**Policy Clarification**

**SNAP – All**

**PFS-20641-580**

**Submitted: 9/17/2020 Agency: CAOs**

**Subject: Time Frame for Replacement of Supplemental Nutrition Assistance Program (SNAP) Benefits for Food Destroyed in Tropical Storm Ida**

**Question:** **What should County Assistance Offices (CAOs) do for recipients who call asking for a SNAP benefit replacement due to Tropical Storm Ida after the 10-day timeframe?**

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| **Response By: DFPPM** |  **Date: 9/20/2021** |  |  |
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Due to the impact of Tropical Storm Ida, Food and Nutrition Service has provided a waiver for the timely reporting requirement for household replacements of SNAP benefits. Recipients will have until **October 1, 2021** to request food replacement due to effects of Tropical Storm Ida. This extension for timely reporting food loss and SNAP benefit replacement is for Tropical Storm Ida only and limited to the following counties: Bucks, Chester, Delaware, Montgomery, Philadelphia, and York. All other household misfortunes or disasters not relating to Tropical Storm Ida will need to follow the standard 10-day reporting requirement.

CAOs in these six counties should follow the guidance in SNAP Handbook 580.52. Under SNAP Handbook section 580.52, recipients who report a loss of food and request replacement benefits are authorized for the amount of the loss reported based on what the recipient has declared but not to exceed their normal month’s benefit. There is no requirement to check Electronic Benefits Transfer balances. Confirm with the client that they live in the affected area before issuing benefits. The CAO must verify the household misfortune (or disaster) through a collateral contact, documentation from a community agency, or a home visit. The lost food must have been purchased with SNAP benefits.

The client is required to sign an affidavit attesting to the reason for the loss and the amount of the requested replacement. The affidavit may be mailed to the recipient. Use reason code 168 to replace food destroyed in a disaster.

SNAP Emergency Allotments (EAs) are also eligible to be replaced and should follow the same process as regular SNAP benefits. However, EAs must be issued systematically using the appropriate coding to ensure proper tracking. If a portion of the replacement benefits is an EA, the CAO should submit an email to ra-policyroom223@pa.gov with the subject line “SNAP EA Replacement Due to Tropical Storm Ida.” The body of the email should contain the following information:

* County
* Record Number
* Payment Name
* Amount of EA to be reissued