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Operations Memo 2011-24
June 21, 2011

To: Department of Transitional Assistance Staff

From:  Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations

Re: SNAP – Disaster SNAP Supplements for Twelve Communities

Overview

Field Operations Memo 2011-23 primarily focused on the operation of a Disaster SNAP (D-SNAP) for applicants who were not currently receiving SNAP benefits. Since then, the Department of Transitional Assistance (DTA) received approval from the USDA’s Food and Nutrition Service (FNS) to issue D-SNAP supplements to ongoing SNAP households who reside or work in the 12 communities previously approved as part of the state’s D-SNAP.

Ongoing SNAP households may be issued D-SNAP supplements for the difference between the household’s June benefit and the maximum allotment for the household size. This memo issues procedures for processing D-SNAP supplements for ongoing SNAP households residing in one of the twelve communities approved for D-SNAP. Households that received the maximum SNAP benefit amount for June for their household size are ineligible for a D-SNAP supplement.

Communities Eligible for Supplements Under D-SNAP

Households eligible for D-SNAP supplements must have resided or worked in one of the communities identified in the chart below, on 6/1/2011.

Hampden County	Worcester County
Agawam	Charlton
Brimfield	Southbridge
Chicopee	Sturbridge
Monson	
Palmer	
Springfield	
West Springfield	
Westfield	
Wilbraham	

**Calculating a
D-SNAP
Supplement**

D-SNAP supplements are for the month of June and cannot exceed the maximum allotment for the household size minus June's cyclical issuance.

To calculate the D-SNAP supplement, the DTA staff member must:

1. determine the maximum allotment for the household;
2. subtract June's cyclical issuance or any SNAP Supplemental benefit received for June;
3. issue the benefit by selecting *FSP Federal Disaster Supplement* on the dropdown list of the Related Benefits page.

Note: This is a new designation on the Related Benefits page.

**Manual
Supplements**

Manual Supplements

Ongoing SNAP households in the following communities may apply for a supplement to their June benefits:

- Agawam
 - Brimfield
 - Charlton
 - Chicopee
 - Monson
 - Palmer
 - Southbridge
 - Springfield
 - Sturbridge
 - West Springfield; and,
 - Westfield
 - Wilbraham
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**Applying for a
Supplement**

Supplement Application Process

Ongoing SNAP households from one of the approved 12 communities must complete the *Affidavit of Loss of Income or Disaster-Related Expenses* (Attachments D and E to Operations Memo 2011-23, English and Spanish respectively). In the affidavit, the household must attest to having experienced an adverse effect due to the severe storms and tornadoes which began on June 1, 2011. The adverse effect must be at least one of the following:

- damage to or destruction of home or self-employment business due to the disaster;
 - disaster-related expenses not expected to be reimbursed during the disaster period;
 - loss or reduction of income.
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Applying for a Supplement (Continued)

When processing an applicant for a D-SNAP supplement:

- complete the *Disaster Reception Log* (Attachment F to Operations Memo 2011-23);
 - scan and email the *Affidavit of Loss of Income or Disaster-Related Expenses* to **DTA.DisasterEvent@state.ma.us**;
 - verify that client is active on SNAP; and
 - write in the subject line of the email *D-SNAP Supplement Request*.
- Note:** D-SNAP supplements will be processed centrally. There is no need for TAOs to maintain a log of supplements to be faxed or emailed to Central Office.
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Denial of Request for D-SNAP Supplements

Denial of Supplements

When a D-SNAP supplement is denied:

- a *Disaster SNAP NFL-2* (Attachment L to Operations Memo 2011-23) must be completed;
 - the reason for the denial and the SNAP citation for the denial must be annotated on the form;
 - the reason for the denial may be one of the following:
 - household does not reside in D-SNAP area;
 - household already receives the maximum allotment; or
 - household did not experience at least one of the three adverse effects outlined in this memo (page 3)
 - use manual citation 106 CMR 366.620; and
 - a denial letter must be mailed to the client, and a copy made for the case record.
- Note:** Use the citation 106 CMR 366.620 when denying D-SNAP applications.
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Automatic Supplements

Automatic Supplements

The Department will automatically issue D-SNAP supplements for June's SNAP benefits to eligible SNAP households living in the communities of:

- Brimfield;
- Monson; and
- Wilbraham.

An Operations Memo issuing details on the automatic supplement will be issued shortly.

**Automatic
Supplements
(Continued)**

IMPORTANT: If a D-SNAP supplement was manually issued for June, the household will be excluded from the automatic D-SNAP supplemental issuance later this week to eligible ongoing SNAP households residing in Brimfield, Monson, and Wilbraham.

Question

If you have any questions, please have your hotline designee call the Policy Hotline
