

FAA6.J FS Disaster Plan

01 FS Disaster Plan - Overview

The ongoing FS Program may be modified when an area is affected by a disaster. The **USDA** declares whether an FS disaster plan is implemented. The FS disaster plan incorporates special eligibility criteria and procedures to aid those needy budgetary units who are adversely affected by the disaster.

Determine eligibility for FS under the FS disaster plan according to the policies and procedures outlined in this Chapter.

Research any questionable or unusual situation, using the materials available to come to a prudent decision. Record the situation and the reasoning that leads to the eligibility decision in the case file.

The FS disaster plan supports Arizona's State Emergency Plan. DES coordinates all efforts with the Arizona Department of Emergency Management, the state's lead agency in disaster situations.

Policy and procedures regarding the FS disaster plan are outlined as follows:

- [FS Disaster Plan Definitions](#)
- [FS Disaster Application Process](#)
- [FS Disaster Nonfinancial Eligibility](#)
- [FS Disaster Financial Eligibility](#)
- [FS Disaster Eligibility and Benefit Determinations](#)
- [FS Disaster Changes](#)
- [FS Disaster Issuance](#)
- [FS Disaster Fair Hearings](#)
- [FS Disaster Claim Determinations](#)
- [FS Disaster Restoration of Benefits](#)
- [FS Disaster General Information](#)
- [State Process When Disaster Occurs](#)

02 FS Disaster Plan - Definitions

AUTHORIZATION PERIOD: The length of time state agencies can use disaster approval procedures.

BENEFIT PERIOD: **FNS** approves the issuance of FS for either one half of a particular calendar month or one full calendar month. The benefit period corresponds exactly to that approved issuance period.

DISASTER ASSISTANCE CENTER (DAC): The on-site disaster facility providing space for various agencies so that disaster victims are not required to visit many offices to obtain the services they need.

AUTHORIZATION TO PARTICIPATE CARD (ATP): A card issued to a budgetary unit that they can redeem for FS. A record of FS issued to a budgetary unit.

03 FS Disaster Plan - Application Process - Overview

The application process includes the following:

- Completing and turning in an application
- Verifying certain information

Applications must be received during the [disaster authorization period](#) to be processed according to the following emergency FS procedures:

- [FS Disaster Availability of Applications](#)
- [FS Disaster Applications](#)
- [FS Disaster Date of Application](#)
- [FS Disaster Systems Information](#)
- [FS Disaster Interview Requirement](#)
- [FS Disaster Budgetary Unit Cooperation](#)
- [FS Disaster Time Limits](#)
- [FS Disaster Verification and Documentation](#)
- [FS Disaster Approval Periods](#)
- [FS Disaster Decision Notices](#)
- [FS Disaster Renewal](#)
- [Transition to and from regular FS](#)

A Application Process - Availability of Applications

Applications are available at designated sites as established by the District Program Manager. These sites may be in addition to local offices operating in the area.

B Application Process - Applications

FAA recognizes only one [official FAA application](#) (FA-001) as the official application form for the FS disaster plan. In addition, an FS disaster application is used to determine eligibility for disaster victims but only for emergency assistance under the FS disaster plan.

WARNING

When a budgetary unit does not qualify for emergency FS under the FS disaster plan and wants to apply for regular FS, the FA-001 must be completed by the budgetary unit.

C Application Process - Date of Application

The application date is the date the application is received at the designated site, as established by the District Program Manager. The application must be submitted in person by the PI or by the budgetary unit's [FS representative](#).

D Application Process - Systems Information

When systems information is available at the designated site, it must be obtained before an eligibility determination is completed.

E Application Process - Interview Requirement

All budgetary units must be interviewed. The person interviewed may be any of the following:

- The applicant who signed the application
- The applicant's spouse
- Any other adult participant of the budgetary unit
- An [FS representative](#)

Conduct the interview as an official discussion of the budgetary unit's circumstances. However, design it to quickly process the application and not impede disaster operations.

Resolve all unclear or incomplete information on the application.

Inform the budgetary unit of the following:

- The regular FS program
- [FS disaster use of FS](#)
- Civil and criminal provisions and penalties for violations of the FS program (See [FS Disaster - FS as Obligations](#))
- The budgetary unit may be subject to a post-disaster review

F Application Process - Budgetary Unit Cooperation

The budgetary unit must complete the following:

- Complete the application
- Complete the interview
- Provide the necessary verification

When the budgetary unit refuses to cooperate in this process, deny the application.

To make a determination of refusal, both of the following must occur:

- The budgetary unit must be able to cooperate
- The budgetary unit must clearly demonstrate that it is not taking actions that are required to complete the application process

G Application Process - Time Limits

Do not issue any emergency FS under the FS disaster plan after the disaster authorization period unless that period is extended by **FNS**.

Process disaster applications on the date received. Issue FS the same day but under no circumstances later than the following day.

H Application Process - Verification and Documentation

The PI is required to provide verification of the following:

- [Identity](#)
- [Residency in the disaster area](#)

No other verification is required as it could slow the processing of disaster applications.

For more information on verification and documentation necessary for a FS disaster eligibility determination, see the following:

- [FS Disaster Nonfinancial Eligibility](#)
- [FS Disaster Financial Eligibility](#)

I Application Process - Approval Periods

The budgetary unit's approval period should coincide with the [disaster authorization period](#) as established by **FNS**, regardless of the date of application.

(See Example [FS Disaster Approval](#))

J Application Process - Decision Notices

Advise the PI of the following:

- The eligibility decision
- The amount of benefits
- The approval period

(See [Approval Notice](#))

When the application is denied, inform the PI of the reason for the denial. When the budgetary unit disagrees, they may request a fair hearing but offer the opportunity to pursue an immediate supervisory review. The following apply:

- When the supervisory review resolves the issues, the budgetary unit may withdraw its request for a hearing.
- When the supervisory review does not resolve the issues, the budgetary unit may pursue the fair hearing. (See [FS Disaster Fair Hearings](#))

K Application Process - Renewal

FNS may grant an extension of the [disaster authorization period](#) and establish another approval period. In this situation, FAA prepares a press release notifying budgetary units of the extension and the possibility of renewal.

To be eligible for an extension, budgetary units must apply for an additional approval period and be interviewed.

Budgetary units must continue to meet the FS disaster plan eligibility requirements to be entitled to an additional approval period.

Process the application on the date of receipt and issue FS no later than the following day.

L Application Process - Transition To and From Regular FS

Budgetary units who were approved under the regular FS program may apply for and receive emergency FS through the FS disaster plan.

Budgetary units who are issued emergency FS may subsequently be determined eligible for regular FS. In this situation, apply their emergency FS benefits against their regular FS when the disaster approval period and the regular FS approval period overlap. Calculate the regular FS to be issued as follows:

- Determine the number of days that overlap the disaster approval period and the regular FS approval period.
- Divide the disaster FS benefits by the number of days in the [disaster authorization period](#) to determine the disaster benefit issued on a daily basis.

Divide the disaster FS issued on a daily basis by the actual number of days in the disaster authorization period. The resulting amount is the prorated benefit.

- Reduce the amount of regular FS to be issued by the amount of overlapping disaster benefits.

Multiply the number of days of the disaster authorization period that overlaps in the regular approval period by the prorated amount.

Subtract that amount from the benefit allotment to be issued for the regular FS benefit month.

04 FS Disaster Plan - Nonfinancial Eligibility - Overview

When completing an eligibility determination under the FS disaster plan, consider the following nonfinancial eligibility factors:

- PI's [Identity](#)
- [FS Disaster Residency](#)
- [FS Disaster Budgetary Unit](#)
- [FS Disaster SSN Requirement](#)
- [Effects of Disaster](#)

A Nonfinancial Eligibility - Residency

The budgetary unit must have resided in the disaster area at the time of the disaster. Consider the following:

- Check the residence against maps to determine whether it falls within the prescribed disaster boundaries.
- The budgetary unit must provide proof of its residence at the time of the disaster when possible. In some unusual situations, it may not be possible to verify residency. In those cases, document the circumstances but do not deny benefits on this basis.

EXCEPTION

When a budgetary unit lives in a temporary shelter that provides all of their meals, the budgetary unit is not eligible for FS.

Acceptable verification of residence includes, but is not limited to, the following:

- Driver's license
- Rent receipts or utility bills
- City directory
- Telephone book
- Collateral contact when documentary evidence is not available, and the use of a collateral would expedite the processing of the application

B Nonfinancial Eligibility - Budgetary Unit Concept

The budgetary unit consists of those listed on the application unless information is available that makes that information questionable. When questionable, the budgetary unit must explain any discrepancies.

The budgetary unit must [buy and cook food separately](#) during the disaster benefit period.

For budgetary units living in temporary shelters, see [FS Disaster Residency](#).

C Nonfinancial Eligibility - Social Security Number

Request the PI to provide each participant's Social Security Number (SSN). When the PI is unable to do so, assign a pseudo SSN as needed.

D Nonfinancial Eligibility - Effects of Disaster

To be potentially eligible for emergency benefits under the disaster plan, the budgetary unit must experience at least one of the following adverse effects as a result of the disaster:

- [Loss or inaccessibility of income](#)
- Damage to or destruction of the home or self employment business
- [Inaccessibility of liquid resources](#)
- [Disaster related expenses](#)
- [Loss of food in the disaster](#)

.01 Effects of Disaster - Loss or Inaccessibility of Income

Loss or inaccessibility of income is defined as any of the following:

- A reduction or termination of income through one of the following:
 - Closure of a place of employment
 - Reduction of work hours
 - Inaccessibility to place of employment
- A significant delay in receipt of income through the loss or destruction of checks

.02 Effects of Disaster - Inaccessibility of Liquid Resources

Loss or inaccessibility of liquid resources includes the following situations:

- The financial institution is expected to be closed due to the disaster for most of the [disaster authorization period](#).
- The budgetary unit is both of the following:
 - Unable to reach their cash resources
 - Not expected to be able to access their resources for most of the disaster benefit period

.03 Effects of Disaster - Disaster Related Expenses

Allow as disaster-related expenses only those expenses that meet all of the following conditions:

- The budgetary unit paid or is expected to pay the expense during the [disaster authorization period](#).
- The budgetary unit does not expect to receive full reimbursement for the expense during the disaster benefit period.
- The expense is found in the following list:
 - To repair damage to the budgetary unit's home.
 - To repair damage to other property essential to the employment or self-employment of a participant in the budgetary unit.
 - For temporary shelter when the budgetary unit's home is uninhabitable or they cannot reach their home.
 - For moving out of the area evacuated due to the disaster.
 - Related to protecting property from disaster damage.

Medical expenses for disaster-related injury to a person who was a budgetary unit participant at the time of the disaster (including funeral and burial expenses).

WARNING

When the budgetary unit is reasonably certain to receive a reimbursement for all or part of the expense during the disaster benefit period, allow only the net expense to the budgetary unit.

When reimbursement is expected, but it is not reasonably certain to be provided during the disaster benefit period, allow the full amount of the expense to the budgetary unit.

.04 Effects of Disaster - Loss of Food in the Disaster

Emergency FS may be provided to eligible budgetary units to replace food destroyed in a disaster.

05 FS Disaster Plan - Financial Eligibility - Overview

Policy and procedures regarding financial eligibility factors are outlined as follows:

- [FS Disaster Resources](#)
- [FS Disaster Income](#)
- [FS Disaster Deductions](#)
- [FS Disaster Financial Verification](#)

A Financial Eligibility - Resources

Count accessible resources when determining eligibility for disaster FS benefits. This includes, but is not limited to, the following:

- Cash on hand
- Checking accounts
- Certificates of deposit
- Savings accounts

When the budgetary unit claims that a resource is inaccessible, do not count that resource. (See [FS Disaster Inaccessibility of Resources](#))

B Financial Eligibility - Income

Count only the budgetary unit's net income when determining eligibility. The budgetary unit's net income includes the following:

- Public assistance payments
- Other unearned income
- Self-employment income (after expenses)
- Wages (after deductions)

Count the income when it has already been received in the benefit period or when it is reasonably expected to be received during the [disaster authorization period](#).

C Financial Eligibility - Deductions

Allow only those expenses meeting the criteria listed in [Disaster Related Expenses](#) when determining eligibility.

D Financial Eligibility - Verification

Use the budgetary unit's statements on the application to determine the following during the disaster benefit period:

- [Countable FS Disaster Resources](#)
- [Countable FS Disaster Income](#)
- [Allowable FS Disaster Related Expenses](#)

Require no further verification. When there are discrepancies, clarify the situation. Document the case file.

06 FS Disaster Plan - Eligibility and Benefit Determination - Overview

Policy and procedures regarding determining eligibility and benefit amount are outlined as follows:

- [Treatment of FS Disaster Income](#)
- [Determining FS Disaster Net Income](#)
- [Maximum FS Disaster Income Limit](#)
- [FS Disaster Benefit and Eligibility Amount](#)
- [Controls to Minimize Duplicate FS Disaster Assistance](#)

A Eligibility and Benefit Determination - Treatment of Income

Count only the actual net income received or expected to be received during the [disaster authorization period](#) when computing the budget for benefits. To determine the net income, see [FS Disaster Net Income](#).

B Eligibility and Benefit Determination - Net Income Determination

Add the budgetary unit's countable income for the disaster period to the budgetary unit's available liquid (cash) resources. (See [FS Disaster Income Treatment](#) and [FS Disaster Resources](#))

Then subtract allowable [disaster related expenses](#) from this total to arrive at the net income.

C Eligibility and Benefit Determination - Maximum Income Limit

To determine the maximum monthly income limit, complete the following:

- Add the following to the regular [FS net income standard](#) for the appropriate budgetary unit size:

The [FS standard deduction](#)

The [maximum shelter deduction](#)

The [dependent care deduction](#) for which the budgetary unit is eligible

- The result is the full-month maximum income limit. (See [Disaster Gross Monthly Income Eligibility Standard](#))

When the [disaster authorization period](#) is for one-half month, divide the full-month maximum by two to determine the appropriate maximum income limit. Round down when the amount does not result in full dollars.

D Eligibility and Benefit Determination - Benefit Eligibility and Amount

Compare the budgetary unit's net income amount to the appropriately calculated maximum income limit. (See [Determining the FS Disaster Net Income](#) and [FS Disaster Maximum Income Limit](#))

When the net income is equal to or less than the maximum income limit, the budgetary unit is eligible for disaster benefits.

Allotments are for a half-month or full-month allotment, based on the [disaster authorization period](#).

The budgetary unit is eligible to receive the full FS allotment for their budgetary unit size as authorized by the [Thrifty Food Plan](#).

Reduce benefits in cases where it is determined that the budgetary unit received regular FS for any part of the disaster benefit period. (See [FS Disaster Proration](#))

EXCEPTION

Reduce benefits except as noted in the following:

- When the budgetary unit's food is damaged by the disaster and the budgetary unit must replace the food.
- When it is not practical to determine, verify, or otherwise take into account regular FS benefits, issue full benefits to all budgetary units with the approval of **FNS**.

Budgetary units who did not receive regular FS for any part of the disaster benefit period may request FS to replace food lost in the disaster. When they do apply they are entitled to receive the value of the food lost up to the maximum benefit allotment for their budgetary unit size.

E Eligibility and Benefit Determination - Controls to Minimize Duplicate Disaster Assistance

Policy and procedures regarding detecting duplicate applications for FS benefits are outlined as follows:

- **Systems Inquiry**
Access systems information when the programs are available to the disaster site.
Make contact with local offices by phone when it does not delay the processing of disaster applications.
- **Communication With Other Disaster Sites**
Contact the other disaster sites before issuing disaster benefits when possible. However, do not follow this when it delays the issuance of disaster benefits.
Compile an alphabetical list of participants by close of business each day. Duplicate the list and provide the list to every other site providing FS disaster benefits.

07 FS Disaster Plan - Changes

Budgetary units approved under the regular FS program may report changes at the disaster certification site. In this situation, refer the budgetary units to their regular FAA local office.

The budgetary unit is responsible for reporting the required information directly to the local office that handles their regular FS case.

08 FS Disaster Plan - Issuance - Overview

Policy and procedures regarding FS disaster issuance are outlined as follows:

- [FS Disaster Issuance and Security](#)
- [FS Disaster Replacement of Regular FS and Lost Food](#)

A Issuance - Issuance and Security

Consider the following when issuing FS disaster benefits:

- Issuance of [Authorization to Participate Card](#) (ATP)

At approval, complete the ATP.

The budgetary unit submits the ATP to the on-site issuance unit that manually issues benefits per FNS Allotment Break Down Tables.

- Security at Issuance Site

FAA coordinates security efforts with the following:

- The Arizona Department of Public Safety
- The County Sheriff's Office
- The Police Department

- Security in Transit

FAA coordinates security efforts with the following:

- The Department of Public Safety
- The County Sheriff's Department

- Overnight Storage of FS, ATP's, and ID'S

The previously listed items are stored overnight at any of the following locations with whom FAA coordinates security:

- Police Department
- County Sheriff
- Bank Institution
- FS Issuance Accountability
Use a three part ATP for accountability purposes. An ATP worksheet is be completed by the EI approving the FS. A typist types the three part ATP and completes the following:
 - Provides the original to the budgetary unit
 - Files one copy in the case file
 - Routes the other copy to the Food Stamp Issuance Unit at the site

B Issuance - Replacement of Regular FS and Lost Food

A budgetary unit may request a replacement for either of the following:

- FS that they received under the regular FS program but were subsequently destroyed in the disaster.
- Food purchased with FS and subsequently destroyed in a disaster.

WARNING

The amount of the issuance is limited to the original benefit amount that was issued to the budgetary unit for the month in which the disaster occurs.

Issue FS to the budgetary unit following the procedures in this section.

A budgetary unit who applies for FS to replace food lost in the disaster may receive a benefit amount equal to the value of the food actually lost in the disaster.

When the budgetary unit is ineligible for emergency disaster FS, see [Food Destroyed in a Disaster](#).

09 FS Disaster Plan - Fair Hearings

Budgetary units denied disaster benefits may request a [fair hearing](#). Follow the fair hearing process for the regular FS program. In addition, offer the budgetary unit an immediate supervisory review of their case due to the delay that is likely to occur when a fair hearing decision must be rendered.

The supervisory review does not replace the fair hearing. However, when the budgetary unit is satisfied with the results of the supervisory review, they may choose to withdraw their hearing request. Obtain a written withdrawal from the budgetary unit.

10 FS Disaster Plan - Claim Determinations

A budgetary unit may receive more FS than it was entitled. When this occurs, establish a [overpayment](#) claim.

11 FS Disaster Plan - Restoration of Lost Benefits

When a budgetary unit does not receive the correct disaster benefit, [restore those benefits](#) to the budgetary unit.

12 FS Disaster Plan - General Information - Overview

Policy and procedures regarding FS disaster general information are outlined as follows:

- [FS Disaster Nondiscrimination](#)
- [FS Disaster Information Available to the Public](#)
- [FS Disaster Use of FS](#)
- [FS Disaster FS as Obligations of the U.S., Crimes and Offenses](#)
- [FS Disaster Release of Information](#)
- [FS Disaster Case Files](#)
- [Monitoring Disaster Operation](#)

- [FS Disaster Personnel Requirements](#)
- [FS Disaster Volunteers](#)
- [FS Disaster Records Retention](#)

A General Information - Nondiscrimination

The Department of Economic Security (DES) does not discriminate against any applicant or participant in any aspect of program administration, including, but not limited to, the following:

- Approval of budgetary units
- Issuance of benefits
- Conduct of fair hearings
- Conduct of any other program services

DES does not discriminate for reasons of age, race, color, sex, handicap, religion, national origin, or political beliefs. Enforcement action may be brought under any applicable federal law.

Individuals who believe they have been subject to discrimination may file a written complaint. Follow the procedures in [Right to File Discrimination Complaint](#).

B General Information - Information Available to the Public

This disaster plan must be available for examination by the public at disaster sites and in the Central Office.

The following, which affect the public, are maintained in the Central office for examination during regular office hours:

- Federal regulations
- State Plans of Operation
- Federal procedures

The State manual is maintained on line. It is also maintained on the Internet.

C General Information - Use of FS

Budgetary units who are issued FS under the disaster plan must use those benefits in the same manner as budgetary units approved under the regular FS program. (See [Allowable FS Items](#))

D General Information - FS as Obligations - Crimes and Offenses

Because FS benefits are obligations of the United States, they are subject to federal laws regarding counterfeiting, misuse, and alteration. (See [FS as Obligations](#) for information regarding penalties attached to criminal activities)

E General Information - Release of Information

Use or release of information obtained from budgetary units is restricted to persons directly connected with the administration or enforcement of the following:

- The Food Stamp Act or regulations
- Other federal or federally-aided, means tested assistance programs
- The general assistance programs that are subject to joint application processing

Written consent statements from applicants or participants are required for disclosure of information to other requestors. (See [Release of Confidential Information](#))

F General Information - Case Files

Place each application and all information and documentation in a case file folder consisting of no less than two parts. (See [Case File Format](#))

The following apply to transferring disaster case files:

- Transfer all disaster case files to the regular FAA local office serving the budgetary unit's ZIP Code as indicated on the application.

- Transfer the case files following the end of the disaster authorization period as follows:

Complete A Request for Case Record (Form FA-556) for cases and applications being transferred from the disaster site to the regular local office.

A copy of each FA-556 must be maintained by the disaster site supervisor or designee for review purposes. It is forwarded to the FAA Emergency Coordinator, FS Issuance Unit, Site 961C.

The receiving office must immediately combine the disaster case file with the regular case file when one exists.

The following apply to transferring applications:

- Refer budgetary units who prefer to apply for regular FS to their regular FAA local office. Make applications available for their use.
- A budgetary unit may complete an application for regular FS or for other program benefits and present it to FAA staff at the disaster site. In this situation, forward the application on the same day to the appropriate local office for processing.
- Follow the regular [application date](#) procedures for FS and other programs. Attach an FA-556 to the application when forwarding it.

G General Information - Monitoring Disaster Operations

Maintain case files in alphabetical order in a central location at the disaster site. File all case information in the case file.

Supervisory responsibilities include the following:

- Crowd control
- Maintaining proper work flow
- Arranging for appropriate physical facilities
- Preventing duplicate issuances. A list of budgetary units issued FS (Food Stamp Issuance Log) is copied daily and delivered to other disaster sites.

FAA must conduct a post-disaster review of disaster approval activities, selecting and reviewing a sample of cases approved for disaster issuance. The following occurs:

- **FNS** determines the number of cases to be reviewed or may decide to exempt the State from a review when, for instance, the volume does not warrant a review.
- Management Evaluation staff conduct the review unless other staff are designated.
- The review of case approvals includes the following:
 - A review of the case file
 - An interview with the participant
 - Verification of information
 - A determination of eligibility
 - An error analysis

The case review information is utilized to formulate corrective actions to improve the disaster approval process.

FNS completes the following:

- Reviews on-site operations during the period authorized for processing applications
- Examines the case review information
- Evaluates corrective action taken by FAA

H General Information - Personnel Requirements

The following are the FAA staff requirements:

- FAA staff are utilized in the issuance of FS disaster benefits.
- FAA staff are trained in the operation of the FS Disaster Program on an as needed basis. A training packet is available for staff involved in a disaster.

I General Information - Volunteers

The use of volunteers is encouraged for various program activities other than the eligibility determination and the issuance of benefits. Tasks that volunteers may complete include, but are not limited to, the following:

- Assisting in completion of applications
- Providing transportation to applicants
- Caring for children when adults are being interviewed

J General Information - Case File Retention

FAA retains disaster records and submits reports and information as required by federal regulations. (See [Retention of Case Files](#))

13 FS Disaster Plan - State Process When Disaster Occurs - Overview

The process for implementing the FAA Emergency FS Disaster plan follows the Arizona's State Emergency Response Plan (Peace Time Disaster).

Coordination of this disaster plan involves federal, state, county, and city governments.

This section is organized as follows:

- [FS Disaster State Organization](#)
- [Disaster Roles and Responsibilities](#)
- [FS Disaster FAA Operational Procedures](#)
- [Presidential Declared Disaster](#)
- [FS Disaster State System Update Process](#)

A State Process When Disaster Occurs - State Organization

The Governor as Chief Executive of the State Government exercises overall direction of State Response. The Director of Emergency Services prepares reports in which a disaster designation by **FNS** is requested and transmits them to the governor for signature.

The following are the contributing entities of the State Organization when a disaster occurs:

- [Voting member of the State Emergency Council](#)
- [Advisory Members of the Council](#)
- [State Process Coordinator](#)
- [State Emergency Response Plan](#)

.01 State Organization - Voting Member of the State Emergency Council

The following is a list of the State Emergency Council:

- Governor
- Secretary of State
- Attorney General
- Director, Division of Emergency and Military Affairs
- Director, Division of Emergency Management
- Director, Department of Agriculture
- Director, Department of Environmental Quality
- Director, Department of Health Services
- Director, Department of Public Safety
- Director, Department of Transportation
- Adjutant General

.02 State Organization - Advisory Members of the Council

The following are Advisory Members of the State Emergency Council:

- President of the Senate
- Speaker of the House of Representatives

.03 State Organization - State Process Coordinator

The Director of Emergency Services, through the powers vested in the Governor, coordinates activities and efforts of all government agencies.

.04 State Organization - State Emergency Response Plan

The State Emergency Response Plan provides that each state agency involved in a disaster response operation maintains operational control over both of the following:

- The agency's personnel
- The agency's equipment and supplies

The State's Emergency Response Plan consists of 16 operational programs. Each major agency is assigned a specific operational program and must coordinate activities with other agencies.

The Federal Disaster Assistance operational program includes FS. Other programs include the following:

- Federal Emergency Management Agency (FEMA) (See [FEMA Address](#))
- Housing (See [U.S. HUD AZ Address](#))
- Disaster Relief (See [American Red Cross \(AZ\)](#))
- Salvation Army (See [Salvation Army \(AZ\)](#))
- Energy Assistance (See [Department of Commerce Energy Office](#))
- [Information and Referral Services](#)

B State Process When Disaster Occurs - Disaster Roles and Responsibilities

The following is a list of state agencies roles and responsibilities when disaster occurs:

- Department of Economic Security (DES)
DES is responsible for coordinating activities under the State's Emergency Welfare Services. The mission of the state's service includes the following:
 - Register disaster victims and respond to inquiries from friends and relatives.
 - Assist in keeping families together during the disaster.
 - Provide emergency shelter.
 - Provide clothing and other immediate social services.
 - Provide food for shelter occupants.
- Family Assistance Administration (FAA)
FAA is part of DES. The responsibility of FAA is to provide assistance payments and FS benefits.
- FAA Task Force
In efforts to respond to a disaster situation, FAA has established a task force to assist in coordination of efforts. The task force is composed of the following:
 - FAA Emergency Services Coordinator
 - FAA Program Administrator
 - FAA Field Operations Manager
 - FAA District Program Manager in affected DistrictIn a time of disaster the FAA task force is responsible to complete the following:
 - Evaluate the disaster circumstances.
 - Implement the FAA Emergency Disaster Plan
 - Coordinate efforts with other agencies and community groups.
 - Gather data for reporting purposes.

C State Process When Disaster Occurs - FAA Operational Procedures

The following is a list of FAA procedures to be completed when a disaster occurs:

- [Reporting a Disaster](#)
- [FS Disaster Required Information](#)
- [FS Disaster Notification](#)

.01 FAA Operational Procedures - Reporting a Disaster

Upon becoming aware of a disaster the District Program Manager notifies the Field Operations Manager.

The Field Operations Manager notifies the FAA Emergency Service Coordinator and the Program Administrator.

The District Program Manager completes both of the following to be reported to the Emergency Services Coordinator:

- Assesses the destruction
- Determines the number of victims affected and their needs

The Program Administrator determines the necessary action with the assistance of both of the following:

- The Emergency Services Coordinator
- The Field Operations Manager

When the disaster necessitates use of emergency procedures, the Program Administrator notifies and requests **FNS** to declare the affected location a disaster area.

When **FNS** declares the affected location a disaster area, FAA implements the [FS Disaster Plan](#).

.02 FAA Operational Procedures - FS Disaster Required Information

After the District Program Manager reports the disaster to the Field Operations Manager, a written report is submitted to the Emergency Services Coordinator. The report includes the following:

- The date the disaster occurred
- A list of county, or counties in need of assistance
- A description of the geographical area or parts of the county in need of assistance

NOTE The geographical limits should be strictly set to include the affected area only (e.g., water from flooding may only affect a small portion of a city or county).

- A determination with justification that budgetary units within the affected area are in need of emergency FS assistance. The need must be due to a reduction in accessibility of income, or cash resources as a result of the disaster.
- The estimated number of budgetary units in need of emergency FS
- Justification that food needs of these budgetary units cannot be met by the regular FS program
- A statement regarding the desired length of the [disaster authorization period](#)
- A statement regarding the three conditions that must be met before disaster FS assistance can be authorized. Those three conditions are the following:

Commercial channels of food distribution have been disrupted.

Those channels of food distribution have been restored.

The normal ongoing FS program is unable to expeditiously handle the volume of budgetary units affected by the disaster.

.03 FAA Operational Procedures - FS Disaster Notification

Upon receiving approval from **FNS**, the Program Administrator implements the FS Disaster Plan. They immediately inform the FAA

Emergency Service Coordinator of approval and the [disaster authorization period](#).

The FAA Coordinator contacts the following staff who assists in implementing plans and setting up the Disaster Assistance Center (DAC):

- Field Operations Manager
- District Program Manager
- FS Issuance Supervisor
- Central Office Issuance Unit

The DAC includes the following staff and equipment:

- Eligibility Interviewers
- Clerical Staff
- Issuers
- Supervisors
- Security Personnel
- Tables
- Chairs
- Personal Computers
- Telephones

D State Process When Disaster Occurs - Presidential Declared Disaster

The FAA [FS Disaster Plan](#) will be utilized at any time a Presidential Declared Disaster is implemented.

However, in this situation only, regulations do not require that commercial channels of food distribution be disrupted as a condition of approval of the FS Disaster Plan.

For more information on what is needed as a condition of approval for the FS Disaster Plan, see [FS Disaster Required Information](#).

E State Process When Disaster Occurs - State System Update Process

At the time of receipt all applications are registered into the Personal Computer (PC) System on site (when available).

At the end of each day all applications approved are reported to the Central Office Replacement Unit (CORU). CORU researches reported information through AZTECS and keys reported information on new applications into AZTECS.

After FS issuance is completed, the issuance clerk calls CORU and reports the following:

- AZTECS Case Number when available
- The PI's Social Security Number (SSN)
- Amount of issuance
- Date of issuance

CORU disaster assistance personnel process authorization of issuance based on the budgetary unit status. This is after the appropriate security profile change.

The CORU supervisor keys the issuance under the FS Manual Issuance (FSMI) screen for recording purposes only.

Current open budgetary units are processed via UNAU. This procedure is utilized because of both of the following:

- It issues extra benefits without affecting the [normal FS issuance cycle](#).
- The supplement is recorded as being authorized.

EXCEPTION

New applicants are processed using the normal authorization procedures except for the following procedures:

- Adjustments made to the budget as necessary.
- Adjustments made to the issuance amount as necessary.

(See [FS Disaster Benefit Eligibility Determination](#))