

DATE: **March 30, 2023**
February 3, 2023

OPERATIONS MEMORANDUM #23-02-02

SUBJECT: **Revised** Ending of Emergency Allotments (EAs) for Supplemental Nutrition Assistance Program (SNAP) Households

TO: Executive Directors

FROM: Tanoa Fagan
Director
Bureau of Operations

PURPOSE

To inform County Assistance Offices (CAOs) that EAs for SNAP households will soon end. EAs will no longer be issued after February 2023.

BACKGROUND

On March 18, 2020, H.R. 6201, the Families First Coronavirus Response Act, Pub. L. 116-127 was signed into law. Under this authority, the Food and Nutrition Service (FNS) approved the Department of Human Service's request to provide EAs during the COVID-19 emergency to address temporary food needs to households and bring households up to the maximum benefit.

On April 1, 2021, FNS issued updated guidance that states should issue EAs in the amount needed to bring the household up to the maximum benefit for the household size or \$95, whichever is greater. Under this new policy, households who had not been receiving EA payments and those whose EA payments were less than \$95 per month received increased benefits beginning in May 2021.

On December 29, 2022, President Biden signed the Consolidated Appropriations Act of 2023, also known as the Omnibus Bill. This law sunsets the issuances of EAs after the February 2023 issuances. Effective March 2023, SNAP households will no longer receive EAs.

DISCUSSION

A letter will be mailed in January 2023 to any SNAP household that received an EA in December 2022 explaining that the EAs are ending. See Attachment 1 for a copy of the EA letter. Additionally, an eligibility notice with the SNAP household's regular

ongoing SNAP benefit amount will be sent to all SNAP households that receive an EA in February 2023, so they know what their current regular SNAP benefit amount is starting in March 2023. Notices will be sent after the EA payment is made for each payment date. A household may not appeal as a result of the ending of EAs on the basis of a mass change in federal policy such as this one. The household may, however, appeal based on belief there was a mistake or misapplication of rules, and they would be entitled to a fair hearing. **A copy of the notice is attached, see [Attachment 2](#).**

The EA notices that were sent out to households will have a mailing date of March 20, 2023, even though they may have been mailed before this date, this is not a typo. This date was used to ensure all households received their notice timely and had the appropriate amount of time to appeal if needed. Additionally, because these notices were not system generated there will be no notice Identification and their benefit amount may be different than what is currently in the Electronic Client Information System (eCIS) if a change happened between the time the mailing file was pulled, and the notice was received. ECIS will have the household's current SNAP benefit amount and should be shared if a household calls and questions the amount of benefits they are receiving for SNAP.

If a household files an appeal and a copy of the notice is needed to include with the appeal packet provided to the Bureau of Hearing and Appeals, the CAO should send an email to a newly created resource account, RA-PWEAEndingNotice@pa.gov. The email should contain the county, case record number, and payment name. A response with a Portable Document Format copy of the notice will be provided within two business days.

NOTE: EA cleanup issuances for applications received and opening in January 2023 will be issued the first week of March 2023. Cleanup issuances for households opened in February 2023 will occur the first week of April 2023. These cleanup issuances will be automated, and the CAO should not be doing any manual EA One-Time Issuances.

NEXT STEPS

1. Share and review this information with appropriate staff members.
2. Direct questions regarding this Operations Memorandum (Ops Memo) to your Area Manager.
3. This Ops Memo obsoletes [Ops Memo 20-05-01](#) and [Ops Memo 21-05-01](#).
4. This Ops Memo is in effect until April 30, 2023.

ATTACHMENTS

Attachment 1: [Emergency Allotment Letter](#)

Attachment 2: [SNAP Emergency Allotment \(EA\) Notice](#)