



**DATE:** May 1, 2020

**OPERATIONS MEMORANDUM #20-05-01**

**SUBJECT:** Issuing Emergency One-Time Payments Due to Coronavirus (COVID-19) to Supplemental Nutrition Assistance Program (SNAP) Households That Are Not Receiving the Maximum Benefit Allotment

**TO:** Executive Directors

**FROM:** Inez Titus  
Director  
Bureau of Operations

**PURPOSE**

To inform County Assistance Offices (CAOs) that an automated one-time issuance (OTI) was issued for SNAP households that were not receiving the maximum benefit amount. These OTIs were issued in April 2020.

**BACKGROUND/DISCUSSION**

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

An OTI was issued in the amount necessary to bring the SNAP household's benefit up to the maximum SNAP allotment for their household size. If the household already received the maximum SNAP allotment, they did not receive this OTI. Per the Food and Nutrition Service (FNS), these emergency allotments are only for ongoing recipient households, so a household that received expedited services is not eligible for the emergency allotment. The issuances were provided on the second Temporary Assistance for Needy Families (TANF) payment date of April, based on the last digit of the household's case record number, as detailed in the table below. The issuance was for both March and April benefits in a single OTI. This staggered issuance ensured all

SNAP recipients would receive the additional benefits on different days, so as to enable grocery stores to accommodate the increased demand as a result of the increased benefits.

Last Digit	1	2	3	4	5	6	7	8	9	0
Second Payment Date (April)	11 <sup>th</sup>	14 <sup>th</sup>	15 <sup>th</sup>	16 <sup>th</sup>	17 <sup>th</sup>	18 <sup>th</sup>	21 <sup>st</sup>	22 <sup>nd</sup>	23 <sup>rd</sup>	24 <sup>th</sup>

A new OTI reason code (466 - SNAP emergency allotment) was created for this issuance. An automated system narrative was created and entered when the OTI was issued. A letter ([Attachment 1](#)) was mailed to impacted households notifying them of this OTI.

**NOTE:** This OTI is only being issued for households who had already had SNAP benefits authorized for March or April. If a household was not authorized for SNAP until after the OTI was determined, they will not receive this OTI. The CAO should not complete OTIs for these households.

FNS has issued guidance to all states that the Emergency Allotments can continue to be issued in May and each subsequent month until the Secretary for Health and Human Services rescinds the public health emergency declaration, or the State-issued emergency declaration expires. DHS will continue to issue Emergency Allotments on the second TANF payment day of each month. If a household did not receive a March/April Emergency Allotment because they were authorized for ongoing SNAP benefits after the OTIs were issued, they will qualify for an Emergency Allotment in May and subsequent months that they remain open for SNAP benefits.

### **NEXT STEPS**

1. Share and review this information with appropriate staff members.
2. Direct questions regarding this Operations Memorandum to your Area Manager.
3. This Operations Memorandum is in effect until further notice.

### **ATTACHMENT**

[Attachment 1: COVID-19 Self-Mailer Emergency Allotments](#)