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ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: KIM JOHNSON, Deputy Director
Family Engagement and Empowerment Division

SUBJECT: COUNTY DISASTER CALFRESH PLANS FOR FEDERAL FISCAL
YEAR 2020

This letter provides County Welfare Departments (CWDs) with instructions for completing and submitting their required Disaster CalFresh (D-CalFresh) plans for Federal Fiscal Year (FFY) 2020 to the California Department of Social Services (CDSS) by **Friday, July 19, 2019**.

The State D-CalFresh plan will be submitted by CDSS to the Food and Nutrition Service (FNS) by the annual deadline of August 15, 2019, and will be shared with all CWDs.

Background

County D-CalFresh Plans are intended to guide the CalFresh program's emergency response efforts in the event of a natural or human-made disaster. A comprehensive plan will ensure a coordinated response and timely and accurate issuance of D-CalFresh food benefits to affected households. Further, county D-CalFresh plans ensure that California counties understand their roles and responsibilities during a disaster, as well as the policies and procedures that govern the D-CalFresh program.

As the state oversight agency, CDSS is required to provide an annual state D-CalFresh plan to FNS every FFY. The state D-CalFresh plan is based, in part, on information provided in the county plans and informs FNS of California's overall approach to serving ongoing and new CalFresh households who are affected by a disaster.

Counties are reminded that, effective January 1, 2018, the passage of [Assembly Bill 607](#) (Chapter 501, Statutes of 2017) requires all CWDs to submit a D-CalFresh plan to

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CDSS every FFY. The bill also requires counties to establish a mutual aid region, which includes at least two counties; detail on the mutual aid region must be included in the county D-CalFresh plan. The mutual aid section of the plan will list all cooperating counties that make up the mutual aid region, as well as detail the level of support that will be provided by, and to, each cooperating county in the event of a disaster.

In recent years, counties and the County Welfare Director's Association of California participated in a work group to modernize disaster planning, respond to the increase in disasters across California, and implement new state legislation specific to CDSS and its disaster response efforts. This All County Welfare Directors Letter, the CalFresh Emergency Response Handbook, and the new D-CalFresh plan template are all outcomes of that work and CDSS thanks the counties for their partnership and persistence.

New County D-CalFresh Plan Template and Handbook

For FFY 2020, CDSS is releasing a new county D-CalFresh plan template. The new template is intended to aid CWDs in the development of a robust county D-CalFresh plan and includes content more relevant to California counties than the previously utilized FNS template. Completion of the D-CalFresh Plan for FFY 20 using the new plan template may require more preparation by CWDs than in prior years, so please note the July 19, 2019 due date.

As a result of the new plan template, counties and the State will have more practical and usable plans in the event of a disaster. In future years, county plans will only need to be updated, so the additional effort this year will lay the foundation for future county plans for years to come.

The recently released [CalFresh Emergency Response Handbook](#) (the Handbook) is a useful tool when developing a plan using the template. Information on most of the required components is addressed in the Handbook. Additionally, for added efficiency, the new plan-template includes references to the page number that correspond with the same section in the Handbook.

Although optional, CDSS highly encourages each CWD to utilize the new county D-CalFresh plan-template when developing and submitting their plan for FFY 2020. If CWDs opt to NOT use the new template, they must ensure the following:

1. That **all** plan components captured in the attached, new template are also incorporated into the CWD's template of choice.
2. That **any** changes to the FFY 2020 plan that are different from the FFY 2019 plan must be highlighted in yellow. Changes may include new contact information for relevant staff or perhaps new roles and responsibilities for staff, among others.

If CWDs elect to utilize the new template changes, **do not** need to be highlighted.

County D-CalFresh Plan Instructions and Submission Procedure

All CWDs must submit D-CalFresh Plans to CDSS by **Friday, July 19, 2019**; completed plans should be submitted to DisasterCalFresh@dss.ca.gov on or before the due date. Email submission from a county representative will be considered an electronic signature of the plan and no further signatures will be required by CDSS. Questions regarding the planning process or plan submission should also be sent to DisasterCalFresh@dss.ca.gov.

County disaster contacts will receive a Microsoft Word version of the template, via email, immediately following the issuance of this ACWDL. Updated state and federal disaster contact information will also be provided via email.

Additional resources about D-CalFresh, including any current or recent disaster responses by CalFresh, can always be found on the [CDSS Disaster Response website](http://www.cdss.ca.gov/inforesources/CalFresh/Disaster-CalFresh), located at: <http://www.cdss.ca.gov/inforesources/CalFresh/Disaster-CalFresh>.

If you have any questions regarding this letter, please contact the CalFresh Policy Bureau at (916) 651-8047.

SECTION 1: D-CALFRESH ROLES AND RESPONSIBILITIES

The D-CalFresh Roles and Responsibilities section is used to provide contact information and responsibilities for several key partners who play a role during D-CalFresh operations. Please reference the CalFresh Emergency Response Handbook for information pertaining to this section.

THE ROLE OF COUNTY HUMAN SERVICES OFFICE(S)

Please reference page 20 of the *Roles and Responsibilities During D-CalFresh Operations* in the CalFresh Emergency Response Handbook and make sure to include all relevant contact information.

THE ROLE OF LOCAL LAW ENFORCEMENT

Please reference page 21 of the *Roles and Responsibilities During D-CalFresh Operations* in the CalFresh Emergency Response Handbook and make sure to include all relevant contact information.

THE ROLE OF LOCAL FIRE DEPARTMENT

Please reference page 21 of the *Roles and Responsibilities During D-CalFresh Operations* in the CalFresh Emergency Response Handbook and make sure to include all relevant contact information.

THE ROLE OF LOCAL EMERGENCY RESPONDERS

Please reference page 21 of the *Roles and Responsibilities During D-CalFresh Operations* in the CalFresh Emergency Response Handbook and make sure to include all relevant contact information.

THE ROLE OF CALIFORNIA DEPARTMENT OF SOCIAL SERVICES (CDSS) CALFRESH POLICY

Please reference page 22 of the *Roles and Responsibilities During D-CalFresh Operations* in the CalFresh Emergency Response Handbook and make sure to include all relevant contact information.

THE ROLE OF CDSS CALFRESH OPERATIONS

Please reference page 24 of the *Roles and Responsibilities During D-CalFresh Operations* in the CalFresh Emergency Response Handbook and make sure to include all relevant contact information.

THE ROLE OF CDSS CALFRESH OUTREACH AND PROGRAMS

Please reference page 24 of the *Roles and Responsibilities During D-CalFresh Operations* in the CalFresh Emergency Response Handbook and make sure to include all relevant contact information.

THE ROLE OF CDSS EMERGENCY FOOD ASSISTANCE PROGRAM (EFAP)

Please reference page 25 of the *Roles and Responsibilities During D-CalFresh Operations* in the CalFresh Emergency Response Handbook and make sure to include all relevant contact information.

THE ROLE OF THE UNITED STATES DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE (USDA FNS)

Please reference page 26 of the *Roles and Responsibilities During D-CalFresh Operations* in the CalFresh Emergency Response Handbook and make sure to include all relevant contact information.

SECTION 2: D-CALFRESH READINESS

The D-CalFresh Readiness section is intended to outline the county's "readiness" to operate D-CalFresh when a Presidential Declaration for Individual Assistance is granted and D-CalFresh operations are subsequently approved. Please provide as much information as possible and reference the CalFresh Emergency Handbook for more details on how your county can properly prepare to operate D-CalFresh.

DATA

Identify local demographic data that may affect the county's response to a disaster. Include available data and information from sources such as the local office of emergency services, the local sheriff's or fire department, or community-based organizations that can be used to assess language needs and locate persons with disabilities, the elderly, and other vulnerable populations. Identify resources for disaster impact such as flood maps or electrical outage data.

MUTUAL AID REGION AND CROSS-COUNTY SUPPORT

Identify counties or regions (at least two or more) that would assist and support during an emergency response. A mutual aid agreement is co-developed between counties and includes information such as primary contacts, roles and responsibilities, and staff support plans between counties with the intention of establishing a foundation for coordinated emergency response efforts. Please reference the *Mutual Aid Region* section on page 47 of the CalFresh Emergency Response Handbook for more information.

D-CALFRESH RESPONDERS

The primary roles of D-CalFresh Responders are to ensure all D-CalFresh applications are processed within the allotted timeframe and, as important, they must take all necessary steps to ensure client access and that all human comforts are addressed while operating, whether at a county office or at an offsite application site. Create a master list with all staff that includes current contact information, job classification, and language spoken. It would be beneficial to include a map with all county offices and/or possible D-CalFresh application sites and how many staff they could accommodate.

APPLICATION SITES

Describe D-CalFresh application and issuance site selection procedures. Consider options for site location and size, as appropriate, for differences in disaster size and scope. Include any agreements in place with potential sites. If a planned D-CalFresh site is also a local CalFresh office, include plan for running D-CalFresh and CalFresh simultaneously. If possible, list the sites here with their address and primary functions. Please reference the *Application Site Selection and Set-Up* section on page 42 of the CalFresh Emergency Response Handbook for more information.

PROCEDURES TO REDUCE APPLICANT HARDSHIP

Describe the steps that will be taken to reduce hardship for D-CalFresh clients and existing caseload. Specifically, include provisions for security and human needs. Counties need to make every effort to reduce hardship for D-CalFresh applicants and for their existing caseload by providing eligibility services in areas close or adjacent to the affected areas. Please reference the *Procedures to Reduce Applicant Hardship* section on page 47 of the CalFresh Emergency Response Handbook for more information.

PROVISIONS FOR SERVING LIMITED ENGLISH PROFICIENCY (LEP) APPLICANTS

Describe how your county will provide meaningful access to D-CalFresh applicants who are LEP through the use of bilingual staff, interpreters, and translated documents. Please reference the *Provisions for Serving LEP Applicants* section on page 47 of CalFresh Emergency Response Handbook for more information.

REASONABLE ACCOMMODATIONS

Describe how your county will take steps to provide reasonable accommodations to safely ensure access for vulnerable populations, such as the elderly and persons with disabilities.

ELECTRONIC BENEFITS TRANSFER (EBT) CARD STOCK

Describe the plan for securing sufficient EBT card stock as well as unique, Disaster EBT cards, when applicable. This section must also include the total number of EBT card stock your county regularly has on hand. Please reference the *EBT Card Stock & EBT Issuance* section on page 56 of CalFresh Emergency Response Handbook for more information.

DISASTER RESPONSE TRAINING

Describe what types of trainings will be given to staff, and when. D-CalFresh trainings should, at minimum, be provided to all D-CalFresh Responders, but it is highly encouraged to include all program staff in the trainings. Please reference the *Pre-Disaster Training* section on page 27 of the CalFresh Emergency Response Handbook for more information.

PUBLIC INFORMATION AND OUTREACH

Describe your public information strategy to ensure that accurate, clear information reaches disaster affected populations quickly and in languages they understand. Describe procedures to notify retailers of D-CalFresh implementation and special D-CalFresh waivers such as the allowance of hot food purchases. Please reference the *Public Information and Outreach* section on page 41 of the CalFresh Emergency Response Handbook for more information.

CERTIFICATION PROCESS

Describe the specifics of the certification process including potential application sites, staffing, separation of eligibility and issuance, and how application sites will manage large crowds. If online applications are to be used by workers or clients, describe that process and back-up systems in place if technical issues are encountered. Please reference the *Interview and Certification* section on page 51 of the CalFresh Emergency Response Handbook for more information.

ISSUANCE PROCESS

Describe how D-CalFresh benefits will be made available within 72 hours of application (or seven days from the date of application for questionable cases) without compromising service to ongoing CalFresh caseload. Each county must be prepared to issue D-CalFresh benefits through their respective consortia and the state's EBT system. Please reference the *D-CalFresh Issuance* section on page 53 of the CalFresh Emergency Response Handbook for more information.

SYSTEMS AND EBT PRINTER CONTINGENCIES

Describe your county's contingency plan and alternative procedures for when your systems and/or EBT printers fail or go offline. Additionally, describe how your county will prepare and act when an EBT printer fails, especially if operating at application sites not located at county offices.

SECURITY AND FRAUD PREVENTION PLAN

Describe special procedures for handling applications submitted by county employees, questionable applications, and a screening process to check all households for duplicate participation. Please reference the *Fraud and Prevention* section on page 58 of the CalFresh Emergency Response Handbook for more information.

DAILY REPORTING

Describe how staff will meet the daily reporting requirements and detail the methods that your county will use to ensure all the appropriate data is included and submitted on a timely basis. Please reference the *Daily Reporting During D-CalFresh* section on page 63 of the CalFresh Emergency Response Handbook for more information.