

**OMB BURDEN STATEMENT:** This information is being collected to assist the Food and Nutrition Service in determining the State agency's need for a waiver to provide flexibility in administering the Supplemental Nutrition Assistance Program (SNAP) during a pandemic. This is a voluntary collection. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22306 ATTN: PRA (0584-XXXX).

### **Request to Provide Emergency Allotments (Supplements) to SNAP Households**

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

- 1. Type of Request:** Initial
- 2. Primary Citation:** Families First Coronavirus Response Act
- 3. State [specify]:**
- 4. Proposed Alternative Procedures:**

The State proposes to provide an emergency allotment to address temporary food needs to households to bring all households up to the maximum benefit due to pandemic related economic conditions for up to 2 months. Contingent upon the availability of funding and ongoing need, USDA may approve additional months of emergency issuance with an extension request from the State.

These households are eligible for temporary emergency allotments because:

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- There is a public health emergency declared by the Secretary of Health and Human Services and there is a State-wide emergency or disaster declaration (copy attached); and
- Due to Covid-19 [check all that apply]:
  - Residents of the State are confirmed to have contracted Covid-19
  - Some or all areas of the State are containment or quarantine zones
  - Businesses have closed or significantly reduced their hours
  - The State's residents have experienced economic impacts due to job suspensions or losses
  - The State's residents have been directed to practice social distancing

**Issuing Emergency Allotments to Current SNAP Households:**

Supplemental emergency allotments would be issued in the following manner:

In March, 2020

- On a single date [specify]: \_\_\_\_\_
- Over a series of days as follows: \_\_\_\_\_
- Staggered as follows: \_\_\_\_\_
- Other [please explain]: \_\_\_\_\_

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In subsequent months, emergency allotments should be provided in accordance with the State's regular issuance schedule. If a State wants to use a different schedule, explain:

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The State may provide the emergency allotment(s) without contacting the household. While individual notification is not required, States should notify clients consistent with SNAP requirements for mass changes, including notice that emergency allotments will be issued for up to 2 months. Should this schedule change and additional months are approved during the public health emergency, the State will provide a subsequent mass change notice at that time.

**Other Requirements:** [If applicable, STATE SHOULD ADDRESS ANY OTHER STATE-SPECIFIC NEEDS THEY MAY HAVE.]

All emergency allotments will be delivered on the household's EBT card.

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The State's SNAP agency also agrees to complete the FNS-292 on a timely basis in accordance with requirements as well as all other normally recurring SNAP reporting included the FNS 46 and 388 reports, on a timely basis in accordance with requirements.

In addition, The State agency will submit weekly reports to FNS with the following information for the entire State:

- The value of EA issued.
- The average issuance amount per household.
- The number of households issued EA

**5. Justification for Request:** Coronavirus COVID-19, as provided by the Families First Coronavirus Response Act.

**6. Affected Caseload:**

**One month** estimates for existing SNAP households under these procedures:

- Number of households receiving emergency allotments benefits: \_\_\_\_\_

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- Amount of emergency allotment benefits issued for one month: \$ \_\_\_\_\_
- Number of months requested (2 month limit) \_\_\_\_\_

USDA reserves the right to withdraw or otherwise modify this approval subject to availability of funding

**7. Anticipated Implementation Date:**

**8. Signature and Title of Requesting State Agency Official:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

**9. Date of Request:**