

Information Memorandum Transmittal Office of Self-Sufficiency Programs



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Deputy Administrator

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Number: SS-IM-19-004
Issue date: 03/15/2019

Topic: Food Benefits

Due date:

Subject: Replacement of SNAP benefits due to a disaster – Not a Presidentially declared disaster

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

An emergency has been declared for the city of Oakridge in Lane County. Power is expected to be out for several days. There are also power outages in other smaller towns in Lane and Douglas Counties.

Many families are displaced and need support and resources. Families experiencing crisis may be able to find additional community resources by contacting 211Info or the Aging and Disability Resource Connection (ARDC). If a family comes to a local office looking to access benefits, below is guidance on replacement of SNAP benefits and resources.

As a reminder, SNAP benefits can be replaced for current recipients when there has not been a presidentially declared disaster. In the event of a local disaster, SNAP benefits may be replaced when the value of food purchased with SNAP benefits has been spoiled or destroyed (e.g., due to fire, flood or loss of electricity).

When determining when to replace benefits, review the following information to see if food may be replaced and with what amount:

- The filing group must be currently receiving SNAP.
- The request for help must be received within 10 days of the disaster or loss, either verbally or in writing.
- The Department must act on the request within 10 days of receipt.
- Verify the disaster exists. Does the filing group reside in a power outage area, a disaster area, flood area, etc.?
- Within 10 days of reporting the loss:
 - the filing group must submit a signed statement attesting to the filing group's loss,
 - a detailed list of the lost or spoiled food, and
 - the amount paid for that food.
 - *The signed statement and detailed list can be submitted separately or an Affidavit of Loss of Food Purchased with Supplemental Nutrition Assistance Program (SNAP) Benefits Due to a Disaster ([DHS 0349D](#)) can be submitted to capture both.*
- Ask the filing group where the food was located when it was lost or spoiled (e.g., cupboard, refrigerator or freezer) ensuring the food would have been lost in the incident. Determine if the amount of food spoiled is a reasonable amount based on the situation.
- The amount may not exceed one month's allotment.
- Assure the filing group has not received more than one replacement due to a disaster or spoilage within the past six months.
- Clearly document the reason for replacement and amount in TRACS and ACCESS.

There are very specific criteria around what benefits can be replaced and how to code the system to replace those benefits.

Please consult the [SNAP manual](#) at SNAP.H.18, OAR [461-165-0230](#) or the SNAP Policy Unit at SNAP.POLICY@dhsosha.state.or.us if you have questions.

If you have any questions about this information, contact:

Contact(s): SNAP Policy	
Phone:	Fax:
Email: SNAP.POLICY@dhsosha.state.or.us	