issuance of supplemental CalFresh benefits for ongoing CalFresh households up to the maximum monthly allotment for one month.

To be eligible for D-CalFresh, a household must have lived or worked in the identified disaster area at the time of the disaster, plan to purchase food during the benefit period, experienced adverse effects due to the disaster, and meet the D-CalFresh income guidelines.

Based on California's D-CalFresh approval, this letter provides guidance regarding general D-CalFresh policy, D-CalFresh logistics and operations, D-CalFresh outreach, hot foods waiver and D-CalFresh administration. This letter also provides links to relevant D-CalFresh resources.

I. General D-CalFresh Policy

Statewide Application Period

Wildfire impacted counties may accept new D-CalFresh applications during the approved application period only. The D-CalFresh application period for people affected by the disaster in Butte, Lake, Mendocino, Napa, Nevada and Yuba counties extends through 7 non-consecutive days beginning Wednesday, October 25, through Saturday, October 28, then resuming on Monday, October 30 and ending on Wednesday, November 1.

The D-CalFresh application period for people affected by the disaster in Sonoma County extends through 8 consecutive days, beginning Wednesday October 25 through Wednesday, November 1, since that county sustained the most damage from the wildfires.

Wildfire impacted counties may also provide ongoing CalFresh households with supplemental CalFresh benefits during this period.

Statewide Benefit Period

The benefit period is the period during which disaster-related expenses may be counted and the start date used to determine household composition and resources. Only income, resources and expenses incurred during the benefit period are considered in determining D-CalFresh eligibility. The approved D-CalFresh benefit period is October 8, 2017 through November 7, 2017.

D-CalFresh Application & Supplement Affidavit

New D-CalFresh applicants must complete the *Application for Disaster CalFresh* (CF 385). Ongoing CalFresh households must complete either the CF 385, *Replacement/Supplement Affidavit/Authorization* (CF 303), or equivalent form, to request supplemental CalFresh benefits.

All CWDs statewide must ensure that the CF 385 and CF 303 (or equivalent form) are readily available during the D-CalFresh application period in English and any threshold languages. The D-CalFresh application or the supplement affidavit must be submitted during the D-CalFresh application period to receive D-CalFresh or supplemental CalFresh benefits.

Both the D-CalFresh application and supplement affidavit may be signed using electronic signature if this option is available in the wildfire impacted county. All existing

electronic signature requirements must be met as with any other CalFresh application and/or document requiring client signature.

Due to the limited D-CalFresh application period, D-CalFresh applications will not be accepted through the mail. D-CalFresh applications must be submitted online or in-person. A supplement affidavit may be accepted in person, online, over the phone, or by mail, so long as the initial request for supplemental CalFresh benefits is made during the D-CalFresh application period. Please see below for more details regarding supplements.

D-CalFresh Allotment

D-CalFresh provides a full month's allotment to households who may not normally qualify or participate in CalFresh. The D-CalFresh allotment is equal to the maximum monthly allotment for the household size provided under regular CalFresh. The Fiscal Year (FY) 2018 D-CalFresh income limits and allotments by household size were released by ACIN I-61-17 on September 20, 2017.

D-CalFresh Household Composition

Household composition is established as of the date of the disaster, October 8, 2017. A household includes those people living together, purchasing and preparing food together at the time of the disaster. A D-CalFresh household does not include those people with whom applicants are temporarily staying with due to the disaster.

A D-CalFresh household may include an individual(s) who had been excluded from an ongoing CalFresh household at the time of the disaster. For example, an SSI recipient or ineligible student, who was excluded from a CalFresh household at the time of the disaster may apply for D-CalFresh if they meet the eligibility criteria (described below). The previously excluded individual must complete the D-CalFresh application, including the face-to-face interview and required verifications. The ongoing CalFresh household may receive supplemental benefits, as described below.

D-CalFresh Eligibility

To be eligible for D-CalFresh, an applicant household must first meet the basic criteria, including:

- Residing or working in the disaster area at the time of the disaster;
- Purchasing or planning to purchase food during the benefit period;
- Experiencing an adverse effect due to the disaster.

Households meeting the basic eligibility criteria will then be measured against the D-CalFresh income limit in order to determine eligibility. The FY 2018 D-CalFresh income limits and allotments by household size were released by ACIN I-61-17 on September 20, 2017.

Residency

The household must have lived or worked in the disaster area, one of the seven wildfire impacted counties, at the time of the disaster (i.e. October 8, 2017).

Purchase Food

The household must plan on purchasing food during the disaster period, October 8, 2017 through November 7, 2017. This will likely apply to the majority of households.

Adverse Effects

Disaster related adverse effects fall into three categories: loss of income, inaccessible resources, and disaster expenses. The household must have experienced one or more in order to be eligible for D-CalFresh.

Disaster Gross Income Limit (DGIL)

Unlike regular CalFresh, which includes a separate test for income and resources, D-CalFresh groups income and resources together under one test. The household's take-home income received (or expected to be received) during the benefit period plus its accessible liquid resources minus disaster related expenses (unreimbursed disaster related expenses paid or anticipated to be paid out of pocket during the disaster benefit period) shall not exceed the DGIL. The FY 2018 DGIL was released by ACIN I-61-17 on September 20, 2017.

When determining the DGIL, it is recommended that CWDs ask specific questions about potential loss of income or disaster expenses. For example, did the household lose wages, incur expenses securing temporary shelter or replacing personal and household items, such as clothing. It may be difficult for individuals and families impacted by the disaster to recall all deductible expenses given the stressful nature of the situation. Disaster expenses include expenses that the household has paid or expects to pay out-of-pocket during the disaster benefit period (i.e. October 8, 2017 to November 7, 2017). If the household has received or anticipates receiving a reimbursement for these expenses during the disaster period, only the net expense is deductible.

For additional detailed guidance on D-CalFresh eligibility, the DGIL and determining the D-CalFresh allotment, reference the Disaster SNAP Guidance released by the Food and Nutrition Service.

Key D-CalFresh Eligibility Questions

- Did the household live or work in the disaster area when the disaster struck?
- Does the household plan to purchase food?
- Did the household experience a disaster related loss of income or disaster related expense that will not be reimbursed during the benefit period?
- Does the household meet the disaster income and resources test (i.e. DGIL)?

D-CalFresh Verification

Verification rules are eased during a disaster. Eligibility staff should exercise reasonable judgement when evaluating the accuracy of applicant statements. D-CalFresh verification requirements are three:

- (1) Identity must be verified;
- (2) Residency and loss/inaccessibility of income or liquid resources should be verified where possible; and
- (3) Household composition and food loss can be verified if questionable.

While identity verification is required, a specific type of documentary proof is not. Acceptable identity verification may include, but is not limited to, a driver's license, a work or school identification card, an identification card for health benefits, a voter registration card, a foreign passport, and "matricula consulares". If documentary proof is not available, identity may be verified through collateral contact.

Please note that a social security number is not required to apply for D-CalFresh.

To the extent possible, verification of residency should be accomplished via information from other sources, such as a rent or mortgage billing statement, utility billing statement, and identity documents. No specific type of documentary proof is required.

Each disaster is unique and the availability of verification will vary from household to household. Public information should indicate that applicants are expected to bring all available verification documents. If required, CWDs should assist households in securing necessary verifications, especially if documents have been lost due to the disaster. This may include, with the client's permission, verifying information through alternative sources such as online banking or utility accounts and using collateral contacts when appropriate.

Dual Participation

The wildfire impacted counties must screen for duplicate participation before issuing D-CalFresh benefits. Households may not receive D-CalFresh and regular CalFresh benefits at the same time. Additionally, households may only be approved for D-CalFresh once during the benefit period. CWDs will reference the SAWS and MEDS to determine duplicate participation before completing the D-CalFresh eligibility determination.

CalFresh Supplements for Ongoing Households

In addition to providing D-CalFresh to new applicant households, California has been approved to provide individual and automatic supplements to ongoing CalFresh households impacted by the fires. Supplements bring ongoing CalFresh households impacted by the disaster up to the maximum allotment for their household size. Ongoing CalFresh households need not appear in person at a D-CalFresh application site in order to receive individual or automatic supplements. In addition, ongoing CalFresh households do not need to complete a D-CalFresh face-to-face interview to receive supplemental CalFresh benefits.

Individual Supplements

In order to obtain supplemental CalFresh benefits, ongoing households must complete a supplement affidavit, which attests to the disaster loss, in person or by mail. Ongoing households must make their request during the D-CalFresh application period. If requests are being accepted by phone or through the mail, the wildfire impacted county must provide the client with a reasonable timeframe (i.e. 10 days), by which to return or mail the affidavit. The supplement may be processed outside of the D-CalFresh application period only if the supplement was initially requested during the D-CalFresh application period.

Automatic Supplements

California has also been approved to provide automatic supplemental CalFresh benefits for ongoing households living in a limited number of zip codes across the disaster area. Based on power outage and mandatory evacuation data, households in these zip codes have been determined to have very likely been affected by the disaster. Households in the following zip codes will receive automatic supplemental CalFresh benefits:

County	Disaster Affected Zip Code
Butte	95914, 95916
Lake	95422, 95423, 95424, 95443, 95461, 95458
Mendocino	95469, 95470
Napa	94508, 94515, 94558, 94562, 94567, 94573, 94574, 94576, 94581, 94599,
Nevada	95946, 95959, 95975
Sonoma	94928, 95401, 95403, 95404, 95405, 95406, 95409, 95425, 95431, 95433, 95436, 95439, 95441, 95442, 95448, 95452, 95472, 95476, 95492,
Yuba	95918, 95922, 95972, 95977

Note that household members excluded from the CalFresh household at the time of the disaster, such as SSI recipients, may be eligible for D-CalFresh, but must complete a D-CalFresh application in order to receive D-CalFresh. Excluded members cannot be added to the ongoing CalFresh household when supplemental CalFresh benefits, either individually requested or automatic, are issued to the household. An ongoing CalFresh household may receive supplemental CalFresh benefits *and* complete a D-CalFresh application/receive D-CalFresh benefits for an excluded member.

Benefit Issuance

Certified households should be able to access their benefits within 72 hours of application (except in cases of delayed issuance for questionable applications).

II. D-CalFresh Logistics and Operations

Disaster CalFresh applications may be submitted in one of three ways:

1. The wildfire impacted counties will operate D-CalFresh at their local CWDs, as well as Local Assistance Centers or Disaster Resource Centers, where appropriate. Applications can be submitted in-person at these locations.
2. D-CalFresh applications will be accepted online at www.benefitscal.com. Online applications will only be received by the seven wildfire impacted counties. D-CalFresh applicants completing the application online should apply to the county where they lived or worked at the time of the disaster (i.e. one of the seven wildfire impacted counties on October 8, 2017). If the D-CalFresh applicant is still residing in the wildfire impacted county, that county will contact the client and process the application. If the client has been displaced to another county, the wildfire impacted county will contact the client and may contact the local county D-POC for assistance with the application process.
3. All other counties will accept in-person D-CalFresh applications from displaced residents of the wildfire impacted counties, through the following process:

Each county's newly designated D-POC will be responsible for receiving all D-CalFresh applications submitted in their county. County staff should be familiar with the designated D-POC so that applications received may be routed properly and in a timely manner to the D-POC. The D-POC will immediately provide the D-CalFresh application to the appropriate wildfire impacted county, and, as requested by the wildfire impacted county, support the wildfire impacted county's application processing for that displaced client.

This support may include the D-POC, on behalf of the wildfire impacted county, providing and documenting the face-to-face interview and collecting any verifications. If the wildfire impacted county determines the displaced applicant is eligible for D-CalFresh, the D-POC may also supervise the printing of the EBT card for the displaced applicant. The D-POCs are receiving training and a contact list under separate cover.

D-CalFresh Pre-Registration

Pre-registration allows households to submit some of the required D-CalFresh application information in advance. The applicant must then appear at a D-CalFresh application site for the face-to-face interview and required verification during the D-CalFresh application period. Only the wildfire impacted counties will be conducting D-CalFresh pre-registration.

D-CalFresh pre-registration does not "start the clock" on a D-CalFresh application. A D-CalFresh application submitted through pre-registration will not be processed until the D-CalFresh application period has started. A D-CalFresh application submitted through pre-registration will be considered for processing when the D-CalFresh application period begins. Wildfire impacted counties should process D-CalFresh applications

received through pre-registration as soon as possible since D-CalFresh benefits must, in most cases, be issued to certified households within 72 hours of application.

Example:

The D-CalFresh application period begins on Wednesday, October 25. A client pre-registers for D-CalFresh on Sunday, October 22. The wildfire impacted county should consider the D-CalFresh application submitted on Wednesday, October 25 and complete the D-CalFresh eligibility determination, including interview and verifications, by or before Friday, October 27. If certified, benefits must be issued to the household within 72 hours of application.

When a wildfire impacted county receives a D-CalFresh pre-registration, the potential applicant should be informed of the need to complete a face-to-face interview and provide required verifications. The county may schedule the D-CalFresh interview in advance of the D-CalFresh application period (specific appointment or appointment window) and provide the client with the location of the interview. The county may also provide information for a drop-in interview during the D-CalFresh application period.

III. D-CalFresh Outreach

Outreach is an essential component of the CalFresh disaster response. Resources such as D-CalFresh outreach materials, which include flyers, e-blasts, D-CalFresh website updates, FAQ/training resources, and maps of the affected counties, and ongoing technical assistance will be available to community based organizations (CBOs) providing direct D-CalFresh outreach services in the affected counties. CBOs will coordinate with CDSS and wildfire impacted counties in order to provide support to all eligible people impacted by the fires.

IV. Hot Foods Waiver

On October 17, 2017 California was approved to allow CalFresh households, including both regular CalFresh and D-CalFresh recipients, in certain counties to purchase hot, prepared foods through November 15, 2017. This includes CalFresh households with active cases in Butte, Contra Costa, Lake, Marin, Mendocino, Napa, Nevada, Orange, Sacramento, Solano, Sonoma, Sutter and Yuba Counties. This waiver allows residents of the wildfire impacted counties who have been evacuated to shelters or temporary housing and who do not have the ability to store food or access cooking facilities, to purchase hot, prepared foods at Food and Nutrition Service (FNS) approved retailers.

V. D-CalFresh Administration

D-CalFresh Daily Reporting Requirements

A state operating Disaster SNAP must submit a daily report to FNS. Reports must be submitted following the first day of D-CalFresh operations and continue on a daily basis through the application period until all applications are processed. Reports must be submitted each day even if no or very few D-CalFresh applications have been

submitted. Each county operating D-CalFresh will work with CDSS to fulfil this requirement. Additional information regarding data reporting will be released under separate cover.

Daily reports include information pertaining to the number of new and ongoing CalFresh households that have received D-CalFresh and/or supplemental CalFresh benefits (issued on an individual or automatic basis), as well as the number of new D-CalFresh applications denied.

Note that replacement benefits, issued as a result of food loss, are not considered disaster benefits and need not be reported on the D-CalFresh daily report. Replacement benefits issued will be reported separately.

Other D-CalFresh Reporting Requirements

D-CalFresh cases and their benefits **should not** be reported on the DFA 256 or CF 296. D-CalFresh overissuances (OIs) must be tracked separately from regular CalFresh OIs. D-CalFresh OIs should be noted in the remarks section of the quarterly FNS-209.

Administrative Claiming

Administrative costs related to D-CalFresh should be claimed in accordance with normal CalFresh processes. Costs should be tracked as described in CFL 17/18-31. Any questions regarding this CFL should be directed to Fiscal.Systems@dss.ca.gov

Post-Disaster D-CalFresh Quality Control (QC) Review

FNS requires the State conduct a comprehensive review of general D-CalFresh program performance and reviews of individual cases. The individual case reviews must consist of a random sample of 0.5 percent of D-CalFresh cases (minimum of 25, maximum of 500), both approved and denied. In addition, the State is required to complete a review of 100 percent of CWD employee cases that were approved for and received D-CalFresh benefits. Outcomes of the D-CalFresh QC review process will have no impact on the state's annual CalFresh error rate.

VI. Relevant D-CalFresh Resources

CDSS Wildfires Disaster and Emergency Response and Recovery Tool Kit
<http://www.cdss.ca.gov/inforesources/CalFresh/Disaster-CalFresh>

USDA FNS D-SNAP Resources for State Agencies and Partners:
<https://www.fns.usda.gov/disaster/d-snap-resources-state-agencies-and-partners>

Application for Disaster CalFresh - CF 385 (English)
<http://www.cdss.ca.gov/cdssweb/entres/forms/English/CF385.pdf>

Application for Disaster CalFresh - CF 385 (Spanish)

All County Welfare Directors Letter
Page Ten

http://www.cdss.ca.gov/cdssweb/entres/forms/Spanish/CF385_SP.pdf

Replacement or Supplement Affidavit/Authorization - CF 303 (English)

<http://www.cdss.ca.gov/Portals/9/FMUForms/A-D/CF303.pdf?ver=2017-10-20-134741-470>

Replacement of Supplement Affidavit/Authorization – CF 303 (Spanish)

http://www.cdss.ca.gov/Portals/9/TranslatedForms/Spanish/CF_303_SP.pdf?ver=2017-10-20-133935-133



Food and
Nutrition
Service

Park Office
Center

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OCT 20 2017

SUBJECT: Disaster Supplemental Nutrition Assistance Program (D-SNAP) – California – 7 Counties – Approval

TO: Jesus Mendoza
Regional Administrator
Western Regional Office

The Food and Nutrition Service (FNS) approves the California Department of Social Services' (CDSS) request to operate a D-SNAP in Butte, Lake, Mendocino, Napa, Nevada, Sonoma and Yuba Counties due to multiple wildfires in Northern California that began on October 8, 2017. Between October 10 and October 15, 2017, President Donald Trump issued a major disaster declaration and subsequent amendments designating these areas as eligible for Federal individual assistance.

CDSS estimates that 326,208 households may be eligible and apply for D-SNAP, and that a maximum of 58,534 ongoing SNAP households may be eligible for disaster supplements in these 7 counties.

The extensive damage caused by the 16 wildfires has burned more than 214,000 acres, resulted in mandatory evacuations for 100,000 people, and destroyed 5,700 structures. Therefore, CDSS has proposed alternative application procedures for displaced applicants who are unable to return to the 7 counties approved to operate D-SNAP during the application period, but may otherwise be eligible. FNS appreciates the State agency's desire to provide an opportunity for eligible households to apply, and approves the State's proposed procedure, described in further detail below, pending the following conditions:

- CDSS will process such applications according to FNS' 3-day issuance standard;
- CDSS will adhere to the required verification and program integrity standards per FNS' D-SNAP Guidance; and
- CDSS will mobilize, allocate, additional staff and augment staffing at each application site as needed to assist the 7 approved counties.

Disaster Area

CDSS is approved to operate D-SNAP to serve individuals who either lived or worked in the 7 approved counties at the time the wildfires began on October 8, 2017. The State agency may request to extend operations to additional counties that have been designated as eligible for Federal individual assistance.

Application Period and Sites

CDSS shall accept D-SNAP applications in Butte, Lake, Mendocino, Napa, Nevada, and Yuba counties for 7 non-consecutive days, beginning Wednesday, October 25, through Saturday, October 28, then resuming on Monday, October 30 and ending on Wednesday, November 1. CDSS shall accept D-SNAP applications in Sonoma County for 8 consecutive days, beginning Wednesday, October 25 through Wednesday, November 1, since that county has sustained the most damage from the wildfires.

CDSS must advise FNS if it changes this start date prior to beginning D-SNAP operations. FNS may grant a limited extension of the application period if CDSS requests one and demonstrates a need for additional time to serve all applicants.

CDSS shall operate one to two application sites in each of the impacted counties at CDSS County Welfare Department (CWD) offices and Local Assistance Centers (LACs), as necessary. As the hours of operation for the sites listed in CDSS's request vary, the State agency must ensure that all public communications and press materials provide clear, accurate and updated information on site locations and hours of operation. CDSS will ensure that each application site has human comforts (such as water, restroom facilities, etc.), reasonable accommodations for the elderly and disabled, and security.

CDSS has proposed to allow displaced applicants currently residing outside of the 7 approved counties that are unable to return during the application period, but may otherwise be eligible, to submit D-SNAP applications through an online pre-registration process, and complete the required face-to-face interview at their nearest CWD office. CDSS has designated staff in each of the remaining 51 counties to work in tandem with eligibility staff in the 7 impacted counties to process these applications, complete interviews, determine eligibility and issue benefits. FNS approves the State agency's proposed alternative process.

Benefit Period

CDSS will use a 30-day benefit period to determine a household's eligibility, and will examine income, resources, disaster-related expenses, and other circumstances from October 8, 2017, through November 7, 2017, only. CDSS will certify eligible households for 1 month, and issue the maximum allotment for the household's size based on FNS' Fiscal Year (FY) 2018 Disaster Gross Income Limits.

Eligibility

- Only households that resided or worked in the 7 approved counties on October 8, 2017, may be eligible.
- Household composition as it existed on October 8, 2017, will be used in determining the allotment.
- Households that have experienced food loss as their only expense may be eligible.
- If a household has received or expects to receive a reimbursement for a disaster expense during the benefit period, the State agency shall compare the reimbursement amount to the amount of expenses paid or anticipated by the household during the benefit period in order to determine the amount, if any, of qualifying, unreimbursed out-of-pocket disaster-related expenses.
- CDSS will adhere to the verification requirements in FNS' D-SNAP Guidance, which include mandatory verification of identity; verification of residency and loss of income or inaccessibility of resources where possible; and verification of household composition and food loss if questionable.
- CDSS may take up to 7 days to process D-SNAP applications when information presented is questionable.

- CDSS will conduct a duplicate participation check before authorizing benefits and will enter all household members into the State's data systems.

Ongoing Households

Disaster supplements provide for equity in disaster assistance between new D-SNAP households ongoing Supplemental Nutrition Assistance Program (SNAP) households, as supplements bring the benefits of ongoing SNAP households up to the maximum allotment for their household size.

Based on data provided by CDSS, the State agency may issue automatic disaster supplements to all ongoing SNAP households in following zip codes that experienced a power outage of more than 4 hours impacting a majority of households, mandatory evacuations, or both:

County	Zip Code
Butte	Power Outage: 95914, 95916
Lake	Mandatory Evacuation: 95461, 95422, 95423 Power Outage: 95424, 95458, 95443
Mendocino	Power Outage: 95469, 95470
Napa	Power Outage: 94576, 94581, 94562, 94599, 94508, 94573, 94567 Power Outage and Mandatory Evacuation: 94515, 94574, 94558
Nevada	Mandatory Evacuation: 95959 Power Outage and Mandatory Evacuation: 95946, 95975
Sonoma	Power Outage: 95452, 95431, 95442, 95492, 95406, 95433 Mandatory Evacuation: 94928, 95425, 95436, 95441, 95401, 95404, 95405, 95448, 95472, 95476 Power Outage and Mandatory Evacuation: 95439, 95409, 95403
Yuba	Power Outage: 95972, 95977, 95922, 95918

Ongoing households that lived or worked outside of these zip codes may request disaster supplements on an individual basis via a signed affidavit attesting to their disaster losses.

Ongoing SNAP households already receiving the maximum monthly SNAP allotment for their household size are not eligible for disaster supplements. No household may receive more than the maximum monthly allotment for their household size.

Electronic Benefits Transfer (EBT)

CDSS has indicated that the State has a sufficient supply of Electronic Benefits Transfer (EBT) cards to issue to all anticipated D-SNAP applicants. CDSS will carefully monitor the supply of cardstock, the number of applications received and processed each day in order to arrange for the production, and delivery of additional cards should their estimate of applicant households prove too low. CDSS shall notify FNS immediately should there be difficulties with card stock volume or production.

Quality Control and Program Integrity

Quality Control will exclude D-SNAP cases from the samples. CDSS program managers will review 0.5 percent of D-SNAP cases (but not fewer than 25 cases and not more than 500 cases) to ensure D-SNAP eligibility and allotment criteria were correctly applied.

CDSS will conduct a 100 percent review of all applications from State agency employees who apply for D-SNAP benefits. Results of the integrity review must be submitted to FNS within 6 months of the close of the application period.

CDSS must provide warnings of anti-fraud efforts and the consequences of committing fraud in notice material and in prominent signage at all application sites.

Reporting

CDSS will submit daily reports to FNS with the following information:

- The number of new households and persons approved for D-SNAP;
- The number of new households denied for D-SNAP.
- The number of ongoing SNAP households and persons approved for disaster supplements;
- The value of D-SNAP benefits and disaster supplements issued, and
- The average issuance amount per household.

CDSS submit an FNS-292B in the Food Program Reporting System (FPRS) 45 days of the end of D-SNAP operations

CDSS will also submit a Post-Disaster Report consisting of a comprehensive review of D-SNAP operations, individual case reviews, problem analysis, and proposed improvements to the State's D-SNAP plan to the FNS Western Regional Office no later than 6 months after the close of D-SNAP operations.

FNS is particularly interested in the lessons learned regarding the State agency's proposed process regarding face-to-face interviews for displaced applicants, and is eager to assess best practices and strategies to mitigate risks to program integrity that may be applied in other disasters going forward.

Authority

FNS approves this D-SNAP under the authority in Section 402 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act and Section 5(h) of the Food and Nutrition Act of 2008.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jessica Shahin', with a stylized flourish at the end.

Jessica Shahin
Associate Administrator
Supplemental Nutrition Assistance Program