

Supplemental Nutrition Assistance Program (SNAP)

# Disaster SNAP Guidance

Policy Guidance, Lessons Learned, and Toolkits to Operate a  
Successful D-SNAP

- Return equipment to lender, as appropriate

■	Staff	<ul style="list-style-type: none"> <li>• Complete time sheets for all personnel, including temporary personnel. Records are subject to 3 year retention.</li> </ul>
■	Building	<ul style="list-style-type: none"> <li>• Clean as much as possible</li> <li>• Maintain security until site is emptied</li> </ul>

## 6.2. Certification Reporting Post-D-SNAP

Since funding is obligated once benefits are posted to the EBT system, State agencies will have estimated the amount of benefits to be issued and will have provided this estimate to the FNS Regional Office financial management staff to ensure that funding ceilings are not exceeded. States are responsible for compiling and transmitting the following post-disaster reports in a timely manner.

### FNS-292B

Within 45 days of the termination of a D-SNAP operation, the State agency must submit its final disaster figures on the FNS-292B Report of Supplemental Nutrition Assistance Program Benefit Issuance for Disaster Relief. All reports should be submitted electronically in the Food Programs Reporting System (FPRS).

#### Need Help with Reporting?

FNS can help. State agencies should work closely with FNS Regional Offices to ensure proper reporting.

The FNS-292B must contain the following issuance data for D-SNAP operations:

- *Number of Households* – new households issued D-SNAP benefits
- *Total Number of Persons Assisted* – new persons issued D-SNAP benefits
- *Number of Certified Persons* – ongoing households issued supplements
- *Value of Benefits Issued* – total of benefits issued to new households and supplements issued to ongoing households.

The FNS-292B report should *not* include the value of any replacements issued, as they are not considered a disaster benefit. States should report the value of replacements on the FNS 388 Monthly Issuance Report.