

Department of Social and Health Services

Olympia, Washington

EAZ Manual

Revision	# 1153
Category	Emergency Food Supplements
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Summary

Updated [EAZ Chapter: Emergency Food Supplements](#) to include new emergency rule, WAC 388-437-0002, for the minimum \$95 emergency supplement and update language in the chapter.

See below for new text:

Emergency Food Supplements

Created on:

Mar 31 2020

Revised ~~February 3~~ [April 20](#), 2021

Note: Pandemic EBT benefits ended as of 9/30/2020.

Purpose:

This section lists emergency rules related to food assistance programs in response to the COVID-19 pandemic.

[WAC 388-437-0002 – What is the minimum emergency food assistance allotment an assistance unit may receive?](#)

WAC 388-437-0005 - Changes to food assistance in response to the COVID-19 pandemic.

- [Clarifying Information](#) and [Worker Responsibilities](#)

WAC 388-437-0010 - Pandemic EBT Benefits (Ended as of 9/30/2020)

- [Clarifying Information](#) and [Worker Responsibilities](#)

WAC 388-437-0020 - Availability of Pandemic EBT benefits (Ended as of 9/30/2020)

- Clarifying Information

Clarifying Information – [WAC 388-437-0002](#) & [WAC 388-437-0005](#)

NOTE: Emergency Food Supplements were issued in the months of March 2020 to ~~February~~ [April](#) 2021. Ongoing supplements are subject to federal approval.

Supplemental Issuance

- Households on food assistance are eligible for a supplemental benefit issuance to increase their benefits to the maximum allotment for their household size starting with the month of March 2020 and will continue on a month to month basis.
 - Supplements may continue if the Food and Nutrition Service (FNS) approves and the federal public health proclamation and state disaster declaration continues.
- ~~Beginning April 2021, all hH~~ [Households already receiving the maximum allotment](#) will ~~not~~ receive ~~at this~~ [minimum \\$95](#) emergency supplement.

Example: [Tuyen was approved in April 2021 for the maximum food allotment of \\$234. They will receive an emergency supplement of \\$95, for a total of \\$329 on their EBT card.](#)

Example: [Leo was approved in April 2021 for a food allotment of \\$196. They are normally eligible for an emergency supplement of \\$38. Since this is less than \\$95, they will receive an emergency supplement of \\$95, for a total of \\$291 on their EBT card.](#)

- Households that qualify for a supplement include:
 - Households on TFA, WASHCAP, SNAP and FAP.
 - Approved applications regardless of their application date (i.e. prorated benefits).
 - Households approved for assistance but receiving a \$0 allotment.
- Staff will continue to determine the correct regular eligibility amount for the household..

- Historic overpayments/underpayments will need to be reviewed to see if the household received the maximum allotment for the month.
- ~~From March 2020 through March 2021, households~~ cannot receive more benefits than the maximum allotment for their household size.
- ~~Starting in April 2021, households will receive the maximum allotment for their household size, or \$95 minimum emergency supplement if they're already eligible for the maximum allotment, or if eligible for an allotment that is within \$95 of the maximum allotment for their household size will receive a supplement of \$95.:~~
- These supplements are not subject to overpayment, unless the household is found ineligible for Basic Food.

Example: Tomas applied for benefits on ~~November~~ April 16, 2021th and completed an interview the same day. The worker processes and approves the case with prorated benefits in ~~November~~ April 2021 of \$97 and full allotment of \$2304 in ~~May 2021~~ December. Tomas receives combined issuance of \$3301 on his EBT card the next day. After the system delivers the mass issuance, an additional \$1307 emergency supplement will appear on Tomas's EBT to ensure he receives the maximum food amount of \$2304 for ~~April 2021~~ November. ~~Tomas may be eligible for a \$95 minimum but the system will not issue an emergency supplement for December-May 2021 if FNS approves emergency supplements. as he is receiving the maximum allotment, but the system will not issue May's emergency supplement until May. as Tomas already qualifies for the maximum benefit of \$204.~~

- ~~If the only reason the household is receiving~~ Households that receive less than the maximum is due to a recoupment, ~~then the household are~~ is not eligible for the emergency supplement ~~still eligible to receive a minimum \$95 emergency supplement based on their full benefit amount.~~

Example: Heather was approved in ~~January~~ April 2021 for the maximum food allotment of \$204234, but due to an overpayment, \$10-23 is recouped each month in regular food allotment. Heather receives \$194-211 per month. She will ~~not~~ be eligible for a minimum \$95 n-emergency supplement based on her original amount of \$234. as she is eligible for the maximum allotment.

Automatic Issuance:

An automatic mass supplement was issued for March and/or April 2020 benefits to all households on the evening of April 3, 2020.

- Review the Aces.Online Benefit Issuance history to see when the emergency supplements were issued. Emergency supplements are coded as *FS/EBT-Supplemental Issuance – 863*.
- Notices were suppressed and not required for Emergency Supplements.

After April 16, 2020, the ACES system automatically determined the emergency supplement amount owed to the recipient after approving an application or reinstatement in overnight batch.

- Staff only need to complete a manual BEG when adding a person. See Worker Responsibilities.
 - Emergency supplements will show in Aces.Online as *FS/EBT-Supplemental Issuance – 863* after overnight batch.

- Mass supplements will be performed at the beginning of ~~the~~ each month as we receive FNS approval.
 - We will confirm that the federal and state public health emergencies are intact one day of the month.
 - The mass supplement dates may vary depending on the availability of our system and FNS approval.

Example: Jon and his partner were certified from January 202~~10~~ to December 202~~10~~ to receive \$200 per month in food assistance due to household income. Their issuance date is the 11th of each month. As the maximum allotment for a two-person household is \$~~430~~³⁷⁴ per month, Jon and his partner will receive \$~~230~~¹⁷⁴ emergency supplement each month FNS approves of the emergency supplements.

Example: Pheobe applies for food assistance on ~~April~~^{October} 5, 202~~10~~ after she lost her job. The worker interviews her on ~~April 17~~^{October} 17, 202~~10~~, determines her eligible and approves the prorated benefit amount of \$168 from the date of application. The system will automatically issue emergency supplements in overnight batch for a minimum \$95 emergency supplement. ~~36 as to give her s~~She would normally receive a is within \$66 emergency supplement to bring her to the of the maximum \$2~~30~~⁴ standard for a one person household in April ~~2021~~.

~~**Example:** Anita and her spouse applied for benefits on November 27, 2020 and interviewed on the December 16, 2020. The worker was able to verify Anita is receiving Unemployment Compensation of \$400 per week. The worker processes and approves the case with \$0 benefits in November 2020 and the minimum allotment of \$16 in December 2020. The system will automatically issue emergency supplements in overnight batch for \$374 in November 2020 and \$358 to the household in December 2020.~~

Example: Peter works and normally receives \$1~~52~~⁴ per month in food assistance. Peter forgot to complete his ~~October~~^{March 2021} MCR. He received a termination notice that his benefits are closed as of ~~October~~^{March} 202~~10~~. Peter calls to complete his MCR on ~~November~~^{April} 16, 202~~10~~ reporting no changes. Peter asks about an extra \$80 on his EBT card. The worker explains the supplement was issued in response to the COVID-19 pandemic as we are issuing ~~maximum monthly allotment~~^{emergency supplements}. The extra \$80 was a supplement for ~~March~~^{October} 202~~10~~. The worker reinstates Peter for ~~November~~^{April} 202~~10~~ and he is still eligible for \$1~~52~~⁴ per month in food assistance. The system will automatically issue an emergency supplement in overnight batch for a minimum emergency supplement of \$80-95 for ~~November~~^{April} 202~~10~~, ~~and are~~ available the following day.

Manual BEGS

- Staff need to review cases for a Manual BEG only when adding a new person to the assistance unit.
- A new BEG type **Emergency Supplement – ES** was created to provide supplements manually for cases needing to add a person.
 - This is important to track the funds for this program.
- Letters won't generate when the BEG **Emergency Supplement– ES** is released.
 - We don't require a notice for these emergency supplements.

Worker Responsibilities - [WAC 388-437-0005](#)

Confirming automatic mass issuances:

Staff can confirm the automatic benefits by reviewing Benefit Issuance history in Aces.Online. The emergency supplements for the month will display as *FS/EBT – Supplemental Issuance (863)*.

Emergency supplements ~~after March and/or April 2020~~ issuance date wills vary from month to month. We require FNS approval on a month to month basis and ~~the~~ issuance dates may vary depending on approval and system availability.

After April 16, 2020, households finalized or reinstated will receive the emergency supplement in overnight batch. Advise the household that if they qualify for an emergency supplement, it will be available the following day.

Note: If the household is a SNAP/FAP mixed household, each month will display a *FS/EBT – Supplemental Issuance (863)* for a SNAP supplement and a FAP supplement.

Manual BEGs:

After April 16, 2020, staff are no longer required to process a manual BEG unless they are adding a person(s) to the AU. Follow the ACES Manual - [How do I add a person to an existing Assistance Unit \(AU\)?](#)

- ~~1. Once finalized, the recipient will be denied in the initial month and then added in the following month.~~
 - ~~a. As the recipient isn't eligible in the initial month, do not issue an emergency supplement.~~
- ~~2. In the following month, confirm the supplement reason as Add a Person (AP). Release the supplement and add text to the notice.~~
- ~~3. Review the new total benefit amount for the household to determine if an emergency supplement is needed:~~
 - ~~i. If the new benefit amount is the maximum allotment for the new household size, no emergency supplement is needed.~~
 - ~~ii. If the new AP supplement and original monthly allotment amount does not total the new household maximum benefit amount, review if an additional emergency supplement (ES) is needed.~~
 - ~~1. Subtract the new benefit amount from the maximum household allotment.~~
 - ~~2. Create a Manual BEG in ACES mainframe for the difference using ES type.~~
~~To create a manual BEG, see [Mainframe Processing – How do I manually create an overpayment or underpayment?](#)~~

Note: You may be prompted for either soft edit:

1598, " REASON SHOULD NOT BE USED IF AUTO WILL OR DID ISSUE THE SUPPLEMENT"

0294, "SHOULD AMOUNT BE > \$499?"

Once you verify the Manual BEG is needed and correct, press F4 to pass the soft edit.

Example: Robert gets the regular benefit amount of \$204 per month. In November 2020, he requested his daughter be added to his active food assistance. The worker pends the case for the daughters SSN. On December 10, 2020, the SSN is provided and the daughter is added to the food assistance. The worker denies the daughter for November, but is prompted for a supplement in December for \$70. The household is eligible for \$374 in December 2020, they aren't eligible for an additional emergency supplement.

Example: Jose and his partner regularly receive \$200 per month in food assistance. Jose took custody of his grandchild with income and completed a change of circumstance in October 2020. Jose received an emergency supplement of \$174 for October 2020 for a two person household. On November 6, 2020, the worker processes the request to add the child. After completing the add a person, it results in a supplement of \$100. The worker reviews the total allotment issued to the household:

$\$200 + \$174 \text{ emergency supplement} + \$100 \text{ add a person} = \474 November 2020 total issuance
 $\$535 \text{ (3 person max)} - \$474 = \$61$ is what is owed for November 2020. The worker creates a Manual ES-BEG and releases the BEG. The \$61 emergency supplement will be available the next day.