

REPLACEMENT ISSUANCE FOR SNAP

REPLACEMENT ISSUANCE FOR SNAP BENEFITS DUE TO MISFORTUNE

- SNAP regulations at 4.706 allow for the replacement of food (purchased with SNAP benefits) that was lost due to a household misfortune or disaster. Food is replaced by reissuing a household their SNAP benefits. The household can be reissued their entire SNAP allotment for the month, or may be issued a prorated amount. There is no limit on the number of replacements a household can be issued due to a household's misfortune.
- Replacements should be provided in the amount of the loss, but replacements cannot exceed the maximum of one month's allotment. The county worker can consider issuing less than the full month's allotment, if the situation warrants.
- Examples of when to issue full or partial issuances:
 1. The household reports that they lost their power for 6 hours on June 26th. They report that they recently went to the store and used \$50 in SNAP benefits to buy groceries. The county worker would issue replacement benefits in the amount of \$50.
 2. The household reports that their house was completely destroyed due to a fire on June 15th. The county worker would issue replacement benefits for the entire monthly allotment.
- In most instances, the food must have been destroyed either through a complete loss (e.g. the house burned down) or through spoilage (e.g. the household must have lost their power for a minimum of 4 hours). Loss can also be defined as a household having been evacuated from their home for an indefinite period of time for safety reasons (e.g. the household has been evacuated due to fire danger). In order for a household to receive a replacement issuance due to evacuation, the household must be evacuated for an indefinite period of time, i.e. the household has been evacuated and does not know when they will return. Households that are evacuated for several hours are not eligible for a replacement issuance.



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FOR A HOUSEHOLD TO RECEIVE A REPLACEMENT ISSUANCE, ALL OF THE FOLLOWING MUST BE TRUE:

1. The household must report the loss within 10 days of when the misfortune or disaster occurred. The county office must issue the replacement benefits within two working days of being notified of the loss by the household.
2. The county office must determine that a loss occurred through household misfortune or disaster. This can be verified through a collateral contact, documentation from a community agency, or a home visit.
3. The household must complete the ***Affidavit for Food Destroyed in Misfortune***, attesting to their loss. The most updated Affidavits (English and Spanish) are located in the SNAP Learning Library, in the Restoration folder. The signed Affidavit must be kept in the case file.

TO ISSUE A REPLACEMENT BENEFITS, FOLLOW THIS PROCEDURE:

1. Navigate to the **Search for Issuance** screen and select the SNAP issuance month you wish to replace by highlighting this record.
2. Have the household representative sign the appropriate Affidavit. Suppress any Affidavit generated by CBMS.
3. Click on the **Record Affidavit** button at the bottom of the screen. Enter **Replacement Amount** based on the allotment amount previously issued. Complete the **Status** field accordingly (Signed, Printed, or Pending.) Please note that the Affidavit must be signed in order to issue replacement benefits. The **Status Date** field must be completed using the date the Affidavit was signed. The **Request Reason** field must be Household Misfortune or Federal Disaster. The **Date Reported** field must be completed with the date the loss was reported to the agency. The **Date of Occurrence** field must be completed with the date the misfortune or disaster occurred. The **Type of Loss** field must be completed depending on the amount of Food Stamp benefits lost, complete or partial issuance. **Save** the record. You will be directed back to the **Search for Issuance** screen.
4. Click the pencil icon next to the issuance record you wish to replace to edit the **Change Status** screen.



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5. From the **Reason for Change** drop-down list, select the reason that applies to the situation either Misfortune or Federal Disaster (*Federal Disaster may be used only in the case of D-SNAP, which is only implemented in the case of a Presidential Declaration of Emergency*).
6. From the **Issuance Status** drop-down list, select Replaced. Click **Save** and close this screen.
7. You will be directed back to the Search for Issuance screen. Click the Search button to refresh the screen.
8. You will see two records for the month you wish to replace. One will have an Issuance Status of Pending and one will have an Issuance Status of Replaced.
9. The benefits which show a Pending Issuance Status will be issued onto the Client's EBT card during the next batch issuance cycle.

