



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

Bill J. Crouch
Cabinet Secretary

**Bureau for Children and Families
Commissioner's Office
350 Capitol Street, Room 730
Charleston, West Virginia 25301-3711
Telephone: (304) 558-0628 Fax: (304) 558-4194**

Linda M. Watts
Commissioner

March 26, 2020

Mr. Eric Ratchford, Regional Director
Supplemental Nutrition Assistance Program
Mid-Atlantic Region, USDA-FNS
Food and Nutrition Service
Mercer Corporate Park
300 Corporate Drive
Robbinsville, New Jersey 08691-1598

Dear Mr. Ratchford:

Enclosed is a request to issue emergency supplemental allotments to existing SNAP households who do not already receive the maximum benefit allotment for the months of April and May 2020. West Virginia seeks approval for this waiver in order to better assist our vulnerable population, in their time of need.

Thank you for your consideration of our request. If you have any questions, please call Monica Hamilton, Director of the Division of Family Assistance at (304) 356-4620.

Sincerely,

A handwritten signature in blue ink that reads "Linda Watts".

Linda Watts, Commissioner
West Virginia Bureau of Children and Families

Request to Provide Emergency Allotments (Supplements) to SNAP Households

1. **Type of Request:** Initial
2. **Primary Citation:** Families First Corona Virus Response Act
3. **State:** West Virginia
4. **Proposed Alternative Procedures:** West Virginia proposes to provide an emergency allotment to address temporary food needs to households to bring all households up to the maximum benefit due to pandemic related economic conditions for 2 months. This plan is contingent upon the availability of funding and ongoing need, USDA may approval additional months of emergency issuance with an extension request from the state of West Virginia.

These households are eligible for temporary emergency allotments because:

- There is a public health emergency declared by the Secretary of Health and Human Services and there is a state-wide emergency/disaster declaration (copy attached); and
- Due to COVID-19 (check all that apply):
 - Residents of the WV are confirmed to have contracted COVID-19
 - Some or all areas of WV are containment or quarantine zones
 - Businesses have closed or significantly reduced their hours
 - WV's residents have experienced economic impacts due to job suspensions or losses
 - WV's residents have been directed to practice social distancing

Issuing Emergency Allotments to Current SNAP Households:

Supplemental emergency allotments will be issued in the following manner:

In April 2020:

- On a single date: **April 3, 2020**
- Over a series of dates as follows: _____
- Staggered as follows: _____
- Other: _____

In subsequent months, emergency allotments should be provided in accordance with WV's regular issuance schedule. If WV wants to use a different schedule, explain:

WV will provide SNAP households, who do not already receive the maximum allotment for their household size with an emergency allotment on May 01, 2020.

WV will notify clients consistent with SNAP requirements for mass changes, including notice that emergency allotments will be issued for 2 months. Should this schedule change and additional months be approved during the public health emergency, WV will provide a subsequent mass change notice at that time. All emergency allotments will be provided to the SNAP household on the household's EBT card. WV agrees to complete the FNS-292 on a timely basis in accordance to requirements, as well as other recurring SNAP reporting including FNS-46 and FNS -388, on a timely basis in accordance with requirements.

WV will also submit weekly reports to FNS with the following information for all WV SNAP recipients:

- The value of emergency allotment issued
- The average issuance amount per household
- The number of households issued an emergency allotment

Justification for Request: Coronavirus COVID-19, as provided by the Families First Coronavirus Response Act.

5. Affected Caseload (Based on April 2020 data provided by Optum):

One month estimates for existing SNAP households under the following procedures:

- Number of households receiving emergency allotment benefits: 106,461
- Number of individual persons receiving emergency allotment benefits: 204,237
- Amount of emergency allotment benefits issued for one month: \$19,901,566
- Number of months requested (2-month limit): **2**

6. Anticipated Implementation Date: Upon approval of FNS, WV will begin implementing the process to issue the emergency allotment.

7. Signature and Title of Requesting State Agency Official:



Signature

Linda Watts, Commissioner, WV Bureau of Children and Families

Print Name and Title

8. Date of Request: March 26, 2020