

May 3, 2018

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: TODD BLAND
Deputy Director
Family Engagement and Empowerment Division

SUBJECT: COUNTY DISASTER CALFRESH PLANS FEDERAL FISCAL
YEAR 2019

The purpose of this letter is to provide County Welfare Departments (CWDs) with instructions for completing their required Federal Fiscal Year (FFY) 2019 county Disaster CalFresh (D-CalFresh) plans, which are due to the California Department of Social Services (CDSS) by **Friday, July 20, 2018**.

Background

County D-CalFresh Plans are intended to guide CalFresh emergency response efforts in the event of a natural or man-made disaster. A robust plan will ensure a coordinated response and timely issuance of D-CalFresh benefits to affected households. Additionally, county D-CalFresh plans serve as an assurance that individual counties understand their roles and responsibilities, as well as the policies and procedures that pertain to the provision D-CalFresh benefits.

As the state oversight agency, CDSS provides an annual state D-CalFresh plan to the United States Department of Agriculture, Food and Nutrition Service (FNS). The state plan is based 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.

New County D-CalFresh Plan Requirements

Counties are reminded of recently implemented state D-CalFresh requirements, which became effective January 1, 2018, under the provisions of Assembly Bill (AB) 607

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(Chapter 501, Statutes of 2017). In accordance with All County Letter 18-17, all CWDs must submit a D-CalFresh plan annually. Each D-CalFresh plan shall include the identification of a mutual aid region consisting of two or more counties. The plan will list all cooperating counties that make up the mutual aid region, as well as detailing the level of support that will be provided by, and to, each cooperating county in the event of a disaster.

As a result of AB 607, CDSS has convened stakeholders to consult on the development of new D-CalFresh materials, including an updated, standard county D-CalFresh plan template to be used for FFY 2020, as well as a policy and operations handbook. All new materials are currently under development and CDSS will release them as soon as administratively possible.

County D-CalFresh Plan Instructions and Submission Procedure

County D-CalFresh Plans are due to CDSS by Friday, July 20, 2018. Completed plans should be submitted to DisasterCalFresh@dss.ca.gov on or before the due date. Please ensure that your plan is signed before submission. Otherwise, email submission from a county representative will be considered electronic signature of the plan. Questions regarding the planning process or plan submission, should also be sent to DisasterCalFresh@dss.ca.gov.

To satisfy the requirement of submitting a county D-CalFresh plan annually, counties may elect to modify their approved FFY 2018 County D-CalFresh Plan for FFY 2019. When modifying a previously submitted plan, counties shall highlight any changes made within the plan's narrative in yellow and provide a succinct overview of the changes on a submission cover sheet. Counties submitting a new County D-CalFresh Plan for FFY 2019 should indicate the plan is new on a submission cover sheet.

At a minimum, counties should ensure that their FFY 2019 County D-CalFresh Plan has been updated to include newly required information regarding the mutual aid region and accurate contact information, including the name, title, address, telephone number, and email address for each disaster contact in the county, as well as state and federal disaster contacts.

For informational purposes, the federal Disaster Supplemental Nutrition Assistance Program (D-SNAP) plan template is attached to this ACWDL. 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, to be included in the FFY 2019 plan, will also be provided via email.

The CWDs can access the following FNS website for information on developing a County D-CalFresh Plan using the D-SNAP Plan Template:

<https://www.fns.usda.gov/snap/d-snap-resources-state-agencies-and-partners>

If you have any questions regarding this letter, please contact the CalFresh Policy Bureau at (916) 651-6669.

DISASTER PLAN
DISASTER SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM

State: [Click here to enter text.](#)

Region: [Click here to enter text.](#)

1. ROLES & RESPONSIBILITIES

Describe approach to D–SNAP planning and implementation, including cross–agency coordination and lines of authority. Use the Contacts & Responsibilities worksheets to outline roles and responsibilities by agency/organization as well as primary and secondary contacts for each, including a point of contact for State Civil Rights compliance.

2. READINESS PLAN

Staffing & Resources

Identify staffing and related resources available for D–SNAP operations. Consider how they will be mobilized to the affected area, impact on existing SNAP caseload and local offices, funding for staff travel and overtime pay, and contingencies (ex., central office is in the affected area).

County Plans

If State is County–administered, include plans/agreements for sharing information, resources, and staff among the counties throughout the State.

Application System Development

Describe the systems to be used for D–SNAP client application and management. Explain any potential workarounds or adaptations to your regular SNAP system, while accounting for running D–SNAP and SNAP concurrently.

Issuance System Development

Describe D–SNAP benefit issuance systems that will deliver benefits within the three–day (or 7 days, if questionable) time limit. Refer to the EBT Planning section of the Toolkit.

EBT Card Stock

Evaluate and quantify your available EBT card stock. Describe what type of cards will be used in D-SNAP. Include procurement timeline of additional cards, if needed. Consider any special procedures or resources that might be needed to meet ongoing D-SNAP and SNAP issuance timeframes.

Application Sites

Describe D-SNAP 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 planned D-SNAP site is also a local SNAP office, include plan for running D-SNAP and SNAP simultaneously.

Data

Identify county or regional demographic data that may affect your State's response to a disaster, including available data and information from sources such as Social Security, Supplemental Security Income, Medicaid, or community-based organizations that can be used to locate persons with disabilities, the elderly and other vulnerable populations. Identify resources for disaster impact data, such as preliminary data assessments, flood maps, or electrical outage data.

3. Implementation Plan

Public Information and Outreach

Create a public information strategy to ensure that accurate, clear information reaches disaster affected populations quickly. This should include any potential special services available to persons with disabilities, the elderly and other vulnerable populations. Outline roles, expectations, and responsibilities of any regular SNAP outreach partners included in the State Outreach Plan that will also assist with D-SNAP. Include a plan for community volunteers to participate in outreach.

Retailer Communication

Describe procedures to notify retailers of D-SNAP implementation and special D-SNAP waivers such as the allowance of hot food purchases.

Procedures to Reduce Applicant Hardship

Outline steps your State will take to reduce hardship for D-SNAP clients and existing caseload. Specifically include provisions for security, human needs, and language services.

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. Include potential plans for ensuring access to persons with disabilities, the elderly and other vulnerable populations.

Client Materials

Include all D-SNAP application forms and notices (English and Spanish).

Issuance Process

Create a detailed plan for how D-SNAP benefits will be made available within 72 hours of application (or 7 days from the date of application, in questionable cases) without compromising service to ongoing SNAP caseload. Indicate how your State will monitor EBT card stock. Describe EBT card issuance security procedures.

Security and Fraud Prevention Plan

Create a detailed fraud prevention plan that includes special procedures for handling applications submitted by State employees, questionable applications, and a screening process to check all households for duplicate participation.

Disaster Reporting and Post-Disaster Review Report

Describe procedures to ensure daily reporting to USDA and the completion of a Post Disaster Review Report.