

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	Economic Stability (ES)
	Part No./Name	H-EBT Disaster Card Procedures
	Section No./Name	H-100 EBT Disaster Card Procedures
	Document No./Name	H-120 EBT Disaster Card Security
	Effective Date	September 1, 2012

I. STATEMENT OF POLICY

*** Disaster **** card stock must be kept under lock and key in a secure location separate from the EBT card issuance room/area. A secure area means a locked file cabinet locked desk drawer, locked supply cabinet, etc.

II. PROCEDURES

All cards taken to the EBT Room/Area must be secured and under the control of the card issuer at all times. The number of people in any office that have access to EBT card stock should be minimized. The cards and the card log must be kept under lock and key when the EBT room/area is not in use. All cards must be accounted for on a daily basis *** during a declared disaster. **** Every card taken from the card stock must be documented as issued to a recipient on the Card Stock Log ([EBT 1](#)) or on the manifest if it has a signature space. To ensure this procedure is properly followed, *** during a declared disaster **** a weekly audit of the card stock must be completed.

III. FORMS AND INSTRUCTIONS

*** [EBT 001 Form/Instructions Card Stock Log](#)**

IV. REFERENCES

7 CFR 274.5 (c) **