

DISASTER FOOD ASSISTANCE PROGRAM ECONOMIC AND EMPLOYMENT SERVICES (EES) WORKER INSTRUCTIONS

This program differs from the regular food assistance program in that is meant to serve an immediate, emergent need.

You must put aside your prior training and experience. Eligibility standards and the allotment determination process are unique, and verification is handled differently. The EBT card/training will be handled immediately and on-site. All disaster food assistance cases will be authorized on the eligibility system **and authorized for one month**. No income is entered to ensure that the household receives the maximum benefit for their household size. Approval and denial notices will be issued via the eligibility system. Disaster notices are F-130, FS Disaster Assistance Approved, and F-230, FS Disaster Program Denial. If the household wishes to continue with the Food Assistance Program, the regular application must be completed and processed following the established rules. A normal certification period can be authorized for the regular Food Assistance Program.

The eligibility determination will be made from the information available on the application and from the interview. Identity of the individual must be verified, if possible. If all documentation has been lost, then a statement from the applicant will be accepted. Other than the eligibility requirements that follow, all other eligibility requirements of the regular Food Assistance Program **do not apply** to the Disaster Food Assistance Program. Examples of policies that do not apply include, student criteria, non-citizen requirements, ABAWD, fraud disqualifications, SSN disqualifications, income limits (special income limits apply to the Disaster Food Assistance Program), resource limits, work programs disqualifications, and striker policies to name a few.

Ongoing Cases: Persons who received food assistance benefits in the month of the disaster, under the regular Food Assistance Program who lost food due to the disaster (either directly or due to the loss of power) will have to request replacement of food purchased with food assistance benefits (Note: Replacement of food destroyed is part of the regular Food Assistance Program, not the Disaster Food Assistance Program). If the Disaster Food Assistance Program is approved for the affected area, all **households who request replacements will need to be issued a supplement in KEES for the month of the disaster to bring their allotment for the month of the disaster to the maximum allotment for their household size**. They will be required to sign an affidavit of loss to receive the supplemental issuance. Other households affected that did not request replacement of food lost can also get a supplement, and they must also sign the affidavit.

Note: Replacement of food purchased with food assistance benefits is covered under the regular food assistance program. The policies and procedures to follow are found in the Appendix, EBT System Guide (Appendix Item V-1), item 14, ES-3143 Form. Here's a link:

<http://content.dcf.ks.gov/EES/KEESM/Current/Home.htm>

Supplements that bring affected ongoing households to the maximum benefit amount for their household size, is a part of the Disaster Food Assistance Program.

New Applicants: If the individual is not currently receiving food assistance, they will need to complete the application for Disaster Food Assistance. If they have already completed the ES-3100 or ES-3100.6, the household must also complete the Disaster Food Assistance application to be determined eligible for the Disaster Food Assistance Program. The ES-3100 or ES-3100.6 can be used for ongoing assistance for the months following the disaster month. Prior to approving Disaster Food Assistance benefits, a person search on the eligibility system must be completed to ensure that duplicate participation does not occur. Eligibility computation will be done on the Disaster Application Worksheet. The following charts explain the eligibility requirements, definitions and verification requirements of the Disaster Food Assistance Program.

Kansas Benefit Card Issuance: After the applicant has been pre-screened as approved (prior to KEES system processing), the application is registered to create a KEES case number, if a case number does not already exist. A disaster EBT card will be linked to the case (via card reader or manual entry). The applicant is provided the pre-pinned Disaster EBT card, instructions on how to check benefit availability and the pre-PIN and resetting the PIN. They will also be provided the EBT brochure. If the household is denied, the card has no value and can be destroyed by the applicant.

Disaster Food Assistance Program

Eligibility Requirements

Eligibility Requirement	the household...
Residency	<ul style="list-style-type: none"> • Must have lived in the disaster area at the time of the disaster. Or must have worked in the disaster area at the time of the disaster and the person's employment was affected by the disaster (loss of job, loss of income). • May be eligible if it is temporarily living outside of the disaster area but within the State at the time of the disaster.
Purchase Food	Must plan on purchasing food during the benefit period.
Adverse Affect	<p>Must have experienced at least one of the following adverse effects:</p> <ul style="list-style-type: none"> • Food damaged by disaster event or spoiled due to power outage (Food is safe for 24 hours in a closed, refrigerated appliance. As a guideline, if power is out more than 24 hours, refrigerated, perishable items should be destroyed.) • Damage to or destruction of the household's home or self-employment business • Disaster-related expenses not expected to be reimbursed during the 30-day benefit period. Eligible expenses may include the following plus any reasonable disaster-related expenses that are documented. <ul style="list-style-type: none"> • Home or business repairs • Temporary shelter expenses • Evacuation expenses • Home/business property protection • Medical expenses due to personal injury • Disaster related funeral expenses • Disaster related pet boarding fees • Expenses related to replacing necessary personal and household items, such as clothing, appliances, tools and educational material • Fuel for primary heating source

Eligibility Requirement	the household...
	<ul style="list-style-type: none"> • Clean-up items • Disaster-damaged vehicle expenses • Storage expenses <p>NOTE: Take care not to mistakenly equate a household's total disaster losses with disaster food assistance expenses. For example, a family might report the destruction of their \$80,000 home. However, only that household's out-of-pocket expenses that are not expected to be reimbursed during the benefit period would be considered for a determination of Disaster Food Assistance eligibility, not the entire value of their destroyed home.</p>
Income and Resource Test	<ul style="list-style-type: none"> • Lost or inaccessible income, including reduction or termination of income, or a delay in receipt of income for a substantial portion of the benefit period • Inaccessible liquid resources (e.g., the bank is closed due to the disaster) for a substantial portion of the benefit period. However, in this day of electronic banking and ATM's, closed brick and mortar banks may not cause inaccessibility of resources. • Total net (take-home) income received during the benefit period, plus accessible liquid resources, minus certain disaster-related expenses (disaster related expenses actually paid or anticipated to be paid out of pocket <u>during the disaster benefit period</u>) shall not exceed the disaster gross income limit. See Disaster Food Assistance Worksheet. • As income and resources are added together for the eligibility determination process, care should be taken to not double count income/resources. For example, if during the disaster benefit period a household receives \$500 income and deposits in their checking account, that money can only be counted as either \$500 income or \$500 resources but cannot be counted as both income and a resource.
Special Cases	<p>In past disasters, questions have arisen on the following special cases:</p> <ul style="list-style-type: none"> • An applicant who is staying in a shelter, but not expected to remain there for the entire benefit period, <u>IS eligible</u> for Disaster Food Assistance benefits. • If an applicant for the Disaster Food Assistance Program has an application pending for the regular program, then he/she <u>is NOT</u> an on-going recipient for purposes of determining eligibility or amount of disaster benefits. • Ongoing clients who are residents of institutions and otherwise meet the eligibility criteria <u>can receive</u> supplemental benefits • Households <u>cannot receive more than one</u> Disaster Food Assistance Program allotment in any benefit period.

Disaster Food Assistance Program

Eligibility - Definitions of Terms

Term	Definition						
Accessible Liquid Resources	<ul style="list-style-type: none"> Includes cash on hand, and funds in checking and saving accounts. It does NOT include IRA accounts, disaster insurance payments, or disaster assistance received or expected to be received during the benefit period, and payments from Federal, state or local government agencies or disaster assistance organizations. This includes disaster-related Unemployment Compensation. 						
Deductible Disaster-related Expenses	<ul style="list-style-type: none"> Expenses that the household has paid or expects to pay during the disaster benefit period (see above for examples), however, If the household receives or anticipates receiving a reimbursement for these expenses during the disaster period, only the net expense is deductible. 						
Disaster Benefit Period	The period for which disaster benefits are issued (usually one month).						
Disaster Gross Income Limit	The maximum gross income limit for the Disaster Food Assistance Program equals the sum of the maximum monthly net income limit PLUS the maximum standard income deduction amount and the shelter expense deduction. These amounts are listed on the Disaster Food Assistance Worksheet.						
Income	The total net (take-home) income of household members. Includes the wages a household actually receives after taxes and all other payroll withholding (including contributions to a 401K or other inaccessible accounts, automatic payments to creditors, and the like), public assistance payments or other unearned income and net self-employment income.						
Maximum Disaster Benefit	<p>An allotment equal to the maximum monthly allotment established for the regular Food Assistance Program for the appropriate household size.</p> <table> <tr> <td>If . . .</td><td>Then . . .</td></tr> <tr> <td>a disaster-affected household is already getting food assistance</td><td>The allotment equals the household's regular monthly allotment PLUS a supplement to bring the household's disaster benefit up to the maximum food assistance allotment for the appropriate household size.</td></tr> <tr> <td>a disaster-affected household was getting food assistance prior to the start of the Disaster Food Assistance Program, received a replacement allotment and was</td><td>The household would also receive a supplement to bring its allotment up to the maximum food assistance allotment for the appropriate household size.</td></tr> </table>	If . . .	Then . . .	a disaster-affected household is already getting food assistance	The allotment equals the household's regular monthly allotment PLUS a supplement to bring the household's disaster benefit up to the maximum food assistance allotment for the appropriate household size.	a disaster-affected household was getting food assistance prior to the start of the Disaster Food Assistance Program, received a replacement allotment and was	The household would also receive a supplement to bring its allotment up to the maximum food assistance allotment for the appropriate household size.
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Term	Definition
	later determined eligible for disaster benefits
Shelter Expense Deduction	The maximum excess shelter expense deduction from the regular Food Assistance Program.

Disaster Food Assistance Program Verification Requirements

Applicant's Information	Status	Suggested Ways to Verify
Identity	Mandatory	<ul style="list-style-type: none"> • Photo ID • Two documents that verify identity and residency • A signed affidavit from a collateral contact attesting to the identity of the applicant when other sources of identity are not available
Residency	Where Possible	<ul style="list-style-type: none"> • Utility bills, tax bills, insurance policies, driver's licenses, other ID with address, bills, or other documents that establish the • Applicant's home or work address.
Household Composition	If questionable	<ul style="list-style-type: none"> • After taking the application, the EW can ask applicant to orally list the names, ages, and birthdays of all household members.
Loss or inaccessibility of liquid resources or of income	Where possible	<ul style="list-style-type: none"> • Obtain a list of banks that were closed due to the disaster and compare with damage maps. Remember that in this day of ATM cards and electronic transmission, few liquid resources are truly inaccessible. • Check with the State Banking Commission.
Food Loss	If questionable	<ul style="list-style-type: none"> • See if residence is within the most seriously damaged areas. • Check with the power company. • NOTE: Food is safe for 24 hours in a closed, refrigerated appliance. As a guideline, if power is out more than 24 hours, refrigerated, perishable items should be destroyed.