



CDSS

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EDMUND G. BROWN JR.
GOVERNOR

May 22, 2017

TO: ALL COUNTY WELFARE DIRECTORS

FROM: TODD R. BLAND
Deputy Director
Welfare to Work Division

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: **COUNTY DISASTER CALFRESH PLANS FOR FEDERAL FISCAL YEAR 2018 (OCTOBER 1, 2017 – SEPTEMBER 30, 2018)**

The purpose of this letter is to provide County Welfare Departments (CWDS) with instructions for completing their Federal Fiscal Year 2018 County Disaster CalFresh (D-CalFresh) plans, which are due to the California Department of Social Services (CDSS) **by July 7, 2017**, and to distribute information regarding a webinar that will be hosted by CDSS on **May 31, 2017**.

Background

County D-CalFresh plans are intended to be an internal guide for county staff for use in the event of a local or state emergency. A robust plan will ensure a coordinated response and timely issuance of disaster benefits to affected households. Additionally, county plans serve as an assurance that individual counties understand their roles and responsibilities, as well as the policies and procedures regarding the provision of D-CalFresh benefits.

As the state oversight agency, CDSS provides an annual State D-CalFresh Plan to the United States Department of Agriculture (USDA) 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 assisting and serving current CalFresh recipients and non-CalFresh recipients who may be affected by a local or state emergency.

County D-CalFresh Plan Instructions and Submission Procedures

To streamline the process, counties electing to modify their approved 2017 D-CalFresh plans already on file with CDSS, should update that plan by highlighting changes in yellow, and submitting them as their 2018 D-CalFresh plans. Changes should also be listed on a submission cover sheet. If a county does not have access to

its 2017 approved plan, please contact Laurence Lewis, using the information provided at the end of this letter, to request that it be supplied.

A blank copy of the D-SNAP plan template is included as an attachment to this ACWDL for informational purposes. Additionally, counties will receive a Microsoft Word version of the template via email, immediately following issuance of this ACWDL. State and federal contact information to be listed on the plans will also be included in the email.

If you do not receive the above email, please inform CDSS and provide updated contact information to Mr. Lewis. Contact information should include the name, title, address, telephone and fax numbers, and e-mail address of the individual responsible for preparing the plan.

Counties can access the following FNS website for information on developing a plan using the D-SNAP Plan Template: <http://www.fns.usda.gov/disaster/disaster-snap-guidance>.

Completed 2018 County D-CalFresh plans should be submitted via email in Microsoft Word format to Mr. Lewis, on or before the due date of July 7, 2017.

D-CalFresh Webinar: Preparing for the 2017 Summer Season

CDSS will host a webinar for our county partners on Wednesday, May 31, 2017, from 10:00 a.m. to 11:00 a.m. The webinar is intended to provide counties with valuable D-CalFresh technical assistance in preparation for the upcoming summer season and will focus on best practices for effective communication between county, state, and federal staff prior to, during, and after a local, state or national emergency. Webinar panelists will include representatives from FNS, CDSS, and counties with disaster experience, and there will be time for questions and answers after the presentation. A webinar registration link will be included in the above mentioned email.

Please note that the Disaster Workgroup, comprised of federal, state, and county representatives, is currently in the process of developing a standard California County D-CalFresh template to be released in advance of Federal Fiscal Year 2019.

If you have any questions regarding this letter, please contact Mr. Lewis, CalFresh Policy Unit Manager, via telephone at (916) 651-5255, or via email at Laurence.Lewis@dss.ca.gov.

Attachment

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.