 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	4 – Economic Stability (ES)
	Part No./Name	O – Disaster Supplemental Nutrition Assistance Program (DSNAP)
	Section No./Name	O-300-DSNAP Application Process
	Document No./Name	O-380-DSNAP DCFS Employee Applications
	Effective Date	June 1, 2018

I. STATEMENT OF POLICY

DCFS employees and DSNAP workers who experience a loss due to a disaster may apply for DSNAP. These applicants must complete a DSNAP application and be interviewed just as any other DSNAP applicant.

Economic Stability Managers or their designees must sign and approve any DSNAP applications for households containing a DCFS employee or DSNAP worker and must enter case information in the DSNAP Worker Portal for these households. The designee must be a Economic Stability Supervisor (ESS) or higher level. Issuance of EBT cards and entry of EBT card data for these households may be handled in accordance with normal procedures. **In no circumstance** shall a DCFS employee or DSNAP worker enter case information in the DSNAP Worker Portal or LAMI Disaster Subsystem, or issue EBT cards for their own case, for a case for their own family members, friends, and/or social acquaintances, or for a case in which the employee is named as authorized representative.

*** Fraud and Recovery** and Quality Control staff within the Program Integrity and Improvement Section will review all DCFS employee and DSNAP worker applications **prior to approval, if time permits. **** Note that if all such applications cannot be reviewed prior to benefit issuance, the certifications must and will be reviewed as soon as possible following the conclusion of the DSNAP, in accordance with federal regulations. Subsequent reviews of all DCFS employee and DSNAP worker certifications will be completed upon conclusion of the DSNAP if required by federal agencies or DCFS.

If the DCFS *** Worker **** Portal is unavailable and paper applications are used, applications and all other case information for households containing a DCFS employee or DSNAP worker must be kept in confidential files separate and apart from other cases. These files must be kept in the appropriate Regional Office. The Regional Administrator or his designee must assure that these files are not accessible to other staff members.

Refer to Chapter 6, [I-510](#) and Chapter 7, [P-351](#) for more information regarding employee applications.


II. PROCEDURES

Follow procedures in Chapter 5, Part IV., [A-122](#) Disaster Supplemental Nutrition Assistance Program (DSNAP) Training Manual.

III. FORMS AND INSTRUCTIONS

[DIS 1 Form/Instructions Application for Disaster Supplemental Nutrition Assistance Program](#)

[DIS 1A Form/Instructions Application for Disaster Supplemental Nutrition Assistance Program \(Standard Disaster Expense\)](#)

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IV. REFERENCES

[Food and Nutrition Act of 2008, as amended](#)

[Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.](#)

[7CFR 271.2, 273.1, 273.2, 273.3, 273.4, 273.5, 273.6, 273.8, 273.9, 273.10, 274.2, and 274.6](#)