

## **DISASTER FOOD ASSISTANCE PROGRAM REPORTING REQUIREMENTS INSTRUCTIONS**

Each morning by 10:30 am the Region must provide the following information to EES Administration

( [DCF.SNAPPolicyQuestions@ks.gov](mailto:DCF.SNAPPolicyQuestions@ks.gov) ) for each county approved for the Disaster Food Assistance providing numbers for the previous day:

- Number of new households approved
- Number of new persons approved
- Total value of new benefits approved
- Average benefit per new household
- Number of ongoing households approved for a supplement
- Number of ongoing persons approved for a supplement
- Average benefit per ongoing household
- Total value of supplements approved
- Number of new households denied

This information must be submitted to USDA by EES Administration daily. Reporting to USDA must start the next day after the program begins using the D-SNAP Daily Reporting Sheet located at [D-SNAP Resources for State Agencies and Partners | Food and Nutrition Service \(usda.gov\)](#). Report must be submitted even if no applications have been processed.