



CDSS

JOHN A. WAGNER  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**



EDMUND G. BROWN JR.  
GOVERNOR

February 25, 2011

ALL COUNTY INFORMATION NOTICE NO. I-12-11

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CONSORTIA PROJECT MANAGERS  
ALL DISASTER CALFRESH COORDINATORS  
ALL CALFRESH PROGRAM COORDINATORS  
ALL COUNTY ELECTRONIC BENEFIT TRANSFER (EBT) PROJECT MANAGERS

SUBJECT: FEDERAL FISCAL YEAR 2011 DISASTER CALFRESH COUNTY PLANS

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 purpose of this letter is to advise the following Consortium IV (C-IV) counties of the requirement to submit their Federal Fiscal Year (FFY) 2011 Disaster CalFresh county plans to the California Department of Social Services (CDSS) no later than June 30, 2011:

Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Modoc, Mono, Monterey, Napa, Nevada, Plumas, San Benito, San Joaquin, Shasta, Sierra, Siskiyou, Sutter, Trinity, Tehama, Tuolumne, and Yuba.

**Disaster CalFresh Plans**

Counties must submit a Disaster CalFresh plan that outlines their county's roles and responsibilities, policies and procedures, and general certification process, in the event of a natural or man-made disaster. The disaster plan is intended to be an internal guide for county staff to use to ensure a coordinated disaster response and timely issuance of disaster benefits to affected disaster households. The disaster plan should be well thought out and could include the following components:

- List of local, state, and federal government contact information, such as phone numbers and e-mail addresses of key personnel and their roles in the disaster;
- List of contact information of private disaster relief agencies, such as the American Red Cross, Salvation Army, and/or community groups;

- General description of the certification process at the disaster site, which includes application screening and interviewing procedures during the various levels of the disaster;
- Public information plan;
- Caseworker training procedures;
- Security plan;
- Fraud control measures;
- "Buddy" county agreement(s) for mutual assistance;
- Issuance procedures for disaster Electronic Benefit Transfer (EBT) cards; and
- Pandemic flu plan.

Please refer to materials provided during the disaster training to develop your plans. Additional information regarding disaster plans can be accessed at the FNS website below:

[http://www.fns.usda.gov/disasters/response/D-SNAP\\_Handbook/guide.htm](http://www.fns.usda.gov/disasters/response/D-SNAP_Handbook/guide.htm)

**Please understand that your county disaster plan must be submitted to CDSS no later than June 30, 2011. Please e-mail a Microsoft Word version of your county disaster plan to [Shanee.Clark@dss.ca.gov](mailto:Shanee.Clark@dss.ca.gov). A signed copy of your county disaster plan should be mailed to the following address:**

**California Department of Social Services  
Attn: Kristin Brinks  
744 P Street, MS 8-09-32  
Sacramento, CA 95814**

If you have any questions, please contact Kristin Brinks, Manager, CalFresh Employment and Special Projects Unit, at (916) 654-1435; or Shanee Clark, Analyst, CalFresh Employment and Special Projects Unit, at (916) 653-7973.

Sincerely,

***Original Document Signed By:***

LINDA PATTERSON, Chief  
CalFresh Branch