

State Plan for Pandemic EBT

Children in School and Child Care, 2022-2023

1. State: District of Columbia

2. **Primary Citations:** Families First Coronavirus Response Act (FFCRA);
Continuing Appropriations Act, 2021 and Other Extensions Act;
Consolidated Appropriations Act, 2021;
American Rescue Plan Act of 2021

3. Executive Summary:

Please provide the following data. In addition, please include a statement indicating that you commit to informing USDA of any significant increase or decrease in these data points during the *date range*¹ covered by this initial plan (or subsequent amendment).

- a. The *date range* covered by this state plan or amendment
 - for children in school
 - for children in child care
- b. Estimated monthly and total *amount* of P-EBT benefits the state will issue within this plan/amendment's date range.
 - Estimated amount issued to school children in SNAP households.
 - Estimated amount issued to school children in non-SNAP households
 - Estimated amount issued to non-school children in child care
- c. Estimated total *number* of children to which the state will issue P-EBT benefits.
 - Estimated number of school children in SNAP households
 - Estimated number of school children in non-SNAP households
 - Estimated number of non-school children in child care
- d. Tentative P-EBT issuance schedule (the dates on which you will issue P-EBT benefits).
 - School children in SNAP households
 - School children in non-SNAP households
 - Children in child care
- e. Names of state agencies involved in administering this plan.

Response:

The District of Columbia commits to informing the USDA/FNS of significant increase or decrease in the data points, benefit amounts, or any changes to the estimated dates for benefit issuance proposed in the initial plan described below (or subsequent amendment).

¹ The date range covered by P-EBT state plan or amendment. A state's plan will typically cover the instructional months in the state's school year (September 2022 through June 2023, for example).

- a. The ***date range*** covered by this state plan or amendment.
 - for children in school: N/A
 - for children in child care: August 2022 through May 11, 2023

- b. Estimated monthly and total ***amount*** of P-EBT benefits the state will issue within this plan/amendment's date range.
 - Estimated amount issued to school children in SNAP households: N/A
 - Estimated amount issued to school children in non-SNAP households: N/A
 - Estimated amount issued to non-school children in child care: \$8,584,390.00

- c. Estimated total ***number*** of children to which the state will issue P-EBT benefits.
 - Estimated number of school children in SNAP households: N/A
 - Estimated number of school children in non-SNAP households: N/A
 - Estimated number of non-school children in child care: 19,000

- d. Tentative P-EBT issuance schedule (the dates on which you will issue P-EBT benefits).
 - School children in SNAP households: N/A
 - School children in non-SNAP households: N/A
 - Children in child care: School year benefits will be issued in June 2023. Corrective issuances will begin in July and continue through the end of the federal fiscal year.

- e. Names of state agencies involved in administering this plan.
 - The District's Department of Human Services (DHS) and Office of the State Superintendent of Education (OSSE) are the state agencies involved in administering the plan.

4. P-EBT for School Children (see Q&As #7-25)

A. Eligible Children

Standard for P-EBT Eligibility

A child is eligible for P-EBT benefits if two conditions are met:

1. The child would be eligible for free or reduced-price meals if the National School Lunch Program and School Breakfast Program were operating normally. This includes children who are:
 - a. directly certified or determined “other source categorically eligible” for SY 2021-2022, *or*
 - b. certified through submission of a household application processed by the child’s school district for SY 2021-2022, *or*
 - c. enrolled in a Community Eligibility Provision school or a school operating under Provisions 2 or 3, *or*
 - d. on the school’s most current prior year list of directly certified children, children determined other source categorically eligible, or children certified by application *and* the school district has not made a new school meal eligibility determination for the child in SY 2021-2022.
2. The child does not receive free or reduced-price meals at the school because the school is closed or has been operating with reduced attendance or hours for at least 5 consecutive days in the current school year. Once the minimum 5 consecutive day threshold is met, children are eligible to receive P-EBT benefits for closures or reductions in hours due to COVID-19.

- Describe how the state will identify eligible school children for P-EBT. Please describe separately for the subset of children enrolled in non-NSLP-participating fully virtual institutions or homeschooling who may be eligible for P-EBT (see Q&As #16 and #25). Also describe what measures the state will take to prevent the issuance of benefits to school year 2021-2022 graduates and other non-students.
- How will the state determine and/or confirm each child’s eligibility for free or reduced-price meals?² Please describe separately for SNAP-recipient and non-SNAP- recipient children, children in public and non-public schools, new students (such as kindergarteners and transfer students), children who become eligible during the school year, and the subset of children enrolled in non-NSLP-participating fully virtual institutions or homeschooling who may be eligible for P-EBT.
- How will the state confirm each child’s lack of access to meals at school? Please describe separately for children in public and non-public schools.
- If the state’s schools will continue to impose temporary virtual or hybrid schedules, describe the process that the state will use to update each child’s in-

² The burden associated with National School Lunch Program applications is covered under OMB Control # 0584-0026, 7 CFR Part 245 - *Determining Eligibility for Free & Reduced Price Meals and Free Milk in Schools*, expiration date 7/31/23.

person and virtual schedules (see Q&A #12). How frequently will that information be updated? (Note that this information must be updated no less frequently than every other month.)

- Describe the process that the state will use to identify individual students' COVID- related absences or virtual learning days, including the process to identify, confirm and monitor the enrollment status of children in non-NSLP-participating fully virtual institutions or homeschooling.
- Describe the roles and responsibilities of each state agency or other partners involved in P-EBT (e.g., which agency is responsible for confirming eligibility).
- Describe any simplifying assumptions the state proposes to use and the justification for using those simplifying assumptions. **Please address both in detail.** In addition, please describe any proposed measures that the state will take to address program integrity when using the proposed simplifying assumptions. *(Please review Q&A #25 on simplifying assumptions regarding fully virtual schools and homeschooling.)*

Response:

N/A

B. School Status

Standard for P-EBT Eligible School Status

Children are eligible for P-EBT benefits if they are eligible for free or reduced price meals, but are unable to receive those meals at school due to the operating status of their schools as outlined below:

1. The school is closed (including any delayed start or early closure to the school year), or the school is operating with reduced attendance or hours.
2. School closures do not include weekends, or days when the school is closed due to a holiday or regularly scheduled break (Thanksgiving, New Year's Day, Spring Break, etc.).
3. The period of closure or reduced attendance or hours must meet the current school year minimum 5 consecutive day threshold before any child is eligible for P-EBT benefits. Once the minimum 5 consecutive day threshold is met, children are eligible to receive P-EBT benefits for closures or reductions in hours and/or attendance due to COVID-19.

- Describe how the state will identify, confirm and monitor the status of individual schools. Also describe how the state will identify the period of duration of the closure, reduced hours, or reduced attendance of the state's schools.
- How will the state confirm that the child's school has been closed or is operating with reduced attendance or hours for a minimum of 5 consecutive days?

- Describe how this information will be obtained and how often the state will collect updated information from schools. (Note that this information must be updated no less frequently than every other month.)
- Describe any simplifying assumptions the state proposes to use and the justification for using those simplifying assumptions. Please address both in detail. In addition, please describe any proposed measures that ensure program integrity when using the proposed simplifying assumptions.

Response:

N/A

5. P-EBT for Children in Child Care (see Q&As #26-33)

Standard for P-EBT Eligibility

A child enrolled in a covered child care facility is eligible for P-EBT if:

1. The child is a member of a household that is enrolled in SNAP in the benefit month.
2. The child is enrolled in a covered child care facility. (Note that under the FFCRA, USDA deems all children under the age of 6 to be enrolled in a covered child care facility.)
3. During a public health emergency designation, the child's child care facility is closed or is operating with reduced attendance or hours for at least 5 consecutive days, resulting in the child's inability to attend the facility; or one or more schools in the area of the facility, or in the area of the child's

There are no changes for P-EBT for children in child care from SY 2021-2022. USDA encourages states to refer to their **approved** SY 2021-2022 child care plan to complete this section. Please describe:

- how the state will identify eligible children and confirm their eligibility consistent with the above standard,
- how the state will set benefit levels for children,
- the roles and responsibilities of each state agency or other partners involved in P-EBT and
- any simplifying assumptions the state proposes to use and the justification for using those simplifying assumptions.

If the state will establish a reduction in access to child care using the CACFP data method, we recommend that the state respond to all points as described in their **approved** SY 2021- 2022 child care plan, such as:

- The state will confirm that there has been a statewide reduction in access to child care for each of the months of the current school year relative to the same months immediately prior to the pandemic, and will share this data and calculations with USDA before issuing benefits for any months.

- The state will use the sum of CACFP lunch claims for child care centers and family day care homes as reported by the state on the FNS-44.³ The state will exclude at-risk lunches and adult lunches.
- The state will set an average monthly P-EBT child care benefit using the reduction in aggregate lunch claims over a designated period of time, the average number of school instructional days over the course of the current school year, and the SY 2022- 2023 P-EBT benefit per day.
- The designated period over which the state will set the average monthly benefit (e.g., a separate average monthly benefit for the fall semester and the spring semester).
- The state will monitor CACFP lunch claims through the end of the school year (or through the end of the public health emergency, as applicable) and will only issue benefits for months where lunch claims remain below claims for the most recent same month prior to the pandemic.

USDA will continue to support states with their calculations for the above approach.

If the state will establish a reduction in access to child care using a different approach, such as individual children’s eligibility or proximity to area schools, then please describe below what the state will do and how this approach will be consistent with the above standard, such as:

- How will the state determine that a child’s residence is in the area of one or more schools that is closed or is operating with reduced attendance or hours? (See Q&A #30)
- For children whose residence is *not* in the area of one or more closed schools or schools operating with reduced attendance or hours, how will the state determine those children’s eligibility? (See Q&A #32-33). Specifically, how will the state determine that:
 - the child’s child care facility is closed or is operating with reduced attendance or hours, or
 - the child’s child care facility is in the area of one or more schools that are closed or operating with reduced attendance or hours?
- Are there any state or local public health ordinances that limit the capacity of child care facilities in response to COVID-19 in your state? If yes, describe how you will use those to find that all SNAP-participant children under age 6 are eligible for P- EBT in those areas?
- Describe the process that the state will use to update and re-establish each child’s continued P-EBT eligibility and benefit level consistent with changes in the operating status of the child care facility or area schools? How frequently will that information be updated? (Note that this information must be updated no less frequently than every other month.)

³ The burden associated with state reporting of CACFP meal claims via the FNS-44 form is covered under OMB Control number 0584-0594, *Food Programs Reporting System (FPRS)*, expiration date July 31, 2023.

Response:

- how the state will identify eligible children and confirm their eligibility consistent with the above standard
 - The District will identify eligibility using SNAP household data from DCAS, the District's eligibility system.
 - The District will identify and issue May benefits for families who applied for SNAP between May 1 and May 11 and are found eligible for SNAP for those dates.
 - Children will be deemed eligible for each month if they are (1) five years of age or younger on September 30, 2022 and (2) are a member of a household that is receiving SNAP during the month.
- how the state will set benefit levels for children
 - The District will establish a reduction in access to child care using the CACFP data method.
 - The District will use the sum of CACFP lunch claims for all months available at the time of plan submission for child care centers and family day care homes (excluding at-risk lunches and adult lunches) as reported by the state on the FNS-44.
 - The District will issue a benefit level for each weekday equal to the average reduction in CACFP claims for August 2022 through the last month of data available at the time of plan submission (November 2022) multiplied by the maximum P-EBT school benefit in a month.
 - The District will use an average of 18 school days per month to calculate the monthly benefit amount.
 - Benefit amount calculations are shown in the table at the bottom of this section.
 - If the public health emergency ends, as expected, on May 11, 2023, the District will prorate benefits based on nine weekdays during the month (i.e., May benefits will be half the amount paid for other months).
 - The District will confirm that lunch claims, for the most current months where complete data are available, have not returned to pre-pandemic levels before issuing benefits for those months or subsequent months.
- the roles and responsibilities of each state agency or other partners involved in P-EBT
 - DHS and OSSE will serve as the principal partners for the P-EBT program for childcare children.
 - DHS will determine the benefit amount using data from the FNS-44 as set forth above.
 - DHS will identify eligible children as set forth above.
 - DHS will be responsible for issuing P-EBT benefits to the household's EBT card.
- any simplifying assumptions the state proposes to use and the justification for using those simplifying assumptions
 - The District will only use data from the FNS 44 -CACFP report because data at a more granular level is not available for the District's childcare facility locations.

- All children who are five years of age or younger on September 30, 2022 will be deemed to be enrolled in a covered childcare facility based on the Families First Coronavirus Response Act (FFCRA).
- The District is 68 square miles and densely populated, and so the District assumes all residents live within the area of a school with reduced attendance and the CACFP data shall apply to all children who are five years of age or younger on September 30, 2022 and part of a SNAP household.
- Following the same approach that was approved during SY21-22, the District will use an average of 18 school days per full month and will calculate the benefit amount for each month based on an average of all months of CACFP data available at the time of plan submission.

CACFP lunch claims pre-pandemic months		CACFP lunch claims current school year months		Percent Change, Full School Year	
August 2019	99,614	August 2022	62,670	To be applied to daily rate and number of school instructional days per month.	
September 2019	92,870	September 2022	61,941		
October 2019	103,606	October 2022	66,992		
November 2019	82,691	November 2022	64,926		
December 2019	TBD	December 2022	TBD		
January 2020	TBD	January 2023	TBD		
February 2020	TBD	February 2023	TBD		
March 2020	N/A	March 2023	N/A		
April 2020	N/A	April 2023	N/A		
May 2020	N/A	May 2023	N/A		
Total	TBD	Total	TBD		TBD

Child Care Calculation	Percent Change in CACFP Claims	Average # of Days Per Month	Number of Months	Daily Benefit Amount	Average Monthly Benefit	Full Year Benefit
Full School Year	TBD	18	9.5	\$8.18	TBD	TBD

6. Benefit Levels

Standard for Benefit Levels

1. The full daily benefit level for each eligible child is equal to the free reimbursement for a breakfast, a lunch, and a snack for school year 2022-2023. The benefit is multiplied by the number of days that the eligible child's status makes them eligible for P-EBT benefits.

SY 2022-2023	Free Reimbursements USDA School Meal Programs
---------------------	--

July 1, 2022 - June 30, 2023	Lunch	Breakfast	Snack	Daily Total
Contiguous U.S.	\$4.43	\$2.67	\$1.08	\$8.18
Alaska	6.87	4.21	1.75	12.83
Hawaii, Guam, Virgin Islands, Puerto Rico	5.10	3.09	1.26	9.45

Notes:

1. Lunch rates include the 8 cent performance-based reimbursement and the extra 2 cents per meal received by school food authorities in which 60 percent or more of the lunches served during the second preceding school year were served free or at a reduced price.
2. Breakfast rates are those received by "severe need" schools.
3. Snack rates are those for afterschool snacks served in afterschool care programs
4. The figures include the temporary additional funding for school lunch and school breakfast authorized under Section 2 of the Keep Kids Fed Act of 2022.

Source: <https://www.federalregister.gov/documents/2022/07/26/2022-15892/national-school-lunch-special-milk-and-school-breakfast-programs-national-average-paymentsmaximum>

- Describe the benefit levels proposed, including how days of eligibility will be determined. What simplifying assumptions does the state propose? Why must the state make those simplifying assumptions? Please address both of these questions in detail.

Response:

The District will issue a benefit level equal to the average reduction in claims for the months of CACFP data available at the time of plan submission multiplied by the maximum P-EBT school benefit in a month using an average of 18 days in a month. Children will only receive a benefit during the months which they are included in a household which is participating in the SNAP program.

7. Implementation Timeline, EBT Processing, and Benefit Issuance

Please provide an implementation timeline for SY 2022-2023 with estimated dates for major milestones in your plan.

- States should develop their timeline cooperatively, including input from its EBT processor and all state agencies involved in implementing P-EBT. Instead of using specific dates, describe important milestones and realistic durations between them. USDA suggests that states build their timelines from the date USDA approves the state's plan (Day #0).
- The timeline must include the state's tentative issuance dates. In past years, most states issued in phases, and on a rolling basis thereafter. For example: issuance to SNAP households Day #10, to non-SNAP households on Day #15, and to newly identified cases from Day #16 onward. This is a best practice, which we encourage states to continue.
- Examples of other possible milestones include, but are not limited to:
 - State Education agency provides student data to SNAP state agency (Day #5)
 - P-EBT hotline becomes active (Day #9)

- Public notice campaign begins (Day #10), etc.

March 2023:

- P-EBT SY Childcare plan and Summer plans submission and approval
- Ensure EBT vendor contracts are in place
- DHS will continue to review web forms to address discrepancies regarding the household mailing address, parent/guardian information, etc.

April 2023:

- P-EBT Childcare plan approval

June 2023

- DHS issues child care P-EBT benefits for August 2022- May 2023

July - September 2023:

- DHS issues school child population Summer P-EBT benefits for SY22-23
- DHS issues will reconcile cases that are appealed from households that state that they did not receive P-EBT benefits but should have been eligible
- DHS will issue corrective payment benefits ongoing to resolve any discrepancies and submitted issues

Additional Information

- DHS will consider adjusting clean up issuances depending on the time frame needed to review the clean up file and complete the appeals process with households
- DHS will involve all relevant stakeholders as the P-EBT plan is revised, approved, and implemented. DHS will notify all stakeholders if there is a delay, discrepancy, or unforeseen circumstances in the implementation of the P-EBT program
- DHS will contact FNS when the proposed issuance schedule is finalized
- DHS will contact FNS if there is a delay, discrepancy, or unforeseen circumstance in the implementation of the proposed issuance schedule

EBT Processing and Benefit Issuance:

- DHS will use the data contained in the DHS Active SNAP report to confirm household records.
- The calculated benefit amount for the associated benefit month will be loaded on the EBT cards via a batch file to the EBT vendor.
- DHS confirms that it has access to sufficient card stock on hand to successfully begin operations for the number of households listed below.
- DHS is working with the EBT vendor, FIS, to ensure we are in good communication.
- DHS agrees to complete the FNS-292 form on a timely basis in accordance with requirements as well as all other normally recurring SNAP reporting including the FNS 46,388, and 778 reports, on a timely basis in accordance with requirements.

- DHS plans to follow the same expungement pattern of benefits for P-EBT as regular SNAP benefits, which is 274 days, since these benefits will be issued to existing SNAP customers.
- DHS reserves the right to amend this plan or submit changes for approval to the Food and Nutrition Service (FNS) based on any additional information received from the FIS (EBT vendor), or District Office.

Please also address each of the following:

- Will the state issue P-EBT benefits on a unique P-EBT card design? If so, who will receive these cards, non-SNAP households only? Or also SNAP households?
- How will the state distinguish P-EBT from SNAP and D-SNAP issuances? USDA strongly encourages the use of a sub-benefit type, even if your state did not do so in P-EBT issuances for previous school years. This will greatly facilitate the states' ability to report and USDA to maintain accountability for P-EBT.
- What will be your draw/spend priority for P-EBT, SNAP, and D-SNAP? USDA suggests making P-EBT first on your draw/spend priority.
- How will the state handle expungement of P-EBT benefits? USDA recommends that states follow the same expungement rules that the state currently follows for SNAP.
- How will you and your EBT processor handle returned P-EBT cards? How will you handle the need to issue replacement cards in these cases?
- Will you issue *new* P-EBT cards to existing P-EBT households?
 - If so, who will receive these cards? Non-SNAP households only? Or also SNAP households?
 - If not, how will you handle cases where the P-EBT household no longer has their P-EBT card?

Response:

- The District will not issue P-EBT benefits on a unique P-EBT card design.
- The District will use a separate benefit type for P-EBT benefits, a sub-benefit that is distinct from SNAP and D-SNAP.
- All P-EBT benefits will be added to the household's existing SNAP EBT account, and the benefit draw/spend priority will be "First In, First Out".
- Unused P-EBT benefits on the EBT card will be expunged after 274 days of non-usage, which is the same expungement rule as regular SNAP benefits.
- DHS will not issue new P-EBT cards to existing P-EBT households.
- If an existing P-EBT household needs a new card issued, these customers will be instructed to follow normal procedures for requesting a new EBT card.

8. Customer Service

Recommended Standard for Household Support

USDA strongly encourages states to develop a customer service plan that anticipates common questions from households of children that are eligible and potentially eligible to participate in P-EBT, and that ensures that all who are eligible are able to receive and use their P-EBT benefits.

1. USDA strongly encourages states to provide a means to resolve disputes and answer questions from actual or potential P-EBT households.
2. USDA strongly encourages states to provide relevant program information to actual and potential P-EBT households.

To complete Section 8, we encourage states to use language from their approved plan from SY 2021-2022 with all necessary updates. -

- How will the state resolve disputes or issuance errors (incorrect benefit amount, denied benefits, etc.)? Based on the large number of such inquiries received by USDA, the states, and EBT processors, USDA suggests a phone number (hotline) staffed by personnel empowered to research and address such cases.
- Please describe how the state will serve groups with potential access problems, for example: homeless children, foster children, children without social security numbers, children and caregivers with limited English proficiency, households without internet access, and people living with disabilities.
- Describe the state's public information campaign. That is, the information you will provide to the general public (i.e., ***not directly*** to P-EBT participants), and how you will provide that information (i.e., print or broadcast advertising, social media, mailers to the general population).
- Describe what information you will provide for households that do not want the P- EBT benefit that is directly issued to them. How dispose of the card, etc.
- Describe the information you will provide ***directly*** to P-EBT participants (this is different than the information you provide to the general public), and how you will provide that information. For example:
 - What will you provide to explain the purpose of P-EBT and how to use the benefit? Based on the large number and wide variety of public inquiries that USDA, states, and EBT processor call centers received regarding P-EBT in over the past year, USDA recommends it include:
 - A description of P-EBT
 - Instructions for PINing a P-EBT card
 - Explanation of where benefits can be used
 - Explanation of how benefits can and cannot be used (i.e., eligible foods and non-eligible items)
 - Explanation of violations and penalties, such as trafficking
 - An indication that benefits are non-transferable
 - Instructions for destroying the card, if they want to decline benefits

- Information regarding a hotline, helpdesk, or website/portal that participants can reach out to, if they have questions, need assistance (setting up a PIN, for example)
- How will you provide P-EBT information to non-SNAP households? How will you provide P-EBT information to SNAP households?
 - Will you provide information via mailers? Will the mailer(s) be a flyer/brochure, buck slip, letter, or some other alternative? USDA recommends flyers/brochures, because these can be used more flexibly than buck slips.
 - Will you provide information via e-mail, text messages, social media, website, robo-call, and/or other electronic means?

Response:

- DHS has a partially allocated government employee staff and also has a contract-based customer service unit to resolve disputes or issuance errors of P-EBT benefits. Customers will file claims online via the existing online complaint form, “the web form.” Upon the report of a dispute, staff will research the dispute, the EBT benefit issuance (if applicable) and determine if the dispute is valid or invalid. If the nature of the dispute involves SNAP case data or school enrollment data, the issue will be escalated to a second tier of Merit Staff who can resolve the issue. The parent/guardian will be contacted by telephone with the resolution of the dispute. If the disputes become excessive, DHS will designate additional, experienced staff members to address the disputes as needed.
- DHS will assist vulnerable groups and/or households that express having challenges or issues with accessing P-EBT or P-EBT program information. Limited English Proficiency (LEP) households may view the District’s webform in multiple languages, and will receive notices and calls in multiple languages.
- DHS and OSSE will issue a joint press release to announce the P-EBT to the general public in order to inform parents, guardians, and the general public of program details and eligibility criteria. The press release will include the current P-EBT program information, which includes eligible children in childcare. It will also contain a reminder that the PHE ends on May 11, 2023 and an explanation of those customer-facing implications.
- DHS will update the DHS website description of the P-EBT program and eligibility criteria and include a link to the web form and a reminder that the PHE ends on May 11, 2023 and a description of those customer-facing implications. DHS will ensure the website information and web form is available in multiple languages. DHS will also provide presentations to the OSSE Childcare Providers’ group.
- For current SNAP and P-EBT recipients, DHS plans to issue P-EBT benefits on the household's existing SNAP EBT card.
- If a parent/guardian does not want the P-EBT benefits, we will inform them that P-EBT benefits are not transferable, they are not required to use the P-EBT

benefit, but we are also not able to redirect these funds to someone else. We will also inform them that if they choose not to use the benefits, they will be expunged after 274 days of non-use. Alternatively, they may destroy their card.

- For information provided directly to P-EBT customers, DHS will issue robo calls and a mailed notice when a P-EBT payment is made. Mailed notices include general information such as P-EBT program information, EBT card activation, instructions for choosing a PIN number, an explanation that benefits are non-transferrable, violations and penalties, instructions for destroying the card, and our website address for additional information. The EBT (FIS) customer service number and website will be located on the EBT card. Additional information may be provided by DHS through mass text messaging, website, and written announcements. Frequently asked questions and a link to our webform for further assistance are included on the DHS website.

9. Over-issuance of P-EBT benefits

To complete Section 9, we encourage states to use language from their approved plan from SY 2021-2022 with all necessary updates.

States should outline a process to recover or adjust P-EBT payments to correct errors on previous issuances. states cannot simply apply their existing SNAP benefit claim process to P-EBT. Accordingly, states should develop P-EBT-specific rules and procedures and include those in their state plans. states must also consider the capability of their SNAP systems to distinguish P- EBT from SNAP benefits.

The process should take into consideration that many households received their benefits, without application, through an automated match process that relied on the state's own administrative data. Reclaiming benefits under those circumstances calls for a process that weighs the equity of the claim, the burden on affected households, and the likelihood and costs of recovery. Given those considerations, a state's P-EBT plan should consider reasonable thresholds for taking action to recover over-issued benefits. states that establish a process for benefit recovery must provide clear notice to beneficiaries of the circumstances under which the state may attempt to recover benefits or reduce a future issuance. Under no circumstances may the state reduce a SNAP benefit to settle a P-EBT claim.

Finally, the states recognize that USDA is responsible for ensuring accountability of funds for P- EBT purposes. As part of its oversight responsibilities, USDA may hold state agencies liable for aggregate over-issuances or improper payments. USDA's course of action is to pursue P-EBT over-issuance claims in the aggregate where USDA believes such action is merited, based on the nature of the error that gave rise to the over-issuance, the size of the error, and whether such action would advance program purposes.

Please describe how your state will manage P-EBT payment errors.

Response:

DHS will make all reasonable efforts to detect overissuances and improper payments. These efforts will include using established methods and channels to receive tips, complaints, and referrals regarding P-EBT activity.

DHS will contact FNS for additional guidance prior to taking any action when an overissuance or invalid payment is discovered. DHS will describe the nature of the error, the number of children involved, the dollar value of the error, and the recommended action by the agency. DHS will complete the spreadsheet provided by USDA to document any overissuances and corrective action that the District will take or has taken to prevent recurrence of the error.

10. Benefit Issuance Reporting

The state agrees to complete the FNS-292 form as well as all other normally recurring SNAP reporting, including the FNS-46, FNS-388, and FNS-778 reports, on a timely basis in accordance with requirements.

Response:

The District of Columbia acknowledges the above statement regarding benefit issuance reporting.

11. Administrative Funding

A separate grant to cover state level administrative costs associated with the administration of P- EBT will be awarded to the SNAP state agency within each state, for the period of performance October 1, 2022 through September 30 2023. As the authorized grantee, the SNAP state agency will be granted access to the associated letter-of-credit in which the administrative grant funds will be placed. As P-EBT related state administrative costs may be incurred by state agencies other than the SNAP state agency, the SNAP state agency will be responsible for entering into interagency agreements in the form of a Memorandum of Understanding, or document of similar construct, with all other respective state agencies responsible for delivering P-EBT benefits. The SNAP state agency will be responsible for reimbursing the administrative costs of all associated agencies accordingly.

Prior to USDA releasing the grant for administrative funding, each SNAP state agency will be required to submit a P-EBT Budget Plan using the FNS-366(a) Program and Budget Summary Statement. Funds will not be released to the SNAP state agency's letter-of-credit until this plan is submitted and approved. The SNAP state agency's Budget Plan should include the estimated administrative costs for all state agencies that will be handling P-EBT.

As noted in Item 9 above, the SNAP state agency will be also responsible for reporting all administrative expenditures on a separate FNS-778, Supplemental Nutrition Assistance Program, Federal Financial Report designated specifically for P-EBT. The expenditures on the

FNS-778 should align with those outlined in the FNS-366(a), Program and Budget Summary Statement.

The forms associated with P-EBT will be modified accordingly.

Response:

The District of Columbia acknowledges the above statement regarding benefit Administrative Funding.

12. Release of Information

Per Section 1101(e) of the Families First Coronavirus Response Act: Notwithstanding any other provision of law, the Secretary of Agriculture may authorize state educational agencies and school food authorities administering a school lunch program under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) to release to appropriate officials administering the supplemental nutrition assistance program such information as may be necessary to carry out this section.”

Response:

The District of Columbia acknowledges the above statement regarding release of information.

13. Civil Rights Statement

The state will continue to comply with civil rights requirements by not discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The state will also provide meaningful access to its programs and activities for individuals who are limited English proficient, and provide equal access to individuals with disabilities.

Response:

The District of Columbia confirms that it will continue to comply with civil rights requirements, to include providing equal access to individuals with disabilities and individuals who are limited English proficient.

14. Administration of State P-EBT Plan

The state will administer P-EBT according to the terms of its approved state plan. If the state wishes to change any of the terms of its plan, the state shall first notify USDA and will, if requested by USDA, submit a plan amendment for USDA review and approval.

Response:

The District of Columbia acknowledges the above statement regarding the administration of the State P-EBT plan.

Signature and Title of Requesting SNAP and Child Nutrition State Agency Officials:

Signature
Print Name and Title

Signature
Print Name and Title

Date of Request: _____