



United States Department of Agriculture

**United States
Department of
Agriculture**

Food and
Nutrition
Service

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Date: April 27, 2020

Subject: Reporting of Pandemic EBT and SNAP Emergency Allotments through the Food Program Reporting System (FPRS) – Questions and Answers

To: All State Agency Directors
Supplemental Nutrition Assistance Program (SNAP)

On March 18, 2020, President Donald J. Trump signed into law the Families First Coronavirus Response Act. This legislation contains several provisions related to Supplemental Nutrition Assistance Program (SNAP) recipients and program administration in response to the COVID-19 public health emergency.

The Food and Nutrition Service (FNS) is grateful for your continued partnership in responding to this emergency and ensuring SNAP households receive the assistance they need. Attached is the first set of questions and answers for SNAP State agencies in response to questions received about the reporting of Pandemic EBT (P-EBT) and SNAP Emergency Allotments (EA) through the FPRS.

State agencies should contact their respective FNS Regional Offices with any questions.

Sincerely,

David G. Burr
Deputy Administrator for Financial Management
and Chief Financial Officer

P-EBT Reporting through the Food Program Reporting System (FPRS)

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

1) Will FNS require states to report P-EBT on the FNS-388 (State Issuance and Participation Estimates)?

Yes. FNS is requiring P-EBT issuance and participation data to be reported on the FNS-388 under “Other” (lines 2e (Issuance (Dollars), 3e (Number of Participating People), and 4e (Number of Participating Households)). States must enter in the Remarks section that “Other” data reported is for the Public Health Emergency during which the school would otherwise be in session. If data entered in “Other” is not 100% related to the Public Health Emergency, states must add additional information in the remarks section to indicate the breakout of the Public Health Emergency issuance/participation totals from other line e reasons.

Example of “Other” data not being 100% related to a Public Health Emergency designation:

- 1. Public Health Emergency Designation for COVID-19: \$10,000 issuance; 4,500 people; 1,500 households**
- 2. Court case Brown vs. New York: \$5,000 issuance; 500 people; 200 households**

2) Will FNS require states to report P-EBT on the FNS-46 (Issuance Reconciliation Report)?

Yes. FNS is requiring that P-EBT issuance reconciliation data be reported on the FNS-46 under “6f. Total Other Issuance this month”. If issuance entered in line 6f is not 100% related to the Public Health Emergency, states must add additional information in the Remarks section to indicate the breakout of the Public Health Emergency issuance/ participation totals from other reasons.

3) Will FNS require states to report P-EBT on the FNS-292B (Report of Disaster Supplemental Nutrition Assistance Benefit Issuance)?

Yes. FNS is requiring that State-level P-EBT data for “New Applicant Households Approved” be reported via the FNS-292B twice per month. The first report will include the first day of the month through the 15th. The second report will be cumulative of the first report and add activity from the 16th day through the last day of the month. FNS is requiring that the twice-monthly FNS-292B report be certified by the 5th business day following the end of the bi-weekly reporting period. The certified FNS-292B must be posted no later than the 3rd business day following the certified due date.

On the FNS-292B, for Box 7, states will check “Other” and specify it as “Pandemic”. For Box 10, states will check “Other” and specify “Pandemic EBT”

- 4) **Some of States will not be able to roll up non-SNAP siblings into household units. They will issue separate EBT cards for each of those children. How these unmatched non-SNAP siblings should be reported in the “household” columns of the required form?**

Children unmatched to an existing SNAP household and receiving an individual benefit card should be reported as a household with one participant.

Emergency Allotments Reporting through the Food Program Reporting System (FPRS)

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- 1) **Will FNS require states to report Emergency Allotments (EA) on the FNS-388 (State Issuance and Participation Estimates)?**

Yes. FNS is requiring that the Emergency Allotment (EA) issuance and participation data be reported on the FNS-388 under “Disaster Supplements (Ongoing SNAP Households)” (lines 2c (Issuance Dollars), 3c (Number of Participating People), and 4c (Number of Participating Households)). States must enter in the Remarks section that lines 2c, 3c and 4c reflect data for the public health emergency declaration related to COVID-19. If data entered in lines 2c, 3c and 4c is not 100% related to EA COVID-19, states must add remarks to indicate the breakout of the EA COVID-19 issuance and participation totals from other line c reason(s).

Example for line c. data not being 100% EA related:

1. **EA: \$10,000 issuance; 3,000 people; 1,500 households**
2. **Tornado: \$5,000 issuance; 2,000 people; 500 households**

- 2) **Will FNS require states to report Emergency Allotments (EA) on the FNS-46?**

Yes. FNS is requiring that the Emergency Allotments (EA) issuance reconciliation data be reported on the FNS-46 under “6c. Disaster Supplements Issuance this month”. If issuance entered is not 100% EA related, states must provide more information in the Remarks section.

- 3) **Will FNS require states to report Emergency Allotments on the FNS-292B?**

Yes. FNS is requiring that State-level Emergency Allotments data for “Ongoing Recipient Households Approved” be reported via the FNS-292B on a twice per month. The first report will include the first day of the month through the 15th. The second report will be cumulative of the first report and add activity from the 16th day through the last day of the month. FNS is requiring that the twice-monthly FNS-292B report be certified by the 5th business day following the end of the bi-weekly

reporting period. The certified FNS-292B must be posted no later than the 3rd business day following the certified due date.

On the FNS-292B, for Box 7, states will check “Other” and specify it as “Pandemic”. For Box 10, states will check “Other” and specify “Pandemic EBT”.