

OMB CONTROL NUMBER: 0584-0336
EXPIRATION DATE: XX/XX/XXXX
POST-DISASTER REVIEW REPORT

TEMPLATE DISASTER SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM

This is the public burden statement necessary for all instruments: Public reporting burden for this collection of information is estimated to average 8 hours 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0336*). Do not return the completed form to this address.

State: [Click here to enter text.](#)
Region: [Click here to enter text.](#)

1. INTRODUCTION

Disaster Information

Background on disaster including date the disaster struck and affected area.

Program Background & Details

Include application period information, sites, and options selected by the State (such as use of DSED or food loss only). Also include staffing information and number of approved applications/amount of benefits issued.

2. COMPREHENSIVE REVIEW

Certification System(s)

Describe certification process and systems used.

Application Period

Describe issuance procedures.

Public Information & Outreach

Describe publicity and outreach efforts, including any involvement with partner organizations.

Issuance

Outline issuance procedures.

Program Accessibility

Describe procedures for ensuring program accessibility, particularly for elderly/disabled applicants.

Security & Fraud Control

Describe efforts to manage crowds and promote program integrity.

3. INDIVIDUAL REVIEWS & PROBLEM ANALYSIS

Summary

Total number of each type of review conducted, procedures used in review process, any issues encountered in conducting reviews.

- **Public Case Reviews**

(0.5% of new D-SNAP cases both approved & denied. Minimum of 25, maximum of 500.) Include completed chart below for all public cases and attach Excel file with charts for each project are (generally County).

All Public Cases Reviewed					
Problem	# of Cases	# of Claims Established	Value of Claims	# of Cases Entitled to Restored Benefits	Value of Restored Benefits
No Problem with Case					
Missing Documentation in Case File					
Household Error					
State agency Error					
Intentional Program Violation					
Incomplete Case Reviews:					
Inability to locate client					
Client Failure to Cooperate					
TOTAL:					

- **State Agency Employee Case Reviews**

Required 100% of all approved State agency employee cases. If States has opted to review additional applications (such as denied State agency employees, D-SNAP site volunteers, etc...) those should be listed on a separate chart. I Include completed chart below for all State agency employee cases and attach Excel file with charts for each project are (generally County).

All Employee Case Reviews					
Problem	# of Cases	# of Claims Established	Value of Claims	# of Cases Entitled to Restored Benefits	Value of Restored Benefits
No Problem with Case					
Missing Documentation in Case File					
Household Error					
State agency Error					
Intentional Program Violation					
Incomplete Case Reviews:					
Inability to locate client					
Client Failure to Cooperate					
TOTAL:					

4. PROPOSED CHANGES

Lessons Learned & Best Practices

Describe any of the State's best practices in planning and implementing the program. Also include problems encountered and lessons learned from those issues.

Changes to Disaster Plan

Based on lessons learned, include any changes the State will incorporate into its next disaster plan.

Changes to Internal Policies

Indicate any planned policy changes based on D-SNAP experience.

Recommended Changes to the Guidance

Describe any proposed improvements to the D-SNAP Guidance that would assist State in planning and administering future programs.