

This is the public burden statement necessary for all instrument information is estimated to average 8 hours per response, including existing data sources, gathering, and maintaining the data needed of information. An agency may not conduct or sponsor, and a person may not provide information unless it displays a currently valid OMB control number. For more information on this collection of information, contact the U.S. Department of Agriculture, Food and Nutrition Services, Office of Information Management, Alexandria, VA 22314 ATTN: PRA (0584-0336\*). Do not

OMB Control Number 0584-0336

Expiration Date: xx/xx/20xx

<b>File Name</b>
<b>Grand Total</b>
<b>FNS Use Only</b>
<b>Data Entry and Formulas</b>
<b>Zeros</b>
<b>Disaster Location</b>
<b>Rows</b>
<b>Virtual Data Set</b>
<b>Column Title</b>
<b>Disaster Location</b>
<b>Date</b>
<b>Pre-registrations Taken</b>
<b>Pre-registrations Not Yet Interviewed</b>

**New Apps Taken**

**Application Method: On-Site  
Application Method: Telephonic**

**New Approved: Households**

**New Approved: Persons**

**New Approved: Total Benefits**

**Avg Benefit per New HH**

**Households Denied**

**Pending Applications**

**Supplements Approved: Households**

**Supplements Approved: Persons**

**Supplements Approved: Total Benefits**

**Avg Benefit per Ongoing HH**

<b>Total New + Ongoing Benefits</b>
<b>Estimates from Request (For FNS Use Only)</b>
<b>Number of cards mailed</b>
<b>Number of cards picked up</b>
<b>Number of cards mailed and returned</b>
<b>Number of client complaints regarding difficulty obtaining an interview</b>
<b>Number of fair hearing requests</b>
<b>Average wait time for an interview</b>
<b>Number of calls answered</b>
<b>Number of calls abandoned</b>
<b>Average call completion time</b>

Public reporting burden for this collection of information is estimated to average 15 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 aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Office of Management and Budget, Paperwork Project Director (0304-0188), Washington, DC 20503. If you do not wish to provide this information, your response will not be used to determine the requirements for this collection of information. If you are having difficulty with this form, you may obtain assistance from the Office of Management and Budget, Paperwork Project Director (0304-0188), Washington, DC 20503.

## Instructions

Please use the instructions below to fill out this data report. Below you will find general instructions. You can refer to the "Example" sheet to see an example of how data should be entered.

Include the date that data is being reported for in the file name (not the date that the report was generated).

Do not edit or enter any data on this sheet.

Do not edit fields marked "FNS Use Only."

Data should ONLY be entered into white cells. Grey and blue cells contain formulas or are locked. All other cells are protected to prevent formulas from being edited. If you require any edits, please contact the FNS Helpdesk.

For any fields where data is "0" please be sure to enter a zero. Do not leave it blank.

Each "block" should have data for a single County or disaster site. If you need additional "blocks", please use the "Grand Total" sheet.

Each row should only have data for a single date. Please do not provide cumulative data in a row.

The "Total" rows at the top of the spreadsheet and the "Grand Total" sheet will calculate to the total of all data entered.

Do not enter any data on the Total row or the Grand Total sheet. If you need additional rows, please use the "Grand Total" sheet.

Only use this sheet if you have a hybrid D-SNAP operation.

## Column Specific Instructions

### Instructions

Enter the name of the county or application site for which data is being reported. Each "Disaster Location" block should have data for a single county or D-SNAP site.

Enter the date for which data is being reported.

Enter the number of pre-registrations received. These are NOT counted as applications until an interview occurs. If you are not using a pre-registration system, please leave this column blank.

Enter the number of pre-registrations that have not yet had an interview. These are pre-registrations that clients have submitted but have not yet taken action to call in or visit an onsite location to complete the application process.

Enter the total number of D-SNAP applications taken. This should NOT include an affidavit for disaster replacement benefits or SNAP supplements.

Enter the number of applications taken via a telephonic method or on-site.

Enter the total number of households approved for D-SNAP benefits. This could also include pending applications from previous days.

Enter the total number of persons approved for D-SNAP benefits. This could also include pending applications from previous days.

Enter the total \$ amount of benefits issued. This could also include benefits issued to cases that were pending from previous days.

This is automatically

Enter the number of households denied on the day for which data is being reported. This could also include pending applications from previous days that were denied.

This is automatically calculated with a formula. Do not enter data here. This will subtract the number of households denied from the number of households approved. If you have a negative value in the pending applications column, there is a discrepancy.

Enter the number of households that were issued supplemental SNAP benefits.

Enter the number of persons issued supplements.

Enter the total \$ amount of supplements issued.

This is automatically

This is automatically

These are for re

Enter the number of cards mailed to households.

Enter the number of cards picked up by households at a site.

Enter the number of cards mailed and returned to households.

Enter the number of client complaints regarding difficulty obtaining an interview to households.

Enter the number of fair hearing requests by households.

Enter the average wait time for an interview in hours and minutes (hh:mm).

Enter the number of calls answered.

Enter the number of calls abandoned.

Enter the average call completion time in hours and minutes (hh:mm).

General instructions and column specific instructions.  
e entered.  
t is submitted). If the report covers data for 1/1/25 - 1/3/25, t

ft blank purposely. Do not edit formulas. Only the white cells,  
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<b>When to Enter</b>
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re total number of households approved and the number of h  
y with the data entered. This means that more applications ha

All operations
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All operations

γ calculated with a formula. Do not enter data here.

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he date in the file name should be 1/3/25.

where data is to be entered, are editable.

nal office.

ice for a modified template.

**Data Entry Proofreading Tips**

Check that each block has data for for a single site or county.

Check that each row only has data for for a single date (no

cumulative data).

Check that "New Approved Households" + "Households Denied"  $\leq$  "New Apps Taken"  
(If there are pending applications, the number of households approved + denied may be greater than the number of new applications taken on a given day since the State may be processing cases from previous days. However, for the entire operation, number of households approved + denied should never be greater than the number of new apps taken.)

Check that "On-site" + "Telephonic applications" = "New Apps Taken"  
(Columns F + G = E)

ouseholds denied from the number of applications received.  
ave been approved and denied than applications taken.



Do not enter

	Pre-registrations Taken	Pre-registrations Not Yet Interviewed	New Apps Taken	Application Method		New Approved	
				On-Site	Telephonic	Households	Persons
<b>Program TOTAL:</b>	0	0	0	0	0	0	0

	Estimates from Request (FNS Use Only)			
	D-SNAP Household Applications	D-SNAP Benefit Issuance	SNAP Household Supplements	SNAP Supplement Issuance
Estimated				
Remaining	0	\$0	0	\$0

**DAILY REPORT**

data on this sheet.

Total Benefits	Avg Benefit per New HH	Households Denied	Pending Applications	Supplements Approved			Avg Benefit per Ongoing HH
				Households	Persons	Total Benefits	
\$0		0	0	0	0	\$0	

<b>Total New + Ongoing Benefits</b>
\$0





































Disaster Location:	Date	Pre-registrations Taken	Pre-registrations Not Yet Interviewed	New Apps Taken	Application Method		New Appro	
					On-Site	Telephonic	Households	Persons
<b>Location TOTAL:</b>		0	0	0	0	0	0	0

**REPORT**

and/or are left blank purposefully. Please do not edit the formulas.  
 e to enter a zero. Do not leave it blank.

ved				Supplements Approved				
Total Benefits	Avg Benefit per New HH	Households Denied	Pending Applications	Households	Persons	Total Benefits	Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
\$0		0	0	0	0	\$0		\$0
ved				Supplements Approved				
Total Benefits	Avg Benefit per New HH	Households Denied	Pending Applications	Households	Persons	Total Benefits	Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
								\$0
								\$0
								\$0
								\$0
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								\$0
								\$0
								\$0
								\$0
								\$0
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\$0		0	0	0	0	\$0		\$0
ved				Supplements Approved				



























								\$0
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\$0		0	0	0	0	\$0		\$0

ved	Avg Benefit per New HH	Households Denied	Pending Applications	Supplements Approved			Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
				Households	Persons	Total Benefits		
Total Benefits								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
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								\$0
\$0		0	0	0	0	\$0		\$0

ved				Supplements Approved				
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Disaster Location:	Date	Pre-registrations Taken	Pre-registrations Not Yet Interviewed	New Apps Taken	Application Method		New Appro	
					On-Site	Telephonic	Households	Persons
<b>Location TOTAL:</b>		0	0	0	0	0	0	0

**REPORT**

and/or are left blank purposefully. Please do not edit the formulas.  
 e to enter a zero. Do not leave it blank.

ved				Supplements Approved				
Total Benefits	Avg Benefit per New HH	Households Denied	Pending Applications	Households	Persons	Total Benefits	Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
\$0		0	0	0	0	\$0		\$0
ved				Supplements Approved				
Total Benefits	Avg Benefit per New HH	Households Denied	Pending Applications	Households	Persons	Total Benefits	Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
								\$0
								\$0
								\$0
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								\$0
								\$0
								\$0
								\$0
								\$0
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\$0		0	0	0	0	\$0		\$0
ved				Supplements Approved				



























								\$0
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								\$0
\$0		0	0	0	0	\$0		\$0

ved	Avg Benefit per New HH	Households Denied	Pending Applications	Supplements Approved			Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
				Households	Persons	Total Benefits		
Total Benefits								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
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								\$0
								\$0
								\$0
\$0		0	0	0	0	\$0		\$0

ved				Supplements Approved				
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ved				Supplements Approved				
Total Benefits	Avg Benefit per New HH	Households Denied	Pending Applications	Households	Persons	Total Benefits	Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
								\$0
								\$0
								\$0
								\$0
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								\$0
								\$0
\$0		0	0	0	0	\$0		\$0

D-SNAP DAILY

Note: Only add data to white cells. Grey and blue cells contain formulas & are locked. For any fields where data is "0" please be sure to enter "0".

	Application Period (FNS Use Only)	Pre-registrations Taken	Pre-registrations Not Yet Interviewed	New Apps Taken	Application Method		New Approvals	
					On-Site	Telephonic	Households	Persons
<b>Phase 3 TOTAL:</b>		0	0	0	0	0	0	0
<b>Disaster Location:</b>								
	Date	Pre-registrations Taken	Pre-registrations Not Yet Interviewed	New Apps Taken	On-Site	Telephonic	Households	Persons
<b>Location TOTAL:</b>		0	0	0	0	0	0	0
<b>Disaster Location:</b>					Application Method		New Approvals	



































Disaster Location:	Date	Pre-registrations Taken	Pre-registrations Not Yet Interviewed	New Apps Taken	Application Method		New Appro	
					On-Site	Telephonic	Households	Persons
<b>Location TOTAL:</b>		0	0	0	0	0	0	0

**REPORT**

and/or are left blank purposefully. Please do not edit the formulas.  
 e to enter a zero. Do not leave it blank.

ved				Supplements Approved				
Total Benefits	Avg Benefit per New HH	Households Denied	Pending Applications	Households	Persons	Total Benefits	Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
\$0		0	0	0	0	\$0		\$0
ved				Supplements Approved				
Total Benefits	Avg Benefit per New HH	Households Denied	Pending Applications	Households	Persons	Total Benefits	Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
								\$0
								\$0
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								\$0
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								\$0
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\$0		0	0	0	0	\$0		\$0
ved				Supplements Approved				



























								\$0
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\$0		0	0	0	0	\$0		\$0

ved	Avg Benefit per New HH	Households Denied	Pending Applications	Supplements Approved			Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
				Households	Persons	Total Benefits		
Total Benefits								\$0
								\$0
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								\$0
								\$0
								\$0
								\$0
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								\$0
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\$0		0	0	0	0	\$0		\$0

ved				Supplements Approved				
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ved	Avg Benefit per New HH	Households Denied	Pending Applications	Supplements Approved			Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
Total Benefits				Households	Persons	Total Benefits		
								\$0
								\$0
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\$0		0	0	0	0	\$0		\$0











































**REPORT**

and/or are left blank purposefully. Please do not edit the formulas.  
 e to enter a zero. Do not leave it blank.

ved	Supplements Approved						Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
Total Benefits	Avg Benefit per New HH	Households Denied	Pending Applications	Households	Persons	Total Benefits		
\$288,811	\$642	36	7	390	619	\$140,347	\$360	\$429,158

ved	Supplements Approved						Avg Benefit per Ongoing HH	Total New + Ongoing Benefits	
Total Benefits	Avg Benefit per New HH	Households Denied	Pending Applications	Households	Persons	Total Benefits			
\$13,000	\$650	1	7	0	0	\$0		\$13,000	
\$12,495	\$595	4		0	0	\$0		\$12,495	
\$14,835	\$424	7		250	375	\$75,000	\$300	\$89,835	
\$37,400	\$680	10		5	6	\$1,211	\$242	\$38,611	
\$43,615	\$715	4		1	1	\$57	\$57	\$43,672	
\$33,925	\$575	3		3	7	\$325	\$108	\$34,250	
\$12,825	\$675	2		0	0	\$0		\$12,825	
									\$0
									\$0
									\$0
\$168,095	\$623	31	7	259	389	\$76,593	\$296	\$244,688	

ved	Supplements Approved						Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
Total Benefits	Avg Benefit per New HH	Households Denied	Pending Applications	Households	Persons	Total Benefits		



































Total Benefits	Avg Benefit per New HH	Households Denied	Pending Applications	Households	Persons	Total Benefits	Avg Benefit per Ongoing HH	Total New + Ongoing Benefits
								\$0
								\$0
								\$0
								\$0
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								\$0
								\$0
								\$0
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\$0		0	0	0	0	\$0		\$0