



Department of
Job and Family Services

Disaster Plan Resource Guide

Ohio Department of Job and Family Services
April 23, 2013

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Introduction

The intent of this resource guide is to assist all 88 counties in becoming prepared for a potential natural disaster. This guide primarily addresses programs under the purview of the Ohio Department of Job & Family Services (ODJFS) – Office of Family Assistance (OFA) and touches on related programs in the offices of Medical Assistance, Workforce Development and Unemployment Compensation. This guide is not intended to be all-inclusive.

In addition to helping you become prepared today, this resource guide can also serve as a tool to use when actually dealing with an emergency.

This guide has three parts:

- I. When a Disaster Strikes:** contains valuable information that you may need in an emergency. Since power may be out or computer systems may fail during a disaster, please print and retain a hard copy to ensure immediate access.
- II. Preparing Today for a Future Emergency:** is a step-by-step guide of what you can do prior to a disaster striking your community. It suggests strategies that can be quickly deployed when needed.
- III. References:** provides frequently asked questions; a list of state contact phone numbers for various technical and programmatic issues; an appendix containing reference materials, such as actual plan samples from counties that have previously needed to implement disaster plans; and samples of approval and denial notices that a county can replicate and use.

I. When a Disaster Strikes

In the event of a disaster the following programs may be available to provide assistance:

A. TANF-PRC Disaster Assistance & Adult Non-TANF Disaster Assistance

In order for ODJFS to release TANF-PRC Disaster Assistance or Adult Non-TANF Disaster Assistance funds to a county, the Governor must declare the county to be in a state of emergency through an official Governor's declaration. When a disaster declaration occurs, the appropriate local EMA, state EMA and the Office of Family Assistance will be informed. The Office of Family Assistance will then issue a letter to all county directors detailing effected counties and the funding available. Additional requirements and program monitoring are set forth below:

1. TANF-PRC Disaster Assistance

Requirements:

- Any disaster services/benefits provided with TANF funds must be included in the PRC plan prior to services/benefits being issued. Please see "Preparing Today for a Future Emergency" in this guide and the PRC Reference Guide for PRC program requirements and instruction on amending the county PRC plan if necessary.
- All applicants for disaster assistance must receive proper approval or denial notice. See appendix A for model approval and denial notices.
- No services or benefits may be provided until the PRC plan reflects your county's current decisions for PRC coverage.

Monitoring and Reporting:

- Benefits /services issued through TANF-PRC Disaster Assistance are hard services (i.e.: appliance replacement, short-term food replacement, home repair, clothing purchases, etc.) and are to be entered in CRIS-E. CRIS-E reason codes for PRC are on table TPRX. The reason code for disaster assistance is 020. Please reference the Ohio Administrative Code (OAC) Rule 5101:9-5-65 for the TANF Reporting System.
- Counties are required to submit weekly reports on the number of disaster applications approved, the number of assistance groups served and the corresponding dollar amounts.
- Pursuant to OAC Rule 5101:9-6-13 counties must report TANF-PRC Disaster Assistance expenditures on the JFS 02827 using Program Code 158, Class code 515-003.

2. Adult Non-TANF Disaster Assistance

Requirements:

- Once GRF funds are made available, if a plan is not already included in a PRC plan the county will need to submit their Adult Non-TANF Disaster Assistance plan to the ODJFS, Office of Family Assistance by email at Program-Policy@jfs.ohio.gov or fax to (614) 466-1767. Please see section "Preparing Today for a Future Emergency" in this guide for Adult Non-TANF Adult Disaster Assistance plan requirements and limitations.

- Any disaster services/benefits provided with GRF funds must be included in the Adult Non-TANF Disaster Assistance plan prior to services/benefits being issued. Please see “Preparing Today for a Future Disaster.”
- All applicants for Adult Non-TANF Disaster Assistance must receive proper approval or denial notice. See appendix A for model approval and denial notices.
- No services or benefits may be provided until your plan has been submitted to the Office of Family Assistance, which reflects your county’s current decisions for coverage and services.

Monitoring and Reporting:

- Due to the extremely limited nature of these state funds, counties will be required to adhere to strict weekly reporting on the number of approved applications, number of assistance groups served and corresponding expenditures.
- Counties are required to report all Adult Disaster Assistance expenditures on the JFS 02827 using Program Code 159, Class Code 515-003.

B. Food Assistance (Due to Assistance Group Misfortune or Disaster)

Federal food assistance regulations and OAC Rule 5101:4-7-11 permits the replacement of food assistance if the situation meets the definition of assistance group misfortune or disaster. This provision is in effect, regardless of whether the county has been declared an emergency by the Governor.

- If the county agency determines that an assistance group lost food due to a misfortune or disaster such as a flood, fire, or power outage of at least 4 hours, the assistance group is entitled to a food assistance replacement under the above cited rule.
- The county agency needs to be reasonable in their determination, consistent in their application processing and document the case.
- Replacement procedures and restrictions are listed in rule 5101:4-7-11. See appendix F to view rule.
 - Replacement food assistance benefits can be issued for the actual amount of food lost, but cannot exceed one month's allotment.
 - The assistance group needs to timely report a loss orally or in writing within 10 days of when the food was destroyed.
 - The assistance group is required to complete form JFS 07222.
- For food assistance replacement purposes, assistance group misfortune does not include the loss of food due to a refrigerator or freezer malfunction or from electricity shut-off due to the assistance group's failure to pay the utility bill.

In the event the disaster damage is catastrophic with large numbers of victims and the Food and Nutrition Service has given the State approval to operate a disaster food assistance program, temporary emergency standards of eligibility shall be established to provide for emergency allotments to eligible assistance groups in accordance with the state’s Disaster Food Assistance

Plan. The state's Disaster Food Assistance Plan is available at: <http://innerweb.odjfs.state.oh.us/ofam/foodstamps.shtml> If the Disaster Food Assistance Plan is approved by the United States Department of Agriculture Food and Nutrition Service the Office of Family Assistance will instruct the county agencies of the dates the program will operate.

Medical Card Replacement

A disaster event may cause a family/individual participating in one of the medical health coverage programs to lose their medical card. If this situation arises, there are immediate steps one can take to verify coverage and replace the card(s).

If the medical card is lost or destroyed, and the family/individual needs medical attention, the medical provider can verify coverage by utilizing the Voice Response Unit (VRU) directly at 1-800-686-1516 or by accessing the individual's eligibility information through the MITS Provider Portal.

If the family/individual presents themselves to the agency, a caseworker can provide a copy of CRIS-E screen IQEL that can be taken with the family/individual to the medical provider as verification, until such time as a replacement card is received.

The county caseworker can request that a replacement card via CRIS-E screen BIMD.

Workforce Investment Act Employment Services

Individuals in the community who may experience a temporary interruption or permanent elimination of their jobs due to a disaster event can get information and assistance to search for new employment opportunities. The county operator for the Workforce Investment Act (WIA) program and the local One-Stop operator can assist workers in this situation.

While re-employment may not be the immediate need of an individual at the time of a disaster/emergency, it may be useful to include these services in a larger continuum that could be activated/accessed once the immediate emergency is stabilized.

In the event of a nationally declared disaster, the local WIA operator can apply for a grant to provide temporary employment opportunities to assist in the area clean-up effort.

Disaster Unemployment Assistance

In the case of any type of disaster (natural or otherwise), a worker who becomes unemployed always has the option to file a claim for state Unemployment Compensation (UC) benefits. This process is part of the regular claims processing function. Applications can be filed by calling 1-877-OHIOJOB or online at www.unemployment.ohio.gov

Only when the President declares a disaster in one or more counties, and the Governor has included disaster unemployment assistance in his request, does an additional federal program, Disaster Unemployment Assistance (DUA), become available. A worker who does not qualify for regular state unemployment benefits, for whatever reason, may be eligible to access this program. Requirements for this program are separate from the state unemployment program.

II. Preparing Today for a Future Emergency

Below please find helpful steps to preparing your agency for a disaster and the issuance of disaster benefits/services.

A. Conduct a PRC Plan Review

A county's Prevention, Retention and Contingency (PRC) plan may contain an emergency or disaster provision that will automatically become effective when the Governor declares an emergency in the county. In the event of a disaster declaration, the Ohio Department of Job and Family Services (ODJFS) may release funds to the county agencies so disaster benefits may be issued. Having a county PRC plan that reflects the issuance of benefits/services in the event of a disaster means no PRC plan amendment is necessary when a disaster strikes and allows the county agency to issue services and benefits immediately under the Governor's disaster declaration.

To prepare for a disaster your agency should thoroughly review the current county PRC Plan. The ODJFS PRC Reference Guide has information about amending the county PRC plan and the inclusion of disaster assistance. The PRC Reference Guide is available at:

<http://jfs.ohio.gov/owf/prc/PRCReferenceGuide.stm>

As the county develops an emergency or disaster provision in the county PRC plan, it must consider the minimum mandatory PRC requirements. The PRC assistance group must:

- Include, at a minimum, a pregnant woman or a minor child living with (except for a temporary absence) a parent, legal guardian, legal custodian, or specified relative;
- Be a resident of the affected county;
- Be adversely affected by the emergency condition;
- Have an economic need (recommended at 200% of the federal poverty level); and
- Meet all other federal and state laws that are applicable to the PRC Program, including, but not limited to: citizenship (legal citizens/qualified aliens) and the requirements of ORC 5101.83 regarding receipt of fraudulent assistance.

In addition, the county agency has the flexibility to apply different criteria to different benefits/services, as long as it is noted in the PRC plan. Consider exceptions to other requirements in the PRC plan specifically for disaster or emergency assistance, for example:

- How families demonstrate the extent to which they were financially impacted by the disaster.
- How families provide verifications. Must they provide hard copy documentation of need or can they self declare? (In some situations, hard copy documents may no longer be available).
- Some counties have incorporated an additional eligibility requirement that an assistance group who is sanctioned is not eligible for PRC benefits/services. This is neither a federal or state requirement. If the requirement is in the county PRC plan, it would apply to all benefits/services issued through PRC, unless otherwise noted.

- Most counties cap the total dollar amount of PRC services/benefits that a family can receive in a fiscal or calendar year. It is a county decision as to whether these caps apply to TANF-PRC Disaster Assistance.
- County agencies may want to restrict short-term food replacement to those assistance groups not already receiving food assistance benefits. Food assistance replacement benefits are available to those already in receipt of food assistance that lost food due to a disaster. See the “Food Assistance (Due to Assistance Group Misfortune or Disaster)” section in this plan.
- ODJFS will only reimburse disaster PRC services/benefits up to \$1,500 per family dwelling per declared disaster. Counties can elect to provide a higher benefit level with amounts above the state reimbursement coming from the local county TANF allocation.

All PRC plans and amendments must be submitted to the Program-Policy mailbox at: Program-Policy@jfs.ohio.gov or faxed to: (614) 466-1767. See appendix B-1 for an example PRC Disaster Assistance plan.

B. Draft an Adult Non-TANF Disaster Assistance Plan

Depending on the availability of state funds in the fiscal year, ODJFS may be able to release general revenue funds (GRF) in order to provide Adult Disaster Assistance to non-TANF eligible individuals who have been adversely affected by a disaster in a Governor-declared emergency. Drafting a county Adult Disaster Assistance plan in advance allows a county agency to quickly issue services and benefits. Some county agencies have elected to include an Adult Disaster Assistance section in their PRC plans with the caveat that the section is only available upon a Governor-declared emergency and the notification that funds have been allocated.

The plan should include the following:

- Types of benefits/services that will be provided;
- The county’s application process;
- A first come first serve or as long as funding is available provision; and
- The county’s need standard/poverty level (recommended at 200% of the federal poverty level).

Services/ benefits under Adult Disaster Assistance are limited to:

- Childless individuals age 55 or older or disabled individuals who have been adversely affected by the emergency. A “disabled” individual must be childless and in receipt of disability benefit payments such as Supplemental Security Income (SSI), Social Security Disability, VA Disability, PERS Disability, Railroad Retirement Disability, Black Lung Benefits, etc.;
- A benefit/services cap of \$750 per dwelling; and
- Dwellings that have not already been approved for TANF-PRC Disaster Assistance.

Prepare when and how benefits and services will be processed and issued:

The county should determine the fiscal department and County Auditor turnaround time for issuing benefits or services if necessary. A notice must be provided to applicants explaining how

and when their benefit or service will be available and how it may be accessed. See Appendix B-2 for an example Non-TANF Plan.

C. Local Community Planning

Get to know other local community partners you can work with in the event of an emergency. Your local Emergency Management Agency (EMA), United Way, Red Cross, Community Action Agency and others can all play an important role in responding to the community. To gather these resources you should:

1. Inventory what benefits/services each agency can offer so that you can determine the gaps that exist and use PRC funds to address those gaps.
2. Gather information on how and where families can apply for other state/federal aid programs that are available in an emergency so that you can assist families in accessing other benefits, if appropriate.
3. Determine the fiscal department and County Auditor turnaround time for issuing checks. Have a notice available to give applicants informing them of how and when benefits or services will be available and accessible.
4. Determine the important media outlets in the community. Knowing who and how to contact the right person at the newspaper, radio, and television stations is critical to getting correct information out to the community.
5. Have press releases started that outline programs so you just fill in the blanks with date/time and type of disaster.
6. Keep your agency staff informed of what you are presenting to the media as to what your agency can do and who is doing it so they can refer customers appropriately.

D. Internal Agency and community contact information

Review and update on a regular basis (at least annually) internal agency contact and community contact information to make sure that home and cell phone numbers are up to date.

E. Document Reproduction/operations

Reproduce documents from this guide and have paper copies of application/denial notices ready for use if power or systems fail. Also, have a supply of clipboards and battery-operated calculators on hand.

F. Helpful Websites

- Federal Emergency Management Agency (FEMA) www.fema.gov
- American Red Cross www.redcross.org
- Ohio Emergency Management Agency <http://ema.ohio.gov/>
 - County Directory:
http://webeoc.ema.state.oh.us/ohiocountyEMADirectorList/countyemalist_web.aspx

III. Reference Materials

Prevention, Retention, & Contingency (PRC) FAQ

1. Question: The CDJFS PRC plan will not allow benefits to sanctioned individuals. Would this rule apply to disaster assistance applicants?

Response: Yes. Unless otherwise noted, the CDJFS PRC plan requirements would apply to all PRC benefits. Although some CDJFS have established this as an eligibility factor for PRC, this is not a state or federal requirement. We recommend that sanctioned individuals be allowed to receive disaster PRC assistance.
2. Question: Can the CDJFS have different eligibility criteria for just disaster assistance in the PRC plan?

Response: Yes. If noted in the PRC plan, the CDJFS can have different criteria for individual programs.
3. Question: Can the CDJFS issue food replacement under PRC disaster assistance?

Response: ODJFS recommends that families apply for food assistance benefits first to see if they are eligible. If covered in the PRC plan, a county can use PRC for short-term help with food.
4. Question: Our CDJFS PRC plan will only assist households with disaster assistance up to \$750 per household. Can CDJFS revise the plan to allow \$1500?

Response: The CDJFS can revise the plan at any time and submit a copy to Program-Policy@jfs.ohio.gov The revision cannot be retroactive.
5. Question: Our CDJFS would like to assist the family with more than \$1500 in disaster assistance. Can we use money from our TANF fund for assistance over \$1500?

Response: The state will only reimburse up to \$1500 per declared disaster for PRC services/benefits. The county can elect to provide higher benefit levels with the difference being charged to the local county TANF allocation.

6. Question: Does ODJFS have a recommendation regarding what percentage of the poverty level to use in determining economic need?
- Response: ODJFS recommends that the CDJFS use the economic need standard for income at or below 200% of the federal poverty level.
7. Question: Our CDJFS uses 200% of the federal poverty level. Do we have to revise the plan when the federal poverty levels change yearly?
- Response: If your PRC plan indicates that the economic need standards are based upon federal poverty guideline measures, which shall be updated annually, then no revision is required when the poverty levels are updated in February or March yearly.
8. Question: Is PRC disaster assistance a hard service and required to be coded in CRIS-E?
- Response: Hard services such as: appliance replacement, short term food replacement, home repair expenses, clothing purchases etc. should be entered into CRIS-E. CRIS-E reason codes for PRC are on table TPRX. The reason code for disaster assistance is "020." Reference Rule 5101:9-5-65 in the Fiscal Administrative Procedure Manual for information pertaining to the TANF reporting system.

Food Assistance Program FAQ

Food Assistance Replacement Rule: OAC Rules 5101:4-7-11

1. Question: Does the county have to be declared a disaster in order to determine a food assistance group misfortune? Please give some examples of what constitutes an assistance group misfortune.

Response: No. The county does not have to be declared a disaster in order to replace food assistance benefits. Some examples of an assistance group misfortune include but are not limited to: inclement weather (snow/ice storm/flood), power outage of at least 4 hours, fire, etc.
2. Question: Do you have an estimate of how many hours without electricity the CDJFS should use to determine if the assistance group is eligible for the replacement?

Response: The federal regulations do not specify a period of time. However, the USDA Food and Nutrition Service Disaster Food Assistance Program Guidance recommends that a period of at least 4 hours of power outage occur prior to considering replacing food loss due to possible spoilage.
3. Question: For food assistance replacement, could a misfortune include the instance where a freezer/refrigerator stopped working?

Response: No. An assistance group misfortune for food assistance replacement purposes does not include the loss of food due to a malfunctioning refrigerator/freezer, or from an electricity shut-off due to the assistance group's failure to pay the electric bill.
4. Question: Is verification of the misfortune required?

Response: Yes. OAC Rule 5101:4-7-11 states that the county agency shall determine that the destruction occurred in an assistance group misfortune or disaster. This shall be verified through a collateral contact or documentation from a community agency including, but not limited to, the fire department, Red Cross, home visit, or local power company. The CDJFS needs to be reasonable and consistent in its determinations. The case record should be documented.
5. Question: What are the timeframes for the assistance group to apply for replacement after the assistance group misfortune?

Responses: OAC Rule 5101:4-7-11 states that replacement issuances shall be provided if an assistance group timely reports a loss orally or in writing, and provides a statement of food loss. The report will be considered timely if it is made to the county agency within ten days of the date food purchased

with food assistance benefits is destroyed in an assistance group misfortune.

6. Question: A client reported that he spent the entire amount of his monthly food assistance allotment on meat and other food to store in a freezer. This food was lost due to an assistance group misfortune. Can we replace the full amount of food assistance benefits for the month?

Response: Yes. OAC Rule 5101:4-7-11 states that the county agency shall provide replacements of food in the actual amount of the loss, but not exceeding one month's allotment, unless the issuance includes restored benefits which shall be replaced up to their full value, or combined allotments that exceed the value of one month's allotment.

7. Question: Is the CDJFS required to have a completed JFS 07222, "Statement Requesting Replacement of Food Assistance Benefits", prior to issuing the replacement?

Response: Yes. OAC Rule 5101:4-7-11 states that the county agency shall obtain from a member of the assistance group a signed JFS 07222. If the assistance group member is unable to come into the office because of age, handicap or distance from the office and is unable to appoint an authorized representative, the agency may mail the form to the assistance group for completion and the assistance group may return it to the agency by mail.

8. Question: A memo went out to Ohio Emergency Management agencies stating that ODJFS has begun to issue replacement food assistance benefits to those who lost food due to power outages and that ODJFS has begun to administer its TANF and Adult Non-TANF disaster relief programs to assist those with uninsured losses. The local Emergency Management Agency is inquiring if the CDJFS can replace food losses for people who were not already in receipt of food assistance benefits. How can we assist individuals that have not received food assistance benefits?

Response: If the individual/family is not a food assistance recipient, we recommend they apply for food assistance benefits. If they are not eligible for food assistance PRC disaster assistance can be used to issue food for a short-term only.

ODJFS Contact List

| <i>Issue</i> | <i>Primary Contact and Phone Numbers</i> | <i>Secondary Contact and Phone Numbers</i> |
|--|---|---|
| Computer Hardware | Network Help Desk (614)466-0978 (800)686-1580 | Production Control Help Desk (614)466-6300 |
| EBT Issues | Christina Thomas office phone: (614) 644-1319 fax: (614) 466-1767 e-mail: christina.thomas@jfs.ohio.gov | Paul Scanlan office phone: (614)644-1340 fax: (614)466-1767 e-mail: paul.scanlan@jfs.ohio.gov |
| Policy Questions (Food Assistance benefits, PRC, Adult Disaster Assistance) | Denise Olson office phone: (419)241-4107 fax: (419)241-4135 e-mail: denise.olson@jfs.ohio.gov | Lemuel Harrison Office phone: (614)644-1475 Fax: (614)466-1767 e-mail: lemuel.harrison@jfs.ohio.gov |
| TANF & Adult Non-TANF Disaster Assistance ¹ | Kara Bertke Wentz office phone: (614)752-0747 fax: (614) 466-1767 e-mail: Kara.Bertke-Wente@jfs.ohio.gov | Penny Brubeck office phone: (614)644-1385 fax: (614) 752-7193 e-mail: penny.brubeck@jfs.ohio.gov |
| Deputy Director Contact | Trudie Bormann , Deputy Director office phone: (614)644-1524 cellular phone: (614)725-6198 fax: (614)466-1767 e-mail: trudie.bormann@jfs.ohio.gov | Kara Bertke-Wente office phone: (614)752-0747 cellular phone: (614)582-5367 fax: (614) 466-1767 e-mail: kara.bertke-wente@jfs.ohio.gov |
| Medical Card VRU | 1-800-686-1516 | |
| WIA-One Stop | John Weber , Deputy Director office phone: (614) 644-5739 fax: (614) 644-2217 email: john.weber@jfs.ohio.gov | Tom Hutter office phone: (614) 644-9466 fax: (614) 728-8366 email: tom.hutter@jfs.ohio.gov |
| Disaster Unemployment Assistance (DUA) | Kathy Chaffin office phone: 1-866-458-0007 Email: KathyL.Chaffin@jfs.ohio.gov | Pattie Craig office phone: 1-866-458-0007 email: Pattie.Craig@jfs.ohio.gov |
| Statewide Unemployment Claims | 1-877-644-6562 | |

¹ Only applicable if funding is available. Notification to the county will be provided if it is available.

Appendix

| | |
|--|---|
| Approval/Denial Notice Samples | A |
| ----- | |
| Adult Non-TANF Disaster Assistance/PRC-TANF Disaster Assistance Application and Plan Samples 1 and 2 | B |
| ----- | |
| Ohio Revised Code Section 5101.83 | C |
| ----- | |
| Rule 5101:9-6-13: Disaster Related PRC Assistance Funding | D |
| ----- | |
| Rule 5101:9-5-65: Temporary Assistance to Needy Families (TANF) Reporting System | E |
| ----- | |
| Rule 5101:4-7-11: Food Assistance: Providing Replacement Issuance to Assistance Groups | F |
| ----- | |
| Statement Requesting Replacement of Food Assistance Benefits, JFS 07222 | G |
| ----- | |

NOTICE OF APPROVAL OF YOUR APPLICATION FOR ASSISTANCE

| | |
|----------------------------------|---------------------|
| Name | Mailing Date |
| Street Address | |
| City, State, and Zip Code | |

This notice is to tell you that your application for Summer Storm 2008 assistance dated _____, has been approved in the amount of \$ _____.

Additional information:

If you do not understand this notice or you want to talk to your caseworker about it, you may call:

| | | |
|-------------------|-------------|-------------------------|
| Caseworker | Area | Telephone Number |
|-------------------|-------------|-------------------------|

If you do not agree with this action, you can ask for a county conference within 15 days of the mailing date of this notice. If you want a county conference contact:

NOTICE OF DENIAL OF YOUR APPLICATION FOR ASSISTANCE

| | |
|----------------------------------|---------------------|
| Name | Mailing Date |
| Street Address | |
| City, State, and Zip Code | |

This notice is to tell you that your application for Summer Storm 2008 assistance dated _____, has been denied because:

If you do not understand this action or you want to talk to your caseworker about it, you may call:

| | | |
|-------------------|-------------|-------------------------|
| Caseworker | Area | Telephone Number |
|-------------------|-------------|-------------------------|

If you do not agree with this action, you can ask for a county conference within 15 days of the mailing date of this notice. If you want a county conference contact:

Appendix B-1

| DISASTER SERVICES | CAP | ECONOMIC NEED STANDARD | TARGET GROUP | ASSISTANCE GROUPS | | | | | | | | | | | | |
|---|--|--|--------------|-------------------|---|----------|---|----------|---|----------|---|---------|---|----------|--|--|
| <ul style="list-style-type: none"> Declared by State Government <p>Home repair or replacements affecting basic structure not covered by insurance (provided to the homeowner only)</p> <p>Cutting and removal of down trees and branches (provided to the Homeowner only)</p> <p>Food</p> <ul style="list-style-type: none"> For Families not on Food Assistance or applying for Food Assistance replacement of spoiled food up to \$60 per person in household <p>Other services targeted towards goals of the (County Name) County PRC Plan as may be defined / approved by the County PRC Team</p> | <p>\$750 cap per Assistance Group, per disaster. One payment per dwelling. Receipt or approval for PRC TANF assistance for disaster services by a household automatically disqualifies household for any benefit under Disaster Relief For Adults and Disabled Not Eligible For TANF Plan.</p> | <p>Income verification based on the past 30 days of income from the date of application</p> <table border="1"> <thead> <tr> <th>Group Size</th> <th>Monthly Gross</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$ 1,862</td> </tr> <tr> <td>2</td> <td>\$ 2,522</td> </tr> <tr> <td>3</td> <td>\$ 3,182</td> </tr> <tr> <td>4</td> <td>4 3,842</td> </tr> <tr> <td>5</td> <td>\$ 4,502</td> </tr> </tbody> </table> <p>For each additional person add \$620/month</p> <p>Misrepresentation of information will be prosecuted for fraud.</p> | Group Size | Monthly Gross | 1 | \$ 1,862 | 2 | \$ 2,522 | 3 | \$ 3,182 | 4 | 4 3,842 | 5 | \$ 4,502 | <p>Families sustaining disaster related damage or loss upon disaster</p> | <ul style="list-style-type: none"> Age 55 or over with no minor children <p><u>OR</u></p> <p>No minor children but in Receipt of disability payments such as SSI, Social Security Disability, VA Disability, PERS or STERS Disability, Railroad Retirement Disability, Black Lung Benefits, etc.</p> <p><u>AND</u></p> <p>Reside in (County Name) County</p> <p><u>AND</u></p> <p>US Citizen</p> <p><u>AND</u></p> <p>Have been adversely affected by disaster</p> <p><u>AND</u></p> <p>Meets economic need standard</p> |
| Group Size | Monthly Gross | | | | | | | | | | | | | | | |
| 1 | \$ 1,862 | | | | | | | | | | | | | | | |
| 2 | \$ 2,522 | | | | | | | | | | | | | | | |
| 3 | \$ 3,182 | | | | | | | | | | | | | | | |
| 4 | 4 3,842 | | | | | | | | | | | | | | | |
| 5 | \$ 4,502 | | | | | | | | | | | | | | | |

(County Name) DISASTER RELIEF FOR ADULTS AND DISABLED NOT ELIGIBLE FOR TANF PLAN

Where appropriate and possible, county department of job and family service employees will verify damage by personal visits, photographs, and/or personal observation. All applications will be approved or denied by the Director or designee/s on a first come first served basis until the close of the program as established through a Family Assistance Letter or until funding is expended. Assistance Groups receiving disaster services will not be eligible for regular PRC Disaster Services (if available) for damage or loss as a result of the weather disaster. **Any person misrepresenting information will be prosecuted for fraud.**

Appendix B-1

| DISASTER SERVICES | CAP | ECONOMIC NEED STANDARD | TARGET GROUP | ASSISTANCE GROUPS | | | | | | | | | | | | |
|---|---|--|--------------|-------------------|---|----------|---|----------|---|----------|---|---------|---|----------|--|---|
| <ul style="list-style-type: none"> Declared by State Government <p>Home repair or replacements affecting basic structure not covered by insurance (provided to the homeowner only)</p> <p>Cutting and removal of down trees and branches (provided to the Homeowner only)</p> <p>Food</p> <ul style="list-style-type: none"> For Families not on Food Assistance or applying for Food Assistance replacement of spoiled food up to \$60 per person in household <p>Other services targeted towards goals of the (County Name) County PRC Plan as may be defined / approved by the County PRC Team</p> | <p>\$1,500 cap per Assistance Group, per disaster.. One payment per dwelling. Receipt or approval for PRC TANF assistance for disaster services by a household automatically disqualifies household for any benefit under Disaster Relief For Families.</p> | <p>Income verification based on the past 30 days of income from the date of application</p> <table border="1"> <thead> <tr> <th>Group Size</th> <th>Monthly Gross</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$ 1,862</td> </tr> <tr> <td>2</td> <td>\$ 2,522</td> </tr> <tr> <td>3</td> <td>\$ 3,182</td> </tr> <tr> <td>4</td> <td>4 3,842</td> </tr> <tr> <td>5</td> <td>\$ 4,502</td> </tr> </tbody> </table> <p>For each additional person add \$620/month</p> <p>Misrepresentation of information will be prosecuted for fraud.</p> | Group Size | Monthly Gross | 1 | \$ 1,862 | 2 | \$ 2,522 | 3 | \$ 3,182 | 4 | 4 3,842 | 5 | \$ 4,502 | <p>Families sustaining disaster related damage or loss upon disaster</p> | <ul style="list-style-type: none"> Family with minor child(ren) Legal custodian/guardian and minor child(ren) Non-custodial parent and minor child(ren) Specified relatives and minor child(ren) Pregnant woman in third trimester Child only – minor child temporarily out of home 180-day reunification |
| Group Size | Monthly Gross | | | | | | | | | | | | | | | |
| 1 | \$ 1,862 | | | | | | | | | | | | | | | |
| 2 | \$ 2,522 | | | | | | | | | | | | | | | |
| 3 | \$ 3,182 | | | | | | | | | | | | | | | |
| 4 | 4 3,842 | | | | | | | | | | | | | | | |
| 5 | \$ 4,502 | | | | | | | | | | | | | | | |

(County Name) DISASTER RELIEF FOR FAMILIES

Where appropriate and possible, county department of job and family service employees will verify damage by personal visits, photographs, and/or personal observation. All applications will be approved or denied by the Director or designee/s on a first come first served basis until the close of the program as established through a Family Assistance Letter or until funding is expended. Assistance Groups receiving disaster services will not be eligible for regular PRC Disaster Services (if available) for damage or loss as a result of the weather disaster. **Any person misrepresenting information will be prosecuted for fraud.**

<COUNTY NAME> DEPARTMENT OF JOB AND FAMILY SERVICES

**Non-TANF Adult Disaster Assistance Plan
<DATES OF PROGRAM> (contingent upon available funding)**

This plan has been written in response to Family Assistance Letter #XXX and the request for a written plan regarding non-TANF funding for adult disaster assistance for the current state of emergency.

Special note regarding TANF/PRC disaster assistance: The agency's PRC plan addresses disaster assistance for TANF-eligible families when state guidance is issued. TANF/PRC disaster assistance benefits are limited to a maximum of \$1500 per family to assist with damage or loss sustained as a result of natural disaster upon declaration by the Governor, and approvals are contingent upon available funding.

Both TANF/PRC and non-TANF disaster assistance approvals will be on a first come/first served basis due to funding limitations.

<COUNTY NAME> County DJFS will accept applications for non-TANF Adult Disaster Assistance using the agency's current PRC application with specific notation that it is for Adult Disaster Assistance. Applications will be processed with reference to the current PRC plan, except that applicants need not have minor children but must be age 55 or older *or* in receipt of a disability benefit. Eligibility will be determined using 200% of the Federal Poverty Level as the need standard.

Notification of approval/denial will be sent using the generic forms provided by ODJFS in Family Assistance Letter #XXX. Weekly reports of applications, approvals, and expenditures will be sent to the Office of Family Assistance.

Benefits/services up to a maximum of \$750 that will be considered for assistance are actual expenses (and reimbursement for actual expenses) directly related to documented damage from the high winds, such as:

- Home repairs;
- Appliance repair or replacement;
- Tree and/or debris removal;
- Employment-related car repairs;
- Hotel stays or other emergency shelter.

Available insurance must be utilized before non-TANF assistance can be approved. Cost-sharing may be required where the non-TANF payment does not meet the entire need. The agency will make payments to authorized vendors except in cases where the eligible service has already been completed. Reimbursement may be made with appropriate documentation.

The program is limited to one payment per dwelling. If a disaster-related PRC payment has been made on behalf of a resident of the same dwelling, there is no eligibility for non-TANF assistance.

Appendix B-2

DISASTER PLAN FOR FAMILIES – INCORPORATED IN PRC PLAN

| Service/Benefit | Cap | Eligibility | Income | Targeted Group |
|--|--|---|--|--|
| Family Disaster Assistance: Benefits to assist with damage or loss sustained as a result of a natural disaster upon declaration by the Governor. The county must be declared a state of emergency by the Governor. | Cap is based on the amount allocated by the ODJFS. Only available if special disaster funding is received. | Those meeting the definition of family assistance group; pregnant women with no other minor child; non-custodial parents. | 200% of FPL or as determined by ODJFS. | Families sustaining disaster-related damage or loss upon disaster declaration by the Governor. |

5101.83 Repaying fraudulent assistance.

(A) As used in this section:

(1) "Assistance group" has the same meaning as in section 5107.02 of the Revised Code, except that it also means a group provided benefits and services under the prevention, retention, and contingency program .

(2) "Fraudulent assistance" means assistance and service, including cash assistance, provided under the Ohio works first program established under Chapter 5107., or benefits and services provided under the prevention, retention, and contingency program established under Chapter 5108. of the Revised Code, to or on behalf of an assistance group that is provided as a result of fraud by a member of the assistance group, including an intentional violation of the program's requirements. "Fraudulent assistance" does not include assistance or services to or on behalf of an assistance group that is provided as a result of an error that is the fault of a county department of job and family services or the state department of job and family services.

(B) If a county director of job and family services determines that an assistance group has received fraudulent assistance, the assistance group is ineligible to participate in the Ohio works first program or the prevention, retention, and contingency program until a member of the assistance group repays the cost of the fraudulent assistance. If a member repays the cost of the fraudulent assistance and the assistance group otherwise meets the eligibility requirements for the Ohio works first program or the prevention, retention, and contingency program, the assistance group shall not be denied the opportunity to participate in the program.

This section does not limit the ability of a county department of job and family services to recover erroneous payments under section 5107.76 of the Revised Code.

The state department of job and family services shall adopt rules in accordance with Chapter 119. of the Revised Code to implement this section.

Effective Date: 09-26-2003

5101:9-6-13 Disaster related prevention, retention and contingency (PRC) assistance funding.

[This rule designated an internal management rule]

(A) In the event a disaster or state of emergency is declared by the governor, supplemental funding for disaster-related PRC assistance and services is available through the PRC program.

(B) The funding source for the disaster relief PRC assistance allocation is the federal temporary assistance for needy families (TANF) block grant. The catalogue of federal domestic assistance (CFDA) number is 93.558. These funds are in addition to the county's current TANF allocation.

(C) Counties may be required to amend or revise the county PRC statement of policies to access these additional funds if their current policies do not reflect the inclusion of disaster assistance procedures. A revision of the county statement of policies would also be required if the county chooses to adopt a different income eligibility limit (or no limit) or benefit level than originally stated in the current PRC statement of policies. The effective date of the amended/revise PRC statement of policies must be on or after the date that the county has been declared to be under a state of emergency by the governor.

(D) Funds are only available to those county departments of job and family services (CDJFS) in counties that have been declared to be under a state of emergency by the governor and are generally limited to a thirty day period after the issuance of the executive order. The Ohio department of job and family services (ODJFS) will notify the CDJFS through allocation letters upon declaration of a disaster.

(E) Expenditures are for declared disaster or state of emergency situations such as hurricanes, tornadoes, storms, floods, high water, wind-driven water, tidal waves, earthquakes, droughts, blizzards, pestilence, famine, fire, explosion, building collapse, transportation wreck, or any other situation which may cause human suffering or creates human needs which victims cannot alleviate without assistance.

Charges to this TANF allocation are for nonrecurring, time-limited emergency disaster relief efforts for eligible PRC families. Recipients must reside in one of the counties declared under a state of emergency, and must have been adversely affected by the emergency condition.

(F) The affected counties shall submit a revised cash flow forecast to the bureau of county finance and technical assistance estimating these additional expenditures in accordance with rule 5101:9-7-05 of the Administrative Code to receive a supplement to the public assistance(PA) fund advance. County agency expenses must be reported on the JFS 02827 "Monthly Financial Statement." (rev. 11/2000).

(G) The definitions, requirements and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 02/01/2008

Promulgated Under: 111.15

Statutory Authority: 5101.02

Rule Amplifies: 5101.02

Prior Effective Dates: 7/2/02 (Emer), 9/28/02, 2/20/04

5101:9-5-65 Temporary assistance to needy families' reporting system.

(A) The temporary assistance to needy families (TANF) reporting system is designed to capture TANF data regarding services, populations served and expenditures for all non-cash assistance TANF services.

(B) All prevention, retention, and contingency (PRC) and Ohio works first (OWF) support services must constitute "non-assistance" as set forth in section 5101.801 of the Revised Code.

(C) The TANF reporting system consists of two reporting mechanisms based on two primary service categories of "hard" and "soft" services:

(1) "Hard" services are benefits having cash value (e.g., rent payments) that are provided to clients either as PRC services or OWF support services. These services are reported through the client registry information system-enhanced (CRIS-E) at the time of service provision. The reporting categories, codes and service definitions for hard services are listed in CRIS-E/TANF "Hard" service reporting categories.

(2) "Soft" services are services without cash value to the recipient (e.g., job training and education, after-school programs, etc.) that are provided to clients either as PRC services or OWF support services. Data on these services are collected through the TANF – "Web Reporting Tool" (WRT). Using the TANF-WRT mechanism, counties will report monthly data on soft services by service category, sub-category, numbers of individuals served, and service costs. TANF-WRT contains the details on the data requirements for PRC soft services and OWF soft support services. Soft services data is compiled on a monthly basis. Counties may submit the data on a monthly basis, or on a quarterly basis as long as it incorporates month-specific data and is submitted no later than forty-five days after the end of the quarter.

(D) Instructions for accessing the TANF-WRT by counties and/or service providers are included in the instructional materials attached to the TANF-WRT.

Effective: 06/05/2011

Promulgated Under: 111.15

Statutory Authority: 5101.02, 5101.07

Rule Amplifies: 5101.02, 5101.07

Prior Effective Dates: 06/05/2006

5101:4-7-11 Food assistance: providing replacement issuance to assistance groups (AGs).

(A) Providing replacements

(1) Benefit issuance: subject to the restrictions in paragraphs (C) and (D) of this rule, county agencies shall provide replacement issuances to an AG when the AG reports that food purchased with food assistance benefits was destroyed in an AG misfortune; or

(2) Electronic benefit transfer card: if the electronic benefit transfer card is lost, stolen or not received, the AG must contact the electronic benefit transfer vendor customer service to request a replacement card.

(B) Replacement prohibited

County agencies shall not provide replacement benefits to AGs if benefits are lost, stolen or misplaced after receipt, if benefits are totally destroyed after receipt in other than a disaster or misfortune, or if benefits sent by registered or certified mail are signed for by anyone residing with or visiting the AG. In addition, replacement issuances shall not be made if the AG or its authorized representative has not signed and returned the AG statement required in paragraph (G) of this rule, where applicable.

(C) Where the food and nutrition service (FNS) has issued a disaster declaration, and the AG has received a replacement allotment, and is later determined eligible for disaster food assistance under the provisions of rule 5101:4-6-32 of the Administrative Code it would receive only a supplement amount to bring the AG's allotment up to the maximum disaster allotment for the appropriate AG size.

(D) Replacement restrictions

Replacement issuances shall be provided only if an AG timely reports a loss orally or in writing, and provides a statement of nonreceipt if the original allotment has not been returned to the county agency at the time of the request for replacement. The report is considered timely if it is made to the county agency within ten days of the date benefits or food purchased with food assistance benefits is destroyed in an AG misfortune.

(E) Restrictions on number of replacements

The number of replacement issuances an AG may receive shall be limited as follows.

(1) County agencies shall limit replacement issuances to a total of two countable replacements in six months for benefits not received in, or stolen from the mail, including partial allotments; benefits not received in a direct access system or any other issuance system requiring an individual to appear at a county agency to receive its benefits. However, no limit shall be put on the number of replacements of partial allotments if the partial allotments are due to county agency error. Separate limits shall not apply for each of these types of loss.

(2) County agencies shall limit replacement issuances per AG to two countable replacements in six months for benefits reported as destroyed in an AG misfortune. This limit is in addition to the limit in paragraph (E)(1) of this rule.

(3) No limit on the number of replacements shall be placed on the replacement of benefits which were improperly manufactured or mutilated, or food purchased with food assistance benefits which was destroyed in an AG misfortune.

(4) In order for a replacement to be considered noncountable, the replacement must not result in a loss to the food assistance program. The replacement issuance shall not be considered a countable replacement if the original or replacement issuance is returned or otherwise recouped by the county agency or the replacement is being issued due to a county agency issuance error.

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(F) Except for AGs certified under rule 5101:4-6-32 of the Administrative Code, replacement issuances shall be provided in the amount of the loss to the AG, up to a maximum of one month's allotment, unless the issuance includes restored benefits which shall be replaced up to their full value, or combined allotments exceeding the value of one month's allotment.

(G) AG statement

Prior to issuing a replacement, the county agency shall obtain from a member of the AG a signed JFS 07222, "Statement Requesting Replacement of Food Stamp Benefits," (rev. 01/02) attesting to the AG's loss. This statement shall not be required if the reason for the replacement is that the original benefits were improperly manufactured or mutilated, or if the original issuance has already been returned. The agency may mail the JFS 07222 to the AG for completion and the AG may return it to the agency by mail, if the AG member is unable to come into the office because of age, handicap or distance from the office and is unable to appoint an authorized representative. If the signed JFS 07222 is not received within ten days of the date of report, no replacement shall be made. If the tenth day falls on a weekend or holiday, and the JFS 07222 is received the day after the weekend or holiday, the county agency shall consider the JFS 07222 timely received. If the JFS 07222 is received more than ten days after the date of the report, a JFS 07235, "Action Taken On Your Request for Replacement of Food Stamp Benefits," (rev. 2/01) or its computer-generated equivalent in accordance with Chapter 5101:6-2 of the Administrative Code denying the replacement shall be issued within two working days. The JFS 07222 shall be retained in the case record. It shall attest to the nonreceipt, theft, loss, or destruction of the original issuance and specify the reason for the replacement. It shall also state that the original or replacement issuance will be returned to the county agency if the original issuance is recovered by the AG and that the AG is aware of the penalties for intentional misrepresentation of the facts, including but not limited to, a charge of perjury for a false claim.

(H) Time limits for making replacements

Replacement issuances shall be provided to AGs within ten days after report of nondelivery or loss in the mail (fifteen days if issuance was by certified or registered mail) or within two working days of the county agency receiving the signed AG statement required in paragraph (G) of this rule, or within two working days of the agency receiving any requested verification, whichever is later. Benefits issued by mail shall be considered as nondelivered or lost in the mail if they are not received on the second working day after being mailed. If the AG has already been issued the maximum allowable number of countable replacements, subsequent replacements shall be delayed until the county agency has verified that the original issuance was returned.

(I) The county agency shall deny or delay replacement issuances in cases in which available documentation indicates the AG's request for replacement appears to be fraudulent.

(J) The AG shall be informed of its right to a fair hearing to contest the denial or delay of a replacement issuance in accordance with Chapter 5101:6-2 of the Administrative Code. Replacements shall not be made while the denial or delay is being appealed unless the county agency reverses its decision.

(K) Replacing issuances lost in the mail or stolen prior to receipt by the AG

County agencies shall comply with the following procedures in replacing issuances reported lost in the mail or stolen prior to receipt by the AG.

(1) Determine if the benefits were validly issued, if they were actually mailed, if sufficient time has elapsed for delivery or if they were returned in the mail. "Sufficient time for delivery or return in the mail" shall be three working days: the date the benefits are mailed and the next two working days.

(2) Determine, to the extent possible, the validity of the request for a replacement. This includes determining whether the original issuance has been returned to the county agency.

(3) Issue a replacement if the AG is eligible.

Appendix F

(4) Take other action, such as correcting the address on the master issuance file, warranted by the reported nondelivery.

(L) Replacing issuances after receipt by the AG

Upon receiving a request for replacement of an issuance reported as stolen or destroyed after receipt by the AG, the county agency shall determine if the issuance was validly issued. The county agency shall also comply with applicable provisions of paragraphs (D), (E), (F), (G), and (H) of this rule, as well as the following procedures for each type of replacement.

(1) Destroyed benefits and destroyed food

Prior to replacing destroyed benefits, or destroyed food purchased with food assistance benefits, the county agency shall determine that the destruction occurred in an AG misfortune or disaster, such as, but not limited to, a fire or flood. This shall be verified through a collateral contact, documentation from a community agency including, but not limited to, the fire department or the red cross, or a home visit. The county agency shall provide replacements of benefits and/or food in the actual amount of the loss, but not exceeding one month's allotment, unless the exception in paragraph (F) of this rule applies.

(2) Benefits lost or stolen after receipt

AGs cannot receive a replacement for benefits lost or stolen after receipt.

(M) Documentation and reconciliation

The county agency shall document in the AG's case file each request for replacement, the date, the reason, and whether or not the replacement was provided. This information may be recorded exclusively on the JFS 07222. The county agency shall maintain a record of the replacements granted to the AG, the reason, the month, and whether the replacement was countable as defined in paragraph (E)(4) of this rule. The record may be a case action sheet maintained in the case file, notations on the master issuance file, if readily accessible, or a document maintained solely for this purpose. At a minimum, the system shall be able to identify benefits not received in, or stolen from the mail, and replacement issuances which are not subject to a replacement limit.

(N) Further action on replacement issuances

On at least a monthly basis, the county agency shall report to the appropriate office of the postal inspection service all benefits reported as stolen or lost in the mail. The county agency shall assist the postal service during any investigation thereof and shall, upon written request, supply the postal service with copies of the authorization documents and a copy of the JFS 07222. The county agency shall establish a claim, where it appears the AG has signed authorization documents and received both the original and replacement issuances; and when it is determined that an AG received or may have received both the original and replacement allotments, the county agency shall refer the matter to the agency's investigation unit for additional action.

(O) Notice

Refer to Chapter 5101:6-2 of the Administrative Code regarding notice requirements.

(P) Intercounty replacements: benefits or destroyed food

If an AG that has recently moved from one county to another requests a replacement of benefits or food destroyed in a misfortune or disaster, both county agencies shall cooperate in determining whether replacement is appropriate. If it is determined a replacement issuance is appropriate, the county of current residence shall issue the replacement.

Effective: 09/01/2009

Appendix F

R.C. 119.032 review dates: 05/20/2009 and 09/01/2014

Promulgated Under: 111.15

Statutory Authority: 5101.54

Rule Amplifies: 329.04, 329.042, 5101.54

Prior Effective Dates: 6/2/80, 5/1/82, 9/27/82, 3/20/83, 2/1/95, 5/1/99, 05/22/04, 3/23/06

Appendix G

Ohio Department of Job and Family Services

STATEMENT REQUESTING REPLACEMENT OF FOOD ASSISTANCE BENEFITS

| | | |
|-----------------------|--------------|--|
| Name | | Case Number or Social Security Number |
| Address | | FOR CDJFS USE ONLY |
| City, State, Zip Code | | Date form was received from the assistance group |
| Phone Number | Date of Loss | |

I am requesting the replacement of \$_____ of food which were destroyed in a disaster or misfortune. (Explain how the destruction occurred in the **REMARKS** section below. Verification of the disaster or misfortune will be required.)

Request for other reason(s). Be specific. _____

REMARKS (To be completed by the assistance group member to explain how the loss occurred, attach any verification of the loss that you may have).

CAREFULLY READ AND SIGN

I acknowledge that if this statement is not signed and returned to the county agency within 10 days of the date the loss was reported, the county agency shall not replace the food assistance benefits. I certify that I am aware that there are penalties for intentional misrepresentation of facts, including but not limited to perjury for a false claim. I understand that the agency has 10 days from the date I reported this loss or two working days from when I signed and returned this form, whichever is later, to issue any replacement due me unless my request is delayed or denied.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

If you do not agree with the action taken on your case, you may request a fair hearing orally or in writing.