



Government of the Virgin Islands of the United States  
**DEPARTMENT OF HUMAN SERVICES**

Office of the Commissioner

December 9, 2021

**Ms. Bonnie Brathwaite**  
**SNAP Regional Division Director**  
**USDA/FNS Northeast Regional Office #10**  
**Causeway Street, Room 501**  
**Boston, MA 02222**

**RE: USDA/FNS Emergency Allotment Request**

Dear Director Brathwaite:

As part of the Virgin Islands Department of Human Services (VIDHS) Pandemic Contingency Plan, I am requesting approval of the attached request to provide an emergency allotment to bring all households up to the maximum benefit for the month of December 2021. On October 28, 2021, through the 31<sup>st</sup> Supplemental Executive Order, Governor Albert Bryan, Jr. issued a State of Emergency and Public Health declaration which heightened the level of precaution and preventative measures for the V.I. because of the Coronavirus Pandemic. The Governor continues to urge all residents to wear masks and adhere to the CDC guidance for social distancing and health safety.

As an essential agency, VIDHS is committed to providing our clients with the optimal level of service needed, while at the same time ensuring their safety and the safety of our employees. SNAP Certification offices remain accessible to the public via telephone and internet services. Customers are encouraged to download the application and change forms located on the DHS website.

Customers are encouraged to email, mail, fax documents or deposit them in a secure drop box located at each local office. The agency will expand telephone coverage to ensure responsive customer service. Frequent public service announcements will be done to inform the community of all program and procedural changes as well as appearances on radio broadcasts which will be available on our DHS Facebook page and DHS website, when at all possible. On behalf of my VIDHS SNAP staff, I would like to express our appreciation for the continued support and cooperation received from you and your staff at the Northeast Regional Office (NERO).

Sincerely,

Kimberley Causey-Gomez  
Commissioner

cc: Charmaine Modeste-Antoine, CFO  
Michal Rhymer-Browne, Assistant Commissioner  
Natalie Bailey, SNAP Administrator  
Emmanueline Archer, SNAP Territorial Director

Attachments

## State Template – FFCRA SNAP Emergency Allotment Request

States must provide the following to their FNS Regional SNAP contact(s) for each month covered by this request.

State/Territory: Virgin Islands

1. [December] EA Issuance date(s): December 18, 2021  
(Provide exact dates of planned EA issuance for the month or annotate above if the State will be providing EA benefits in accordance with the State's regular issuance schedule.)
2. [December] estimate of the number of households and estimated EA amount:  
Number of households receiving emergency allotment benefits: 11,644  
Amount of emergency allotment benefits issued per month: \$ 2,015,178.00
3. **Confirmation** that one or more of the following conditions exists due to COVID-19.  
(Check all that apply):
  - Residents of the State are confirmed to have contracted COVID-19
  - Some or all areas of the State are containment or quarantine zones
  - Businesses have closed or significantly reduced their hours
  - The State's residents have experienced economic impacts due to job suspensions or losses
  - The State's residents have been directed to practice social distancing**And**
  - The State's emergency or disaster declaration remains active

USDA reserves the right to withdraw or otherwise modify this approval subject to availability of funding.

## P-SNAP (Emergency Allotment) Updated Schedule

- 12/1/2021 – Added December 2021 P-SNAP schedule

P-SNAP for October 2021		
1. Issue October 2021 P-SNAP to ongoing cases	October 23, 2021 10:00 AM – 11:30 AM CST	Completed
2. Issue October P-SNAP to applications approved after October 23, 2021	November 20, 2021 10:00 AM – 11:30 AM CST	Completed
3. List of SNAP cases with less than <u>\$10 benefits in October 2021</u>	November 20, 2021 10:00 AM – 11:30 AM CST	Completed
4. Issue October P-SNAP to applications approved after November 20, 2021	December 18, 2021 10:00 AM – 11:30 AM CST	Scheduled
5. EA run as requested	TBD	DFA will inform PSI if additional EA run is needed
P-SNAP for November 2021		
6. Issue November 2021 P-SNAP to ongoing cases	November 20, 2021 10:00 AM – 11:30 AM CST	Completed
7. Issue November P-SNAP to applications approved after November 20, 2021	December 18, 2021 10:00 AM – 11:30 AM CST	Scheduled This will also include any remaining EA for September and October 2021.
8. List of SNAP cases with less than <u>\$10 benefits in November 2021</u>	December 18, 2021 10:00 AM – 11:30 AM CST	Scheduled Cases need to be manually approved
9. Issue November P-SNAP to applications approved after December 18 2021	January 22, 2022 10:00 AM – 11:30 AM CST	Scheduled
10. EA run as requested	TBD	DFA will inform PSI if additional EA run is needed
P-SNAP for December 2021 (Waiting for FNS Approval)		
11. Issue December 2021 P-SNAP to ongoing cases	December 18, 2021 10:00 AM – 11:30 AM CST	Scheduled
12. Issue December P-SNAP to applications approved after December 18, 2021	January 22, 2022 10:00 AM – 11:30 AM CST	Scheduled This will also include any remaining EA for October and November 2021.
13. List of SNAP cases with less than <u>\$10 benefits in December 2021</u>	January 22, 2022 10:00 AM – 11:30 AM CST	Scheduled Cases need to be manually approved
14. Issue December P-SNAP to applications approved after January 22, 2021	February 19, 2022 10:00 AM – 11:30 AM CST	Scheduled
15. EA run as requested	TBD	DFA will inform PSI if additional EA run is needed