

From: [Gold, Andrea - FNS](#)
To: [Boger, Kelly - FNS](#); [Ratchford, Eric - FNS](#); [Gagliardi, David - FNS](#); [Jenkins, Bill - FNS](#); [Berberich, Christine - FNS](#); [Hayes, Alyssa - FNS](#); [Jacobson-Brown, Sally - FNS](#); [Garcia, Joni - FNS](#); [Hui, Carmen - FNS](#); [Walsh, Tim - FNS](#); [Campbell, Julena - FNS](#); [Dombroski, Patricia - FNS](#); [Limbacher, Diana - FNS](#); [Falcones-Espinoza, Carmen - FNS](#)
Cc: [Hortin, Steve - FNS](#); [Kreh, Tim - FNS](#); [Opara, Felix - FNS](#); [Nichols, Nadine - FNS](#); [Shahin, Jessica - FNS](#); [Griffin, Laura - FNS](#); [Pierce, Shelly - FNS](#); [Silbermann, Lizbeth - FNS](#); [Balbes, Maribelle - FNS](#); [Gersten-Paal, Sasha - FNS](#); [Patyk, Karen - FNS](#); [DeLaCruz Kriviski, Eliot - FNS](#); [Maloney, Wayne - RD, Washington, DC](#); [Abelev, Melissa - FNS](#); [Hardison, Brooke - FNS](#); [Garcia, Kristin - FNS](#); [Gold, Andrea - FNS](#); [Lucas, Richard - FNS](#); [Muns, Tamiaka - FNS](#); [Billger, Hans - FNS](#); [Kaup, Glenn - FNS](#); [Mouw, Traci - FNS](#); [Carrasco, Rogelio - FNS](#); [Noble, John \(David\) - FNS](#); [Swezy, Shanta - FNS](#); [Carter, Scott - FNS](#); [Castillo, Georgina - FNS](#); [Koster, Patrick - FNS](#); [Shelby, Carolyn - FNS](#); [Burr, David - FNS](#); [Greenwood, Lisa - FNS](#); [Pauley, Edward - FNS](#)
Subject: COVID-19: WV Emergency Allotments Approval
Date: Friday, March 27, 2020 4:11:46 PM
Attachments: [WV Request to Provide Emergency Allotments waiver signed.pdf](#)
[supplemental snap waiver cover letter signed.pdf](#)

MARO Team,

Please consider this FNS' approval of West Virginia's attached request to issue Emergency Allotments (EA) to all ongoing SNAP households in the State of West Virginia.

This approval will allow the State to issue EA to ongoing SNAP households for April and May 2020, increasing their current monthly allotment up to the maximum monthly allotment for a household of that size. Ongoing SNAP households that already receive the maximum monthly allotment for their household size are not eligible for EA. All EA will be delivered on ongoing SNAP households' EBT cards.

Please ask the State to confirm receipt and REPLY ALL, upon notice of the State's confirmation of receipt. We would also ask the State to alert any contacts they may have in the retailer community of the emergency issuance and its timing, so stores can stock up in preparation.

Thanks, and please let us know if you have any questions.

Andrea

Andrea Gold-O'Connor
Director
SNAP, Retailer and Issuance Policy
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**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 - Amended

1. **Type of Request:** Initial request amended
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: **Issued on April 03, 2020 and made available for use on April 04, 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 issued on May 01, 2020 and made available for use on May 02, 2020. The COVID-19 pandemic and subsequent orders related have caused delays in processing of applications. In order to serve all SNAP households who, qualify for an emergency allotment, WV will do a secondary single day issuance for the month of April on May 11, 2020, and a secondary single issuance for the month of May on June 11, 2020. This will capture qualified households who were missed during the April 03, 2020 and May 01, 2020 single issuance dates. These are SNAP households who applied prior to the beginning month of EA supplement issuance (April or May 2020), but cases were not certified until after the EA supplemental issuance month.

Example: 1-person household applies for SNAP on March 21, 2020, they complete a telephone interview on March 29, 2020 and the case must submit earned income verification. Employment verification is received on April 05, 2020 and SNAP is certified.

In order to make SNAP more accessible during the public health crisis, the WV DHHR field staff have been instructed to issue the EA supplement through an auxiliary process. A specific reason code has been created in the eligibility system that denotes a SNAP household who received an EA supplement. This reason code will capture all SNAP households who receive an EA supplement; houses who received the supplement during single day issuances or those issued by worker intervention. This will allow for WV to maintain an accurate count for required reporting purposes

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: April 10, 2020