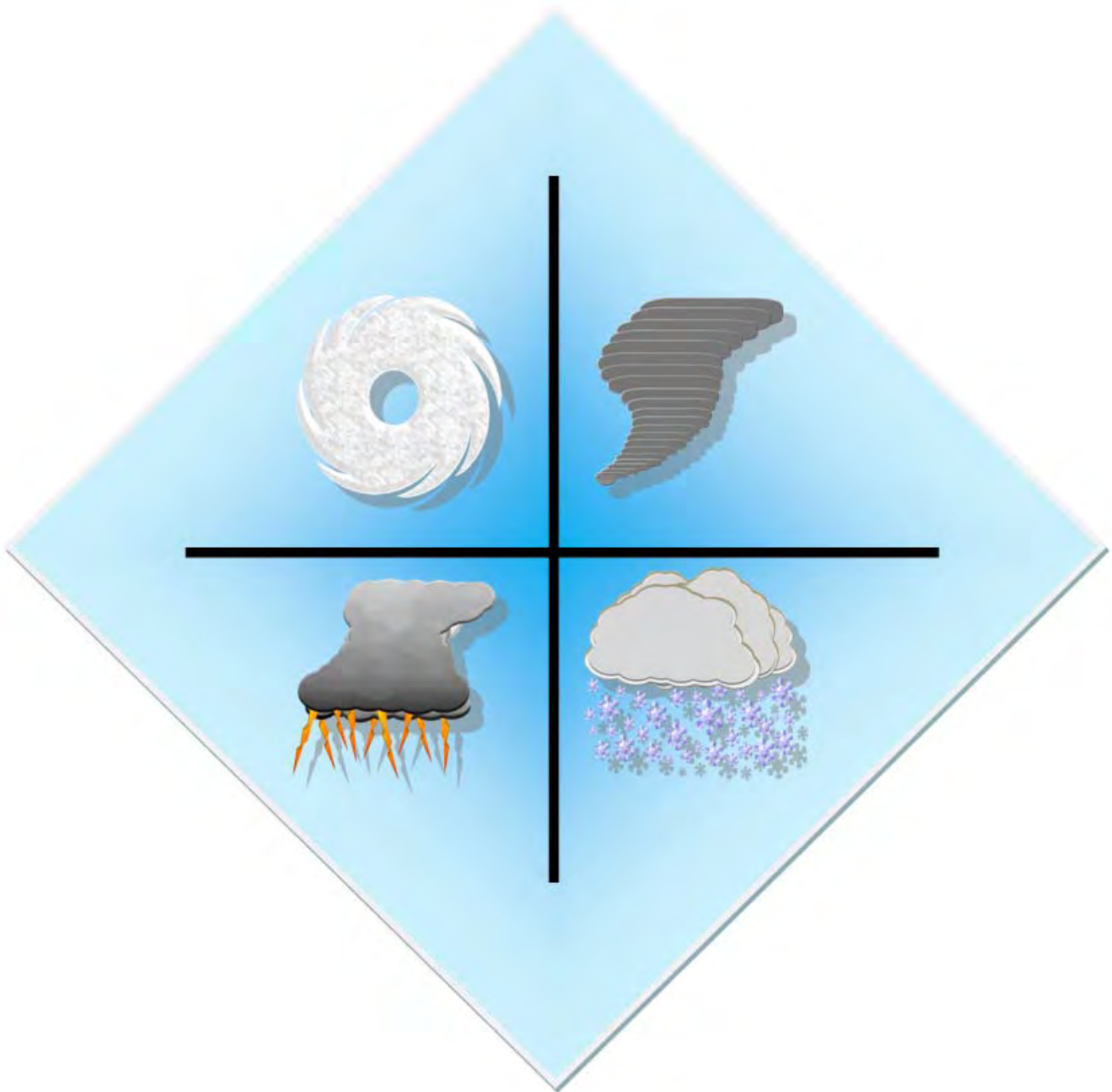




Food and Nutrition Service
United States Department of Agriculture
USDA Foods Program
Disaster Manual



Revised June 2014

Cover designed by:
Southwest Regional Office
Special Nutrition Programs
Food Distribution Programs

Forward

The FNS HQ Food Distribution Disaster Response Team is pleased to publish the 2014 revised edition of the USDA Foods Program Disaster Manual. Please notice the following changes:

- **Updated!** Table of Contents
- **New! Completed FNS-292A example**
- **New! Nutrition Resources for Disaster Feeding which includes a new USDA Foods Nutrition Table**

Special thanks to Boston University School of Medicine MS Intern Simran Singh and Professor John Burke

- **New! USDA Foods OPTIONAL Household Disaster Distribution Calculator**
- **Revised!** Quick Links is now **"D-Links"** on page iii of the table of contents for links to important disaster related resources.

We have worked hard to make each section user friendly and stand alone, so this can become a go-to resource as it continues to evolve. Your suggestions and input are always welcomed as this will continue to be a "living document". Please print this manual in case you end up in an emergency without power so you have this resource in a hard copy.

If you have any questions, after reviewing the manual, do not hesitate to contact your regional office.

Acknowledgements

The Food Distribution Division Disaster Response Team would like to thank all who assisted with the development of this manual:

- FNS Regional Office Staff
- Office of Emergency Management and Food Safety
- State Distributing Agencies
- Boston University School of Medicine, Healthcare Emergency Management

FOOD AND NUTRITION SERVICE USDA FOODS PROGRAM DISASTER MANUAL

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D-Links:

- [NVOAD: Multi-Agency Feeding Plan Template](#) *New!*
- [FEMA: National Response Framework \(Complete Document\)](#) *New!*
- [USDA Foods OPTIONAL Household Disaster Distribution Calculator](#) *New!*
- [FSA-21 Public Voucher Form and Instructions](#) *New!*
- [Food Program Reporting System \(FPRS\)](#) Eauth registration required *New!*

FOOD AND NUTRITION SERVICE

USDA FOODS PROGRAM DISASTER MANUAL

PART I: DISASTER RESPONSE OVERVIEW

This manual contains important information for persons in FNS Headquarters, FNS Regional Offices, and Distributing Agencies (DA), which include State Distributing Agencies, and Indian Tribal Organizations that are charged with the responsibility of providing USDA Foods (formerly known as USDA commodities or donated food) to disaster relief organizations in the event of a disaster, emergency, or situation of distress.



This manual is designed to help Distributing Agencies prepare themselves to respond to a disaster using USDA Foods.

- **Part I:** provides a general overview of the USDA Foods response.
- **Part II:** discusses preparing for emergency feeding response in advance.
- **Part III:** addresses the steps FNS, Distributing Agencies, and Disaster Organizations take when providing USDA foods to disaster survivors.
- **Part IV:** addresses USDA Foods replacement and reporting requirements.

A. USDA Disaster Feeding Response

US Government Response Overview

When a disaster occurs and people are in need of mass care assistance (food, shelter, and other mass care services) local government and non-governmental organizations (NGO) such as the Red Cross and Salvation Army are responsible for providing these services. When these organizations need food resources, they will contact the local lead agency, which would be at the city or county level. If resources are overwhelmed at this level, they will call upon the lead agencies at the State responsible for coordinating these services (usually Emergency Support Function (ESF) - 6— Mass Care/Human Services, and ESF-11 – Agriculture/Food under which the Distributing Agency and FNS or their equivalents can provide support for feeding). The state ESF-6 works together with other entities including national level NGO representatives that may have a role in disaster feeding to develop the state's multi-agency feeding plan. In it, the State ESF-6 has a number of options to utilize for disaster feeding, depending on the circumstances. When the State ESF-6 needs additional feeding resources, they call upon the lead agencies at the Federal Government for assistance, like FEMA and USDA.

US Government Response Overview

Food and Nutrition Service has three primary methods to respond to the nutrition needs of disaster survivors:

- Congregate Feeding using USDA Foods
- USDA Foods Household Distribution
- Disaster Supplemental Nutrition Assistance Program

The specific FNS program from which the USDA Foods are taken will depend on the needs of the NGO, the scale of the disaster, accessible inventories and available funding. Local USDA Foods inventories from school kitchens and food banks can be sources of supplemental USDA Foods used by NGOs, if available, but the request must go through the Distributing Agency before any food is accessed for disaster response.

Note: See Part III: Section B for a more in depth description of congregate feeding and household distribution.

Use Local Food First!

State Distributing Agency warehouse inventories can be used when sufficient food is not available locally. If the State Distributing Agency does not have adequate inventories, it may request additional USDA Foods from other States' inventories, through the FNS Regional Office and FNS Headquarters. FNS may acquire food from other Distributing Agency warehouse inventories including Rapid Response States, redirect shipments en-route, or purchase additional foods to meet long term disaster needs

Congregate Feeding:

In most States, NGOs such as the American Red Cross and Salvation Army are the primary groups responsible for providing disaster congregate feeding when a disaster occurs. Like FEMA, these organizations are designated to respond immediately following a disaster. While NGOs are eligible to receive USDA Foods for disaster congregate feeding, they typically obtain their food from local vendors (restaurants, food stores, etc.) and commercial purveyors (i.e. US Foods, Sysco, etc.). However, if the need arises, NGOs can request USDA Foods to supplement their resources for disaster feeding. To do so, they would coordinate their request through ESF-6 and ESF-11 to the State Distributing Agency, who in turn would coordinate with the FNS Regional Office.

- The Distributing Agency would give NGOs permission to contact the school food service representatives to use and track any USDA Foods used. The school food service representative would in turn provide this information to the Distributing Agency. If more USDA Food is requested, the Distributing Agency should inform state ESF-6 Mass Care/Feeding to determine the best options for disaster feeding. If it is determined to use USDA Foods, those provided through the National School Lunch Program should be used whenever possible. These larger pack sizes are easier for disaster feeding organizations to use in preparing congregate meals, and they are easier for FNS to replace or reimburse. USDA Foods contained in school district warehouses located close to the disaster should be used first for congregate feeding.

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Congregate Feeding continued

- **Baby Formula and Baby Food**

Although, FEMA supplies baby food and formula in the first 48 hours of a disaster, FNS' Office of Emergency Management also has the ability to purchase baby formula and baby food if requested by the state FEMA ESF-6 Mass Care/Feeding to the Distributing Agency for use in congregate settings. This request would be channeled through ESF-11 to the FNS Regional Office and FNS Headquarters.

Household Distribution:

The Emergency Food Assistance Program (TEFAP) is a FNS program designed to respond to emergency food requests on a continual basis through monthly household distributions. Food banks are the primary TEFAP program operators. However, during a disaster, TEFAP inventory will not be replaced if a TEFAP sponsor does not get prior approval to do a special disaster household distribution. On a very small scale, this is usually not an issue. Although, on a large scale distribution, the food bank should contact its State Distributing Agency to elevate the request to FNS HQ, to ensure TEFAP inventory is replenished to continue to handle the normal monthly distribution.

- **Household size USDA Foods from TEFAP, FDPIR or CSFP should not be distributed in a disaster household distribution response without first working through Distributing Agencies to obtain approval via FNS Regional Office from FNS Headquarters.** Disaster Household Distribution with USDA Foods takes place *only as needed*, requires FNS Headquarters' approval, and comes with certain conditions and requirements that must be met. Only FNS Headquarters has the authority to approve distribution of household size USDA Foods, such as TEFAP foods, for disaster feeding. See page 25 for an in depth explanation.
- **Food Bank Disaster Preparation: See page 20**

USDA Foods vs. the Disaster Supplemental Nutrition Assistance Program (D-SNAP)

If retail food stores are operating, the disaster area has received a Presidential disaster with Individual Assistance or emergency declaration, and the state ESF-6 Mass Care/Feeding has determined disaster survivors still need nutrition assistance, the State Agency can request assistance through FNS' Disaster Supplemental Nutrition Assistance Program (D-SNAP, <http://www.fns.usda.gov/snap/>). State Agencies and local agencies must ensure that recipients receiving disaster benefits do not receive both D-SNAP and USDA Foods disaster assistance through congregate feeding or household distribution in areas that D-SNAP has been approved. For additional information about D-SNAP, go to http://www.fns.usda.gov/disasters/response/D-SNAP_Handbook/D-SNAP_Handbook.pdf

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B. Types of Disasters

1. Presidentially Declared Major Disasters or Emergency Declarations

When an affected State determines a need for Federal disaster assistance; the Governor makes a request for assistance to the President. When the President determines, based on the Federal Emergency Management Agency's (FEMA) evaluation and recommendation, that Federal assistance is needed, a formal Presidential Major disaster or Emergency declaration is made and resources of the Federal government become available. While FNS' response is the same for both Presidentially declared Major disasters and Presidentially declared Emergency, the overall response of the Federal government is different:

a) A Major disaster declaration provides a full range of long-term Federal assistance programs for individuals and public infrastructure.

b) An Emergency declaration is more limited in scope, and without some of the long-term Federal recovery programs available in a major disaster declaration.

FNS is designated to provide food assistance under Emergency Support Function 11 (ESF-11) as outlined in the National Response Framework (Attachment 4).

In both Presidentially declared Major disasters and Emergency declarations, Distributing Agencies have the authority to release USDA Foods for congregate feeding for as long as they are needed, and FNS guarantees replacement of the USDA Foods used. All requests must be directed to the Distributing Agency. NGO requests for USDA Foods are coordinated through the State level ESF-11 and ESF-6 representative who informs the Distributing Agency of the request. The State Distributing Agency must inform the FNS Regional Office within 24 hours of approving a request.

2. Situations of Distress

As outlined in 7 CFR 250.3 (see also 7 CFR 250.69 and 7 CFR 250.70), FNS uses the term "situation of distress" when a natural catastrophe or other situation has **not** been declared a disaster or emergency by the President, but, in the judgment of the Distributing Agency or FNS, warrants the use of USDA Foods.

Key Regulatory Differences Between Major Disaster/Emergency Declaration and Situations of Distress

Major Disaster/Emergency Declaration	Situations of Distress
Requires a Presidential declaration that Federal assistance is warranted.	No Presidential declaration is required.
Guaranteed replacement of USDA Foods by FNS*	Replacement of USDA Foods by FNS Headquarters to the extent that funds for replacement are available*
Distributing Agency has the authority to release USDA Foods for congregate feeding for as long as they are needed. *	Distributing Agency has the authority to release USDA Foods for congregate feeding, but only if the situation is a natural event, and only for up to 30 days.* If not a natural event, FNS Headquarters must approve and determine duration of assistance.*
The Distributing Agency must always obtain approval via the FNS Regional office from FNS Headquarters before a USDA Foods Disaster Household Distribution.	The Distributing Agency must always obtain FNS Headquarters approval before distribution of USDA Foods via the FNS Regional Office for household feeding.

* Replacement may be made by crediting USDA Foods program entitlement or providing “in-kind” replacement USDA Foods

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C. Providing Nutrition Assistance and Emergency Support Function-11 (ESF-11)

Food and Nutrition Service (FNS) is the designated Federal Agency for coordinating supplemental nutrition assistance under ESF-11 (Agriculture & Natural Resources) as outlined in the National Response Framework. USDA Animal Plant Health and Inspection Service (APHIS) is designated as the Lead Agency to coordinate ESF-11 and has an ESF-11 Coordinator in each FEMA Region. There are five components of ESF-ESF-11 support at the Federal level that USDA APHIS, USDA Food Safety and Inspection Service (FSIS), and USDA Food and Nutrition Service (FNS), and Department of the Interior (DOI) oversee:

:

- **Providing supplemental nutrition assistance (FNS)**
- **Responding to animal and plant diseases and pests (APHIS)**
- **Ensuring the safety and security of the commercial food supply** regarding meat, poultry and processed egg products **(FSIS).**
- **Protecting natural, cultural, and historic (NCH) resources (DOI).**
- **Providing for the safety and well-being of household pets (APHIS)**

The question occasionally arises as to whether FNS has responsibility to supply water to disaster survivors or provide food for household pets under the ESF-11 function. Although certainly related and vital, these are not items that FNS is authorized to provide. Water is provided under ESF-3 — Public Works and Engineering, and owners are expected to provide food and water to their pets while in shelters. To read a more detailed explanation of USDA's role in the National Response Framework Summary, see Attachment 5.

D. Other FNS Assistance**D-SNAP (Disaster Supplemental Nutrition Assistance Program)**

This program provides qualified disaster survivors with Electronic Benefit Transfer cards that are used to purchase food at authorized retail stores when commercial retail channels of food distribution are available following a disaster.

If retail food stores are operating, the disaster area has received a Presidentially declared Major Disaster Declaration with Individual Assistance, and people still need nutrition assistance, as determined by state ESF-6 Mass Care/Feeding, the State Agency can request FNS' Disaster Supplemental Nutrition Assistance Program (D-SNAP, <http://www.fns.usda.gov/snap/>). The State Agencies and local agencies must ensure that recipients receiving disaster benefits do not receive both D-SNAP and USDA Foods disaster assistance. For additional information about D-SNAP, go to http://www.fns.usda.gov/disasters/response/D-SNAP_Handbook/D-SNAP_Handbook.pdf

Food Bank Disaster Response:

See page 20 under Food Bank Disaster Preparation

E. Laws and Regulations Governing USDA Foods

The following laws and regulations govern the use of commodities during disasters:

- 1) Sections 412 and 413 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act authorize the Secretary of Agriculture to distribute surplus commodities and to use Section 32 funds from the Act of August 24, 1935 to purchase foods necessary to provide adequate supplies for use in any area of the United States in the event of a Presidentially declared disaster or emergency.
 - 2) Section 416 of the Agricultural Act of 1949 authorizes the Secretary of Agriculture to donate surplus commodities to disaster survivors, subject to certain requirements.
 - 3) Section 4(a) of the Agriculture and Consumer Protection Act of 1973 authorizes the Secretary of Agriculture to donate surplus USDA Foods to disaster survivors, subject to certain requirements.
 - 4) Food Distribution Program regulations at 7 CFR 250.69 (Presidential disasters or emergencies) and 7 CFR 250.70 (situations of distress) contain language implementing the above statutory authorities.
-

F. Funding Sources for USDA Foods

USDA Food replacements and emergency purchases are funded from the following sources:

- 1) Section 4(a): A limited amount of funds appropriated under Section 4(a) of the Agricultural and Consumer Protection Act of 1973 are allocated yearly to FNS for disaster assistance. The FNS Disaster Coordinator authorizes use of these funds in emergencies and situations of distress.
 - 2) Section 32: The Secretary of Agriculture may also authorize Section 32 (Act of August 24, 1935) “contingency” funds for the purchase of USDA Foods to be used for disaster/emergency feeding for Presidentially declared disasters and emergencies.
-

G. Program Sources for USDA Foods

USDA Foods from any of the following USDA domestic nutrition assistance programs may be used in Presidentially declared disasters/emergencies, and in situations of distress:

Program Sources of USDA Foods for Disasters, Emergencies, and Situations of Distress	
Institutional Size USDA Foods	Household Size USDA Foods
• National School Lunch Program (NSLP) • Child and Adult Care Food Program (CACFP) • Summer Food Service Program (SFSP) • Summer Camps	• The Emergency Food Assistance Program (TEFAP) • Food Distribution Program on Indian Reservations (FDPIR) • Commodity Supplemental Food Program (CSFP)

The specific program from which USDA Foods are taken will depend on the needs of the disaster organization, the scale of the disaster or emergency, accessible inventories, and available funding. Whenever possible, Distributing Agencies should consider using USDA Foods from the National School Lunch Program (NSLP) before USDA Foods from household programs such as TEFAP, CSFP and FDPIR. Foods from the NSLP are easier for disaster feeding organizations to use in preparing congregate meals because of their large pack size, and they are easier for FNS to replace or reimburse.

FNS will do its best to make timely replacements to prevent disruption in ongoing service to the programs from which USDA Foods are taken. It should be remembered that, while replacement is guaranteed in a Presidentially declared disaster or emergency, replacement is not guaranteed in situations of distress.

H. USDA Foods Inventories

USDA Foods may be taken from local, State, Tribal, and Federal inventories.

- 1) **Local Inventories:** These are the first sources that disaster feeding organizations may turn to when they request USDA Foods. Institutional size USDA Foods may be found in school kitchens and school district warehouses. These products are most frequently used because most disaster feeding organizations tend to prepare and serve meals in a congregate setting. Local inventories of household size USDA Foods that are provided to The Emergency Food Assistance Program, the Commodity Supplemental Food Program, and the Food Distribution Program on Indian Reservations, are used for disaster feeding less frequently. Any distribution of household size foods to households for preparation and consumption at home must be approved in advance by FNS Headquarters.

Note: TEFAP Foods During Disasters: See page 20 **C22R . I-y] 5łłl-ăŰŠw ŠăLj2yăŠ**

- 2) **Distributing Agency Inventories:** If sufficient food is not available locally, Distributing Agency warehouses, or warehouses contracted by Distributing Agencies, often have inventories of USDA Foods for disaster feeding. If they do not have adequate inventories, Distributing Agencies can work through their FNS Regional Office to obtain foods from surrounding States, or from Rapid Food Response States.
- 3) **Rapid Food Response System:** The Rapid Food Response System has been established through separate Memoranda of Understanding (MOU) between FNS Headquarters and Pennsylvania, New York, North Carolina, Ohio, Oklahoma, Colorado, and California. Under the terms of the MOU, these seven State Agencies will make their currently existing inventory available to any Distributing Agency nationwide during a Presidentially declared disaster or emergency to the extent they determine feasible. The goal of the initiative is to supplement, not replace, existing disaster feeding efforts by making nutritionally balanced USDA Foods available for congregate feeding. The offering contains five basic categories of USDA Foods that can be used to supplement existing disaster feeding efforts: grain, dairy, fruits, vegetables, and proteins from animals, nuts and legumes.

The Rapid Food Response System option should only be pursued by a Distributing Agency when available inventories from within its agency and available inventories from Distributing Agencies immediately surrounding it are not adequate to meet disaster congregate feeding needs. To activate the Rapid Food Response System, the Distributing Agency should contact the FNS Regional Office (FNSRO), which approves all such requests. The FNSRO or FNS Headquarters, in turn, contacts the appropriate Rapid Food Response State to obtain USDA Foods and help arrange delivery.

- 4) **USDA Inventories from National Warehouses:** If deemed necessary and appropriate, Distributing Agencies can work through their FNS Regional Office to request food from USDA contracted warehouse inventories. Federal inventories of USDA Foods purchased for distribution to households through CSFP and FDPIR are maintained by USDA in commercial warehouses in Nampa, Idaho; Kansas City, Missouri; and Syracuse, New York. Household sizes of food products such as canned meats, fruits, juices, and vegetables are stored there. Depending on inventory levels, program needs, and FNS approval, some food from these Federal inventories may be immediately available for disaster feeding. USDA maintains no Federal warehouse inventories of USDA Foods for schools, institutions, and TEFAP because products for these programs are shipped directly from the manufacturer to Distributing Agencies and larger local Recipient Agencies.

I. USDA Diversions and Emergency Procurements

When existing inventories of USDA Foods at the local, State, or Federal level are inadequate for disaster feeding, the Federal government may also obtain USDA Foods using the following methods:

- 1) **USDA Diversions:** USDA may divert USDA Foods orders that were originally purchased for its ongoing food distribution programs that are close to, or already in transit. FNS will work closely with the Distributing Agency whose product was diverted to ensure it is replaced in a timely manner.
 - 2) **USDA Procurements:** If the scope of a disaster or emergency creates a need for food relief in excess of what can be provided by existing Federal, Distributing Agency, and local agency inventories, FNS Headquarters may make emergency procurements of USDA Foods and ship them into affected areas. These procurements are not common, and are only made with approval of FNS Headquarters, if funding is available, and with the concurrence of USDA procurement agencies. Emergency procurements are more likely to be utilized during long-term disasters since procuring and delivering food can take several weeks; although infant formula and baby food can usually be supplied within 72 hours under an FNS system of prearranged contracts. Emergency procurements are most often made when infant formula and baby food are needed.
 - 3) **Other Federal Procurements:** Although uncommon, USDA's Kansas City Commodity Office is authorized to coordinate purchases of food for off-shore (OCONUS -outside the continental United States) disaster feeding. Quantities are usually limited and are often purchased locally. The Department of Defense also has the authority to negotiate emergency purchases for direct shipment to disaster areas through its Defense Supply Center in Philadelphia. Occasionally, USDA will engage the General Services Administration to make purchases for disaster assistance as well.
-

J. Nutrition Considerations in Disaster Feeding

When disasters strike, emergency feeding organizations use food from existing inventories and resources to feed survivors. Even though program inventories may look different from week to week, these organizations can assist survivors' wellness even more by serving foods which are rich in nutrients to assist survivors in adapting to their stressful situation.

The chart, "Disaster Response USDA Food Considerations", found on Attachment 13, provides nutrient information of USDA Foods to assist Distributing Agencies and NGOs in choosing foods which will help to provide the nutrients survivors need to better cope with stress.

Part II: PREPARING FOR A PRESIDENTIALLY DECLARED DISASTER, EMERGENCY, OR SITUATION OF DISTRESS

7 CFR 250.69 and 250.70 contain the regulations authorizing the Secretary of Agriculture to make USDA Foods available to survivors of disasters and situations of distress.

It is important for FNS Headquarters, FNS Regional Offices, and Distributing Agencies (State and Indian Tribal Organizations) to plan for a disaster, emergency, or situation of distress, well before it occurs. Preparation is critical to make the actual response process flow smoothly in the stressful climate of an actual disaster or situation of distress. This preparation encompasses both long term and short term planning. Disaster planning should be coordinated with ESF-6 and ESF-11 at the State and Federal levels.

Multi-agency feeding plans coordinated under ESF-6/Mass Care encompasses both short-term response planning; along with longer term recovery planning. While every FNS disaster program should be included in this plan, not all or any may be utilized in a disaster. It all depends on the disaster scenario and the capabilities and resources of the local agency and State. Disaster plans should be reviewed and updated for accuracy at least annually.

Below are the steps that FNS Headquarters, FNS Regional Offices, and Distributing Agencies and local program operators should follow to effectively prepare for a disaster or emergency.

A. Food and Nutrition Service Headquarters Preparation

- 1) Food Distribution Program Support establishes relationship with the FNS Office of Emergency Management.
- 2) Establish and maintain an Emergency Contact List with back-up contacts for key USDA Foods staff at FNS Headquarters, FNS Regional Offices, the ESF-11 National Coordinator, the Agricultural Marketing Service, Farm Service Agency, and the Kansas City Commodity Office. The list must include Continuity of Operations Plan (COOP) coordinators, as well as disaster coordinators and media coordinators. Contacts and backups must have the authority to make quick decisions that expedite requests for USDA Foods and transportation. Contact information should include work, home, cell, fax numbers, and e-mail addresses. At the very minimum, the list should be updated annually. The updated list, which will be sent to key USDA staff via e-mail, including staff in the Southeast Regional Office serving as the COOP delegation* site, should be printed out in hard copy each time it is updated so that its information is available 24 hours a day, even during power outages. FNS HQ staff will annually maintain the 24/7 contact list for Rapid Food Response System States.

*FNS COOP Delegation: in the event that FNS Headquarters becomes disabled or unable to function, FNS Headquarters will authorize a transfer of power from FNS Headquarters to the Southeast Regional Office to act on their behalf.

- 3) Establish and periodically update the procedures for internal reporting within FNS. In doing so, disaster coordinators and key contacts for media inquiries at the FNS Headquarters and Regional Office levels must be consulted.
 - 4) As appropriate, the Office of Emergency Management may ask the affected FNS Regional Offices to survey their appropriate Distributing Agencies to determine the availability and location of the types and quantities of USDA Foods which disaster organizations are likely to be able to use or distribute. This will facilitate responding to requests for USDA Foods when they are received.
 - 5) Stay current with the Federal regulations, policies, and procedures related to use of USDA Foods during disasters, emergencies, and situations of distress.
-

B. FNS Regional Office Preparation

- 1) FNS RO Special Nutrition Programs Director establishes a relationship with the FNS Regional Office Disaster Coordinator and FNSHQ Office of Emergency Management and Food Distribution Division Program Support Branch. The FNS Regional Office Disaster Coordinator should establish a relationship with the ESF-11 Coordinator(s) in their applicable FEMA Region(s).
- 2) Maintain a current list of your Regional Office Emergency Contacts, and provide it to FNS Headquarters. Update this list annually, and distribute it to key contacts before June 1. Keep copies of the Emergency Contact List received from FNS Headquarters readily available. These lists should be printed out in hard copy each time they are updated so that this information is available 24 hours a day, even during power outages.
- 3) Provide State and Indian Tribal Organization staff and ESF-11 coordinator(s) with updated copies of Regional Office Emergency Contacts that includes work, home, cell, fax numbers and e-mail addresses to ensure contact availability 24 hours a day. This information should be up to date at all times.
- 4) Establish and update internal reporting procedures. Coordinate these with your Regional Disaster Coordinator and Regional contact for media inquiries.
- 5) Maintain a current Regional list of essential State and Indian Tribal Organization personnel, and keep them apprised of the procedures, policies, and regulations for handling disasters or emergencies.
- 6) When a situation of distress, emergency, or disaster occurs or is anticipated, contact, State or Indian Tribal Organization personnel, as appropriate, to determine the availability and location of the types and quantities of USDA Foods in the States' warehouses that disaster organizations are likely to need. Share this information with the ESF-11 Coordinator(s); this will facilitate responding to requests for food when they are received. If needed, contact closest Rapid Food Response System State for inventory quantities for congregate feeding needs. An update list of RFRS States contacts will be sent annually from FNS HQ.
- 7) Stay current with the regulations, policies, and procedures related to the use of USDA Foods during disasters, emergencies, and situations of distress.

Note: See Attachment 11 - Emergency Management Contacts Template

C. Distributing Agency Preparation

- 1) Develop a relationship with the State Emergency Management Agency ESF-11 and ESF-6 Coordinators and your FNS Regional Office Special Nutrition Program. Become familiar with the State Emergency Operations Plan and the state's multi-agency feeding plan.
- 2) Identify the primary local disaster organization responsible for coordinating disaster feeding in your State and how to contact them. This can be the Red Cross, Salvation Army, or some other local organization that may be called upon during a disaster or emergency. Local disaster feeding organizations need to know who to contact at the State Agency or Indian Tribal Organization level, and what types of food are available. Advise them of what you can and cannot do and of the reporting requirements if USDA Foods are provided.
- 3) The Distributing Agency should annually train School Food Service and Food Bank representatives to educate them on the need for establishing contacts with the disaster feeding organizations in their area, the need for tracking the use of USDA Foods used by them during a disaster, and what protocol they need to follow for feeding authority.
- 4) Establish a list of Emergency Contacts (See Attachment 11 - Emergency Management Contacts Template). Maintain this list annually, at a minimum, and share with all important disaster response organizations at the State, local, and Federal level. The list should include work, home, cell, fax numbers and e-mail addresses so contacts can be reached 24 hours a day. List contacts should include:
 - State and local government emergency management offices,
 - Feeding organizations such as the Red Cross and Salvation Army,
 - State level offices having control over inventories of USDA Foods for both congregate and household feeding, including State managed or contracted warehouses,
 - Local level offices having physical control over inventories of USDA Foods such as school districts, food bank networks, and local warehouses, and
 - Key FNS Regional Office disaster personnel emergency phone numbers.
- 5) Establish protocols for coordination with the State ESF-11 and ESF-6 Coordinators and Information Office. Determine if the ESF-6 Mass Care Coordinator in your State has developed a multi-agency feeding plan and ensure that FNS disaster food assistance is incorporated into the plan. Identify who will be the contact person for media inquiries. The National Voluntary Organization Active in Disasters (NVOAD) has developed a Multi-Agency Feeding Plan Template. It can be found at the following link: http://www.fns.usda.gov/sites/default/files/final_multi-agency_feeding_plan_template_april_2010.pdf
- 6) Stay current with the regulations, policies, and procedures regarding disasters, emergencies, and situations of distress.

- 7) Incorporate instructions about the required protocols regarding the use of USDA Foods for disaster feeding when conducting program training for local agencies. Periodically remind your local agencies of the regulatory requirements to: 1) maintain meal counts during the emergency 2) keep a list of USDA Foods distributed to disaster relief organizations, and 3) report this information as soon as possible to the Distributing Agency.
- 8) Assign a staff person(s) to keep track of USDA Foods used during disasters, and annually provide the staff person's name to the FNS Regional Office. This staff person should be registered well before a disaster occurs in FNS' on-line Food Programs Reporting System (FPRS) in order to be able to comply with FNS post-disaster reporting requirements for electronic submission of the FNS-292A (for use of USDA Foods) within 45 days of termination of the disaster. (For FNS-292A submission instructions see Attachment 1.) For security reasons, FPRS' eAuthorization user passwords expire every **180 days**, so keeping the password updated is critical. Also, make sure Distributing Agency staff have access to FNS 292A, as well as current registration in SAM
- 9) **S.A.M. (System for Award Management)** registration and maintenance is required for Distributing Agencies to be reimbursed for transportation costs. As part of disaster preparedness, please verify that your SAM account is current. If you have questions as to the status of your SAM account, please contact: customerservice@ccrorca.com.
- 10) Consider past history and determine what types of disasters or emergencies are more likely to occur within the State or Indian Tribal Organization (e.g. floods, snow storms, tornados, earthquakes, ice storms). Obtain information from the State ESF-6, ESF-11, and in the case of Indian Tribes, the Bureau of Indian Affairs, about the likely assistance requirements that each type of disaster or emergency may create.

D. Food Bank Disaster Preparation

Food banks are an important resource to help meet the food needs of those affected by emergencies and disasters. For food banks that participate in TEFAP, one effective way to address disaster food needs is to enroll affected individuals and families in TEFAP. Under certain conditions, food banks may also request approval from FNS Headquarters to provide USDA Foods to households in the disaster area. TEFAP and household disaster feeding are two separate and distinct programs that can be used by food banks to respond to emergencies and disasters. In planning for emergencies and disasters, food banks should work with those responsible for Mass Care within their State to develop a multi-agency feeding plan that identifies all partners that can contribute to disaster feeding efforts. A Multi-Agency Feeding Plan Template to assist Distributing Agencies in developing a feeding plan can be found at http://www.fns.usda.gov/sites/default/files/final_multi-agency_feeding_plan_template_april_2010.pdf.

TEFAP Foods During Disasters

Normal TEFAP distribution offers an immediate means of providing food to those in need during an emergency or disaster. TEFAP has advantages as part of a disaster response, as it is an ongoing program with an already established distribution network, and States have discretion to determine TEFAP eligibility criteria, including income eligibility guidelines, which disaster survivors often meet. However, the USDA Foods distributed through TEFAP, are part of the State's TEFAP allocation, and as such, are not eligible for replacement as a result of a disaster.

Household Disaster Distribution With USDA Foods from TEFAP Inventory

Household disaster distribution with USDA Foods takes place only as needed, requires FNS Headquarters' approval, and comes with certain conditions and requirements that must be met. Only FNS Headquarters has the authority to approve distribution of household size USDA Foods, such as TEFAP foods, for disaster feeding. As a result, **food banks should not distribute TEFAP foods for household disaster distribution without first working through their Distributing Agency to obtain approval via FNS Regional Office from Food and Nutrition Service Headquarters.**

Prior approval ensures that conditions have been met that would provide FNS with the authority needed to replace the USDA Foods that are provided as part of household disaster distribution. For Presidentially declared disasters and emergencies, FNS guarantees replacement of the USDA Foods provided for disaster feeding. In situations of distress, replacement is subject to availability of funds. However, in neither case can FNS Headquarters reimburse food banks for administrative expenses associated with such distributions.

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In order for FNS Headquarters to consider approval of a household disaster distribution program, the following circumstances must exist in the disaster area:

- Commercial food distribution channels are disrupted, making it difficult for food retailers to operate and SNAP benefits to be utilized. Congregate feeding is not practical, or is expected to be inadequate to meet the needs of all affected households.
- Households are sheltering in place at home and are in need of food.
- The disaster feeding organization can efficiently and effectively accept USDA Foods, store them, and distribute them to households.

Applications for household disaster distribution must be submitted to FNS Headquarters through the Distributing Agency and the FNS Regional Office. See Attachment 12: USDA Foods Disaster Application Template and Attachment 14: USDA Foods Household Disaster Distribution Calculator.

The application should, to the extent possible, include the following:

- A description of the disaster, emergency, or situation of distress.
- Identification of the specific areas that would be served and the number of households expected to participate in disaster feeding.
- An explanation as to why household distribution is warranted, and the anticipated distribution period, e.g. retail/commercial channels are not operating, when D SNAP will be requested, etc, to confirm duration.
- The quantity and types of food needed.
- Assurances that households will not receive both USDA Foods and Disaster SNAP (D-SNAP) benefits, and a description of the system used to prevent dual participation.
- The method(s) of distribution available.

Food banks which have received FNS Headquarters' approval to distribute disaster food to households are required to collect minimal household information and, if a Disaster SNAP is also operating, obtain a signed statement from each household that they are not also receiving D-SNAP benefits. Food banks are encouraged to refer all potentially eligible households to SNAP or Disaster SNAP for additional food assistance.

Requirements for distributing disaster food to households are outlined at 7 CFR 250.69 and 250.70 in Attachment 6.

PART III: THE USDA FOODS DISASTER RESPONSE

This section describes the process FNS follows once a request is made by a local disaster feeding organization, through its Distributing Agency, to use USDA Foods in a situation of distress or Major Presidential declaration or Emergency declaration.

A. Responding to Information Requests from the Media/Public

A Presidentially declared disaster or emergency or a situation of distress generates interest and requests for information from parties and individuals aside from those involved in the response. All such requests for information must be referred to the office that deals with requests from the media and other members of the public. At FNS, each Regional Office and Headquarters have established an Office of Public Affairs. Their job, among others, is to provide accurate, consistent, timely, and easy-to-understand information to the public about the FNS disaster response. FNS Public Affairs staff works together with State and/or local public information offices to coordinate the release of information, and serve as the liaison with Federal Emergency Management Agency (FEMA) Public Information staff. Distributing Agencies' Public Information Officer (PIO) should work with the State's PIO, and through the Joint Information System (JIS) and Joint Information Center (JIC) to also coordinate the release of information.

B. Congregate Feeding vs. Disaster Household Distribution—An Overview

The Distributing Agency receives and responds to requests for food assistance from local government and from non-profit disaster feeding organizations such as the American Red Cross or the Salvation Army through the ESF-6 and ESF-11 leads. In rare cases the disaster feeding organization may be the Distributing Agency itself in areas where no local relief organization is available to provide a quick response. The Distributing Agency may also take the initiative and contact ESF-11 and ESF-6 to notify them of the USDA Foods that are available. Disaster feeding organizations use two primary methods to feed people with USDA Foods in response to a disaster, emergency, or situation of distress: congregate feeding and to a lesser degree, Disaster Household Distribution of food. All feeding should be coordinated by the ESF-6 Mass Care lead in each State.

In summary, a comparison of the key differences in the approval and replacement process between congregate feeding and household distribution is addressed in the table below:

Approval and Replacement of USDA Foods Used for Congregate vs. Disaster Household Distribution Feeding During Disasters, Emergencies, and Situations of Distress	
Congregate Feeding	Disaster Household Distribution
In Presidentially Declared Disasters or Emergencies:	
- Distributing Agency approves and determines the duration of feeding. - FNS Headquarters guarantees replacement.	- FNS Headquarters approves and determines duration. - FNS Headquarters guarantees replacement.
In Situations of Distress:	
- Distributing Agency can approve for up to 30 days duration only if the emergency results from a natural event. If not the result of a natural event, FNS Headquarters approves and determines duration. - FNS Headquarters replaces only to the extent that funds for replacement are available.	- FNS Headquarters approves and determines duration. - FNS Headquarters replaces food only if funds are available.

1. **Congregate Feeding:** Congregate feeding is the most common form of food assistance provided during disasters, emergencies, and situations of distress. In congregate feeding, the disaster feeding organization prepares meals in large quantities and serves them in a central location, often to people staying in locally designated shelters. Congregate feeding may occur in emergency shelters such as in schools, houses of worship, community centers, etc. Congregate feeding may also be provided by NGOs using mobile kitchens and/or disaster response vehicles.

- a. **Congregate Feeding in a Natural Disaster:** Distributing Agencies may approve the use of USDA Foods in situations of distress to provide congregate feeding for up to 30 days **only** if the situation is a natural catastrophe. Examples of natural catastrophes include hurricanes, tornadoes, storms, floods, high water, wind-driven water, tidal waves, tsunamis, earthquakes, volcanic eruptions, landslides, mudslides, snow storms, ice storms, droughts, and fires.

The Distributing Agency must submit FNS-292A to FNS afterwards to report the food used. See *Attachments 1 and 2 for more information on this requirement*. Under these conditions, FNS may replace USDA Foods used for congregate feeding to the extent that funds for replacement are available. Since FNS funds for replacement of USDA Foods used in situations of distress are limited, it is recommended Distributing Agencies **submit a request for replacement of such foods within 24 hours of approving the use of USDA Foods in congregate feeding for a situation of distress**.

A situation of distress may develop into a Presidentially - declared Major disaster or Emergency declaration. If this occurs, refer to the Presidentially declared Major disaster and Emergency description for guidance.

- b. **Congregate Feeding In Response to Other Events:** Distributing Agencies **must obtain prior approval from FNS Headquarters via the FNS Regional Office** to request the use of USDA Foods in **non-natural catastrophes**. Examples of non-natural catastrophes include man-made explosions, attacks, strikes, man-made fire, and civil disturbances.

The Distributing Agency must submit FNS-292A to FNS afterwards to report the food used. FNS may replace USDA Foods used for congregate feeding to the extent that funds for replacement are available. Since FNS funds for replacement of USDA Foods used in situations of distress are limited, it is recommended Distributing Agencies **submit a request for replacement of such foods within 24 hours of approving the use of USDA Foods for a situation of distress**.

- c. **Congregate Feeding Inventories:** To expedite food preparation, disaster feeding organizations generally prefer foods in institutional size containers, such as #10 cans. Such USDA Foods are usually available from existing State/local agency inventories of product purchased for the National School Lunch Program, available in schools or in the State's warehouse(s). Product in smaller size containers, such as #3 cans, originally intended for FNS household distribution programs, like TEFAP, may also be used for congregate feeding. However, opening large numbers of small cans is time consuming and may complicate congregate feeding efforts. Care should be taken to ensure that the use of household size product that was originally intended for CSFP and FDPIR does not compromise ongoing food package issuances to recipients certified for those programs.

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- d. **Further Processed USDA Foods:** USDA Foods that are further processed by the State or local agency may be used, although FNS cannot reimburse the Distributing Agency for processing fees. USDA may reimburse only the value of the raw USDA Foods contained in further processed items. The Distributing Agency should consider this when evaluating whether to release further processed items for disaster feeding purposes. Refer to each processor's Summary End Product Data Schedule (SEPDS) for pounds of USDA Foods used to produce each case of product. This information needs to be reflected in the FNS-292A. See Attachment 2 for an example of a completed FNS-292A. Also, FNS cannot reimburse for non-USDA Foods normally purchased and utilized by the schools.
 - e. **Feeding Disaster Relief Workers:** Once congregate feeding is approved for an area, disaster relief workers may also be served if such persons are providing direct disaster relief. There are no limits to the number of relief workers who may be served, and they may receive meals as long as congregate feeding is in effect. However, USDA Foods may not be given to disaster feeding organizations who are feeding only disaster relief workers.
- 2) **Disaster Household Distribution:** Disaster Household Distribution is a less common form of USDA Foods assistance during disasters, emergencies, or situations of distress, and is separate from ongoing distribution of CSFP, FDPIR or TEFAP. It is another option for the state ESF-6 Mass Care/Feeding entity to utilize. USDA Foods in household size containers can be requested to assist for distribution to households if normal commercial supply channels, such as grocery stores, have been disrupted, damaged, destroyed or unable to function. In a Disaster Household Distribution, a disaster feeding organization distributes household-size shelf stable products directly to disaster survivors who prepare the meals themselves, and eat them at home.

To use USDA Foods for a Disaster Household Distribution, the disaster must be a Presidentially declared major disaster or determined a situation of distress by the local authorities and ***ALL requests*** must have prior FNS approval. Distributing Agencies must also have an implementation plan in place. The Distributing Agency ***must obtain prior approval via its FNS Regional Office from FNS Headquarters*** for the use of household size USDA Foods in all situations of distress including natural catastrophes and non-natural events and when feeding is needed due to a pandemic* outbreak. ***NOTE:** For more information about Continuation of Food Assistance in a Pandemic see Attachment 7: Policy Memo FD-066.

- a. **Program Inventories for Disaster Household Distribution:** USDA Foods for Disaster Household Distribution are always provided in smaller size containers, such as 15-16 ounce cans, rather than in the larger sizes used for congregate disaster feeding. FNS prefers that household size USDA Foods be taken from available State/local agency inventories of product purchased for the Emergency Food Assistance Program (TEFAP) whenever feasible. Inventories for CSFP and FDPIR are also occasionally used. However, USDA Foods intended for these three programs should not be used if their disaster distribution would compromise ongoing food package issuances to recipients. In this case, the Distributing Agency should contact the FNS RO to obtain resources to support this program.

- b. Simultaneous D-SNAP and Disaster USDA Foods Distribution:** Disaster Household Distribution of USDA Foods is less often invoked than congregate feeding because typically after a disaster, power is restored, along with the normal channels of food distribution. Those that are still in need of feeding assistance and who are able to qualify, are usually addressed through a request for the provision of D-SNAP benefits program. On occasion, however, USDA Foods and D-SNAP benefits may be distributed in a given disaster area, simultaneously. When this happens, the same household may not benefit from both forms of disaster food assistance. Disaster survivors may obtain either D-SNAP benefits or disaster USDA Foods, but not both. To ensure a process is in place to prevent disaster recipients from receiving both forms of assistance, the Distributing Agency should coordinate with ESF-6 and ESF-11.
- c. Disaster Household Distribution and TEFAP**
Disaster Household Distribution is separate and distinct from normal monthly distributions of TEFAP. During disasters, emergencies, or situations of distress, States should continue to operate TEFAP if possible. TEFAP is designed to help individuals facing economic emergencies, which may be caused by disasters, emergencies, or situations of distress. States have discretion to determine eligibility criteria for the program, including income eligibility guidelines. However, USDA has no authority to replace TEFAP food distributed to disaster victims or reimburse any related administrative expenses without prior approval.

C. **Application and Approval of Congregate Feeding During Disasters, Emergencies, and Situations of Distress**

When a determination is made by the state ESF-6 Mass Care and the disaster feeding organization to use USDA Foods for congregate feeding, the disaster feeding organization must submit an application to the Distributing Agency for review. Whether the Distributing Agency or FNS is responsible for approving the application will depend on whether the incident is a Presidentially declared disaster or emergency, or a situation of distress.

NOTE: See Attachment 12: USDA Foods Disaster Application Template.

- 1) **Applications for Congregate Feeding Submitted to Distributing Agencies By Disaster Organizations:** The initial application by a disaster feeding organization to the Distributing Agency for the receipt and use of USDA Foods for congregate feeding in a Presidentially declared disaster or emergency, or in a situation of distress, is addressed at 7 CFR 250.69(b)(2) and 250.70(b)(2). Applications must be submitted by a disaster organization in writing if circumstances permit or, if not, confirmed in writing in a timely manner.

Applications must, to the extent possible, include the following:

Required Disaster Application Information
• A description of the disaster, emergency, or situation of distress • An estimate of the number of people requiring meals • The period of time for which meals are being requested • The quantity in cases and types of food needed

Additionally, disaster feeding organizations must report the number and location of sites providing congregate meal services to the Distributing Agency as such sites are established. Therefore, the application should reference this requirement. The Distributing Agency should forward this information up to the FNS Regional Office.

- 2) **Approval of Congregate Feeding—Presidentially Declared Disasters or Emergencies:** When a disaster or emergency is Presidentially declared, the Distributing Agency is responsible for reviewing and approving the application. The determination for the duration of USDA Foods for congregate feeding should be made in discussions with the state ESF-6 Mass Care and the disaster feeding organization taking into consideration the magnitude of the situation. Within 24 hours of approving an application for congregate feeding, the Distributing Agency must report the information contained in the application to the FNS Regional Office.
- 3) **Approval of Congregate Feeding—Situations of Distress:** The approval process for using USDA Foods in situations of distress differs depending upon whether or not the situation is a natural catastrophe or caused by some other event. Remember, USDA Foods used to respond to a situation of distress will be replaced, or entitlement reimbursed, only if funding is available.

- a) **Situations of Distress Caused by Natural Catastrophes:** The Distributing Agency can decide to approve requests for USDA Foods for congregate feeding for a maximum of 30 days if the situation of distress is due to a natural catastrophe. Natural catastrophes include hurricanes, tornados, storms, floods, high water, wind-driven water, tidal waves, tsunamis, earthquakes, volcanic eruption, landslides, mudslides, snowstorms, drought, natural fire, and natural explosions as described in paragraph (a) of the definition for situation of distress in 7 CFR 250.3. Within 24 hours of approving an application for congregate feeding, the Distributing Agency must report the information contained in the application to the FNS Regional Office. The FNS Regional Office should forward this to FNS Headquarters, to see if disaster funding might be available to assist the responding Distributing Agency.
- b) **Situations of Distress Caused by Other Events:** In a situation of distress that is not the result of a natural catastrophe, including pandemics*, the Distributing Agency will send the disaster relief organization's application to the FNS Regional Office to forward to FNS Headquarters. FNS Headquarters will determine the initial duration of the feeding effort, up to the 30 day limit, as well as any extension beyond 30 days. All parties will be notified of the decision. The initial determination about the duration of how long USDA Foods will be provided may be revised as developing circumstances dictate.
NOTE: For more information about Continuation of Food Assistance in a Pandemic see Attachment 7: Policy Memo FD-066.
- c) **Extensions of Situations of Distress:** If the initial request to the Distributing Agency for congregate feeding due to a situation of distress caused by a natural catastrophe is for less than 30 days, and then is extended to the 30 day limit, the Distribution Agency must notify the FNS Regional Office of this extension. If the Distributing Agency wishes to extend any congregate feeding beyond 30 days, it must request approval from FNS Headquarters, through the FNS Regional Office. FNS Headquarters will determine the duration of such feeding, taking into consideration the magnitude of the situation. The FNS Regional Office will notify the Distributing Agency of the request's approval and its duration, or its denial.

All requests, notifications and approvals related to situations of distress must be documented, and the documents maintained in each respective office. The relief organization must maintain a copy of the application that it submits to the Distributing Agency and any written approval it receives for 3 years plus the current year as required by 7 CFR 250.16(b).

D. Application and Approval of Disaster Household Distribution During Disasters, Emergencies, and Situations of Distress

When the state ESF-6 Mass Care determines to utilize a Disaster Household Distribution to provide food to the disaster survivors, the disaster feeding organization carrying out the program utilizing USDA Foods for the Disaster Household Distribution, for Presidentially declared major disasters, emergencies, and situations of distress, ***must always obtain prior approval***, through the Distributing Agency. The Distributing Agency must submit the request to the FNS Regional Office, which must obtain final approval from FNS Headquarters.

- 1) **Applications for Disaster Household Distribution Submitted by Disaster Organizations to Distributing Agencies:** The initial application by disaster relief organizations for the receipt and distribution of foods to households is addressed in 7 CFR 250.69(c) (2) and 250.70(c) (2) respectively. Applications for the receipt and distribution of USDA Foods to households are submitted by a disaster feeding organization to the Distributing Agency in writing if circumstances permit or, if not, confirmed in writing as soon as circumstances permit. The Distributing Agency may also submit an application on its own behalf. Applications must, to the extent possible, include the information outlined in the table below. The information required is the same for Presidentially declared major disasters, and situations of distress.

Application Information Requirements For Household Distribution During Presidentially Declared Major Disasters, Emergencies, and Situations of Distress
- A description of the declared major disaster, or situation of distress - Identification of specific areas which would be served - Number of households affected who are expected to participate - An explanation as to why household distribution is warranted - The anticipated distribution period - The quantity and types of food needed - Assurance households will not receive both USDA Foods and D-SNAP benefits - A description of the system to prevent dual participation - Method(s) of distribution available (and disaster organizations must report to the Distributing Agency the number and location of where USDA Foods are to be distributed as such sites are established.)

NOTE: See Attachment 12: USDA Foods Disaster Application Template and Attachment 14: USDA Foods Household Disaster Distribution Calculator. The calculator would be most useful for small to medium size disaster events that do not require USDA Foods to be shipped from USDA Multifood Warehouses.

2) **FNS Approval of Household Distribution—For Both Presidentially Declared Major Disasters, Emergencies, and Situations of Distress:** The Distributing Agency must submit an application received from local disaster organization for disaster feeding to the appropriate FNS Regional Office. The Regional Office will review the application to make sure the use of USDA Foods is warranted. In doing so, the Regional Office will discuss the following with the ESF-11 Coordinator to evaluate:

- What plans, if any, the Distributing Agency, FEMA, and other disaster responders have in place to feed disaster survivors,
- To what extent providing disaster benefits through D-SNAP have been considered,
- Whether congregate feeding would better serve the needs of disaster survivors,
- How closely the amounts requested reflect expected need,
- What USDA Foods for households are available in local, State, and Federal (household product only) inventories,
- Whether or not use of household size product intended for TEFAP, CSFP and FDPIR in-state would compromise ongoing food package issuances to recipients of those programs, and,
- The disaster organization's ability to accept deliveries of USDA Foods, adequately store them, and distribute them to households in an efficient and effective manner. Please note that FNS will not reimburse Distributing Agencies for storage costs, so care must be taken in the quantities requested so not to over order.

NOTE: See Attachment 12: USDA Foods Disaster Application Template

Once the FNS Regional Office receives the application, it will, in turn, submit the application to FNS-Headquarters for approval. If it approves the application, FNS Headquarters will determine the dollar amount of the product provided for household distribution, and the duration of such distribution, taking into consideration the magnitude of the situation and other appropriate factors. FNS Headquarters will relay its decision in writing to the FNS Regional Office in the form of an e-mail or letter. The FNS Regional Office will, in turn, inform the Distributing Agency of the decision.

3) **Collection of Information from Households by Disaster Feeding Organizations in Areas Receiving D- SNAP benefits:** If a disaster feeding organization is distributing USDA Foods to households in an area where D-SNAP benefits are also being issued, the organization must collect certain additional information (outlined in 7 CFR 250.69(c) (3) and 250.70(c) (3)) from each household receiving USDA Foods. The following information must be collected:

- Name of household member applying for assistance
- Address (Note: Recipient only needs to acknowledge that they were impacted by the disaster and/or reside in a designated county.)
- Number of household members
- A statement signed by the household certifying that the household:
 - Is in need of food assistance;
 - Understands that misrepresentation of need, and the sale or exchange of food are prohibited and could result in a fine, imprisonment, or both;
 - Is not residing in a shelter which provides food assistance; and
 - Is not receiving disaster SNAP benefits.

The Distributing Agency will prescribe the format that the disaster organization will follow when compiling and submitting this information. The Distributing Agency does not need to forward this information to the FNS Regional Office, but will maintain the information on file for three years plus the current year as required by Food Distribution Program regulations at 7 CFR 250.16(b). When the disaster organization is an agency of the State government, the Distributing Agency may allow the organization to keep this information on file rather than report it to the Distributing Agency, as provided in regulations at 7 CFR 250.70(c)(3).

PART IV: RECOVERY -- AFTER THE DISASTER, EMERGENCY, OR SITUATION OF DISTRESS

A. Replacement and Reporting of USDA Foods

In accordance with 7 CFR 250.69, FNS guarantees replacement of USDA Foods from Distributing Agency and local recipient agency inventories that are used during Presidential disasters and emergencies. 7 CFR 250.70 provides for replacement in situations of distress only to the extent that FNS funds are available.

There is no authority to replace USDA food distributed through ongoing operation of USDA nutrition assistance programs (e.g., NSLP, CSFP, FDPIR, and TEFAP). Before requesting replacement of USDA Foods used during a disaster, emergency, or situation of distress, the Distributing Agency must identify the USDA Foods taken from its warehouse(s) each time they are withdrawn, and document their quantity.

To identify the total amount of products used that need to be replaced, the Distributing Agency must gather information on the quantity of USDA Foods taken from all local agencies, and combine those with the amounts withdrawn from its warehouse(s). In some instances, FNS may replace the product that was used with another of the same value, or in the case of school product, credit the Distributing Agency's entitlement for the value of the items used.

Submitting Requests for Replacement Within 45 Days: Distributing Agencies must submit requests to FNS for replacement of USDA Foods used and Final Summary Report within 45 days of the termination of assistance; by completing form FNS-292A "Report of Commodity Distribution for Disaster Relief" in FNS' on-line Food Programs Reporting System (FPRS). Instructions for the FNS-292A are outlined in Attachments 1 and 2.

FPRS is used by FNS to receive State reports from several FNS programs including SNAP, CSFP, and Disaster Feeding. Distributing Agencies that experience periodic disasters should make sure they obtain authorization so they have access to FPRS.

Distributing Agencies without authorization to use FPRS, and that infrequently experience disasters should talk to their FNS Regional Office about having some other organization complete the FNS-292A for them such as the FNS Regional Office, or a sister organization already using FPRS that is willing to submit the FNS-292A on the Distributing Agency's behalf.

See Attachments 1 and 2 about accessing FPRS and completing FNS-292A.

Distributing agencies that want access to FPRS should contact their FNS Regional Office for the steps that must be taken to obtain FPRS authorization. These include:

- Applying for a USDA eAuthentication account through the USDA web site at: <http://www.eauth.egov.usda.gov/index.html> and
- Completing an FNS-674 “Systems Access Request” form and FNS-674A (see Attachment 1). A USDA eAuthentication ID will be required to complete this form.

After you have set up your eAuthentication account, a tutorial on accessing FPRS is available by going to the FPRS Computer Based Training link. This link can be accessed at: <http://fprs.fns.usda.gov>. Access to your USDA eAuthentication account and FPRS account expires if it remains unused for 180 days.

- 1) **Submitting the FNS-292A for Indian Tribal Organizations:** Indian Tribal Organizations ***that have received permission from FNS HQ to use USDA Foods*** from inventories for FDPIR should submit orders for replacement as soon as they are able to do so. The FNS Regional Office will complete form FNS-292A in FPRS on behalf of the Indian Tribal Organization.
- 2) **USDA Foods That Are Destroyed and Non-USDA Foods:**
 - a) **Destroyed USDA Foods:** FNS does not have the authority to replace foods that are lost, destroyed, contaminated, or rendered unusable as a result of a disaster, emergency, or situation of distress. Distributing Agencies should contact their insurance provider to file a claim for the lost foods if you have insurance. Warehousing contracts may contain clauses that protect the Distributing Agency against such losses. FNS regulations at 7 CFR 250.14(d) require that Distributing Agency warehousing contracts include reference to the amount of any insurance coverage to protect the value of the foods stored. Distributing Agencies may also wish to contact the State ESF-6 Mass Care Coordinator or equivalent, to see if FEMA could provide possible assistance.
 - b) **Non-USDA Foods:** FNS does not have the authority to replace non-USDA foods used during disasters, emergencies, or situations of distress. The recipient agency should file a loss claim with their insurance agent at the school district or state warehouse level.

B. Distributing Agency Recordkeeping Requirements

All applications, extension requests and approvals from relief organizations, Distributing Agencies and FNS must be initially submitted or responded to in writing if circumstances permit, or confirmed in writing in a timely manner. All such records must be maintained in the appropriate offices for 3 years plus the current year, as required by 7 CFR 250.16(b).

1. **Recordkeeping in “Single Inventory” Management Systems:** Special documentation is required when a School recipient agency which practices “single inventory” management (commingling of purchased and USDA Foods) uses foods for disaster feeding, and requests USDA Foods replacement.

The Distributing Agency must document that either:

- the foods used for the disaster were USDA Foods or
- the recipient agency received the same types of USDA Foods as those foods used in the disaster feeding during the year preceding the onset of the disaster feeding.

2. Leftover USDA Foods:

Once USDA Food inventory leaves the SDA’s possession and goes to a congregate feeding site, “leftover” inventory should **NOT** go back to the outlet or warehouse that originally donated the USDA Foods. The leftover food must remain with the disaster feeding organization. After USDA Food inventory leaves a Distributing Agency’s possession, the agency has no control over how it is handled. Care should be taken that reasonable amounts of USDA Foods are sent to feeding sites to prevent gross overages. Local USDA Foods inventory should be factored in first when calculating a feeding site’s long term projected needs.

C. Transportation Cost Reimbursement

During a Presidentially declared disaster/emergency, or during a situation of distress, the Distributing Agency may find it necessary to transport USDA Foods from one area within the State to another location or from one State to another, in support of disaster feeding efforts. In a Presidentially declared disaster or emergency, associated transportation costs will be reimbursed by FNS. During a situation of distress, associated transportation costs will be reimbursed by FNS to the extent funds are available.

Distributing Agency requests for reimbursement of transportation costs should be submitted to the FNS Regional Office using a FSA-21 Public Voucher with appropriate justification and documentation attached which would include deliver receipts detailing what and how much was delivered. The FNS Regional Office will review the documentation and, in turn, forward the information to the FNSHQ Program Support for reimbursement. Please see Attachment 3 for the complete FSA-21 Form and instructions. For additional information on this topic see Attachment 8: Policy Memorandum FD-088.

1. **SAM Registration:**

In order for Distributing Agencies to be reimbursed for transportation costs, they must be registered and current in **S.A.M. (System for Award Management)**. As part of disaster preparedness, please verify that your SAM account is current. If you have questions as to the status of your SAM account, please contact: customerservice@ccorca.com

2. **Note about storage fees:**

FNS does not have the funding authority to reimburse Distributing Agencies for storage fees incurred during disaster response for foods transferred in from another source.

Distributing Agencies are strongly encouraged to use local inventory first when calculating additional needs to prevent excessive inventory resulting in storage fees. If extra storage is needed, the Distributing Agency should discuss storage options with state ESF-6 Mass Care and if need be, submit a request for assistance to FEMA through the State's Governor's Authorized Representative. FNS will not reimburse for storage fees incurred due to excess inventory.

Attachment 1

Print

OMB APPROVED NO. 0564-0532
Expiration Date: 01/31/2015

U.S. Department of Agriculture - Food, Nutrition and Consumer Services			
User Access Request Form			
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0594-0532. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.			
User Information			
1. Last Name	First Name	Middle Name	2. Title
4. Email			3. Date of Request
		5. USDA E-Auth ID, (if applicable)	
6. Type of User (select one)	7. Telephone	8. Contract Expiration Date (if applicable)	9. Temporary Employee Expiration Date (if applicable)
10. Company	11. Division	12. Department	
13. Office (select one)	Street Address		Suite #
City	State	ZIP Code	
14. System Name	15. Type of Access	16. Form (applicable for FPS)	
17. Action Requested	18. State/Locality Codes	19. Login ID (Agency use only)	
20. Enter SSN for new NFC access Only:		21. Enter Home ZIP Code for JP Morgan access Only:	
22. Comments, Special Instructions and/or Justification (if "Other" is selected in fields 6, 13, or 14). (attach separate sheet if more space is needed)			
Privacy Act Statement			
The privacy act is stated for individuals requesting access to the National Finance Center (NFC). The authority in collecting this information is 5 U.S.C. 301. The use of the requesting person's Social Security Number (SSN) is for identification purposes only. Existing NFC users requesting modification or termination of access to the NFC are not required to provide their SSN.			
23. User Acknowledgement (Users requesting system access must read, sign and date prior to submitting this form)			
• I have read and understand the Privacy Act Statement above and the FNCS Rules of Behavior (see page 2 for complete verbiage) • Decisions in personnel matters involving disciplinary action will be based on the assumption that I am familiar with the security requirements presented in these rules and I am aware of my obligation to abide by them. • I understand that systems require security to protect user and system files from unauthorized access. • I have completed this form to the best of my abilities.			
User Signature		Print Name	Date
Approvals			
24. a. Supervisor			
Print Name		☐ Approve	☐ Deny
Phone Number	Date	Signature	
b. System - Authorizing Officials			
Print Name		☐ Approve	☐ Deny
Phone Number	Date	Signature	
c. Information Security Office			
Print Name		☐ Approve	☐ Deny
Phone Number	Date	Signature	
d. State Computer Security Officer (if applicable)			
Print Name		☐ Approve	☐ Deny
Phone Number	Date	Signature	
To be Completed by IT Customer Support			
25. Has the Security and Privacy Training been completed? ☐ YES ☐ NO	26. Date Received	27. Person Receiving Request	28. Date Completed

FORM FNS-674 (04-11) Previous Editions Obsolete

SBU

Electronic Form Version Designed in Adobe 9.1 Version Page 1

Attachment 1

Rules of Behavior (ROB) - FNCS General UserUser ID and password

The User ID and password being issued to you must not be shared with or given to anyone else. FNCS Users who share their User ID or password will be in violation of the Computer Fraud and Abuse Act of 1986. If you forget your password or believe your password has been compromised, contact the ISO immediately. To have your account reset, contact IT Customer Support (1-888-OIT-4FNS) or open a ticket through the Help Desk ticketing system.

Monitoring and Auditing of FNCS Information Resources

At anytime, FNCS/USDA may monitor and/or audit user activity and/or network traffic. In addition, USDA may access your system and disclose information obtained through audits to third parties, including law enforcement authorities. Acceptance of the warning banner prior to logging onto the FNCS network is your acknowledgment of the FNCS/USDA monitoring/auditing.

Violations

Violations of information system security guidelines and procedures may lead to disciplinary action up to and including termination of employment.

Manager/Supervisor Responsibilities

All persons in a management role at FNCS must be aware of and knowledgeable in information system security practices. Managers are responsible for enforcing these practices within their areas and will be held accountable for ensuring that users are aware of and acknowledge their responsibilities. FNCS Management is also responsible for ensuring that all FNCS Users, i.e. Employees, Contract Personnel and Official Visitors attend mandatory computer security training.

FNCS User Responsibilities

FNCS User's access to information system resources indicates a level of trust between the User, FNCS Management and ISO. Therefore, FNCS Users are held accountable for the following:

- Ensure the ethical use of FNCS information resources in accordance with FNCS guidelines and procedures.
- Utilize all security measures that are in place to protect the confidentiality, integrity and availability of information and systems.
- Refrain from using FNCS information resources for inappropriate activities.
- Adhere to all licenses, copyright laws, contracts, and other restricted or proprietary information.
- Always safeguard User IDs, passwords, and smartcards.
- Protect FNCS information resources when working remotely by ensuring the latest patches and antivirus software are loaded on your Government Furnished equipment (GFE).
- Limited personal use of the Internet is allowed as long it does not interfere with official business or reflect adversely on FNCS Information Systems.
- Access only those information systems, networks, data, control information, and software that you are authorized to use.
- Know who your Information System Security Officers (ISSOs) are and how to contact them.
- Determine the sensitivity of the information and programs on your computing resources (e.g. *non-sensitive, sensitive but unclassified*).
- Avoid the introduction of harmful files/data that may contain spy-ware, viruses, etc. into any computing resource.
- Please refer to the Guidance on Acceptable Use of FNCS Information System in the 702 handbook for additional acceptable uses of the system.
- If you have any questions on FNCS Information Systems Security, please contact IT customer support (1-888-OIT-4FNS) or send an email to the Security Mailbox at SecurityOfficers.Mailbox@fns.usda.gov.

Attachment 1

Form Instructions
1. LAST, FIRST, MIDDLE NAME - Enter the last name, first name and middle name (<i>if applicable</i>) of the person requesting FNCS computer system access. If middle name does not exist, enter n/a.
2. TITLE - Enter current Title.
3. DATE OF REQUEST - Select from the calendar, the date you are requesting access to an FNCS system.
4. EMAIL - Enter the FNCS email address, if known.
5. USDA E-AUTH ID - Enter your official e-Authentication ID, (existing users). To obtain an e-Auth ID go to http://www.eauth.egov.usda.gov/index.html and click on "Create an Account"
6. TYPE OF USER - Select your user type from the drop-down menu: Federal, State, Contractor, JP Morgan or Other. "If "Other" was selected in this field, please provide an explanation in Field 22 of what "Other" means as well as the justification for the selection."
7. TELEPHONE - Enter telephone.
8. CONTRACT EXPIRATION DATE - If you are a Contractor, enter your Contractor Expiration Date. Please contact your COTR for this date.
9. TEMPORARY EMPLOYEE EXPIRATION DATE - If you are a Temporary Employee (<i>Intern</i>), enter your Expiration Date. Please contact your supervisor for this date.
10. COMPANY - Enter your company/agency affiliation.
11. DIVISION - Enter your division affiliation.
12. DEPARTMENT - Enter your department affiliation.
13. OFFICE - Select your office affiliation from the drop-down menu. Enter the street number, street name, suite number, city, state and zip code of the facility where the requesting user will be working. "If "Other" was selected in this field, please provide an explanation in Field 22 of what "Other" means as well as the justification for the selection."
14. SYSTEM NAME - Enter the system that you are requesting to access. "If "Other" was selected in this field, please provide an explanation in Field 22 of what "Other" means as well as the justification for the selection."
15. TYPE OF ACCESS - For the system, enter the type of access requested. Access types are system specific. Please check with the System Owner to determine the appropriate access type.
16. FORM - This field is needed for FPRS access only. Enter the form that the user has requested to access.
17. ACTION REQUESTED - Enter the type of access requested for this system, if you are not sure, please contact the system owner for the appropriate action.
18. STATE/LOCALITY CODES - Enter the state/locality codes that are needed for system access. State/Locality codes are FNCS organization codes that specific systems may require. If required, these codes will determine the information that you can access within the FNCS system. If you do not know your state/locality code, please contact the System Owner for the code.
19. LOGIN ID - For new accounts, the Agency will enter the login ID here. If an existing account, enter in your current login ID.
20. SOCIAL SECURITY NUMBER (SSN) - Enter your SSN if requesting access to the NFC only!
21. HOME ZIP CODE - Enter your home zip code if you are requesting access to JPMorgan only!
22. COMMENTS, SPECIAL INSTRUCTIONS - Enter any comments or special instructions that are needed for the completion of this request for system access.
23. USER ACKNOWLEDGEMENT - Read the Privacy Act Statement and the FNCS Rules of Behavior (<i>ROB</i>). sign and date the user acknowledgement statement. This must be completed prior to submitting this form to your supervisor.
24. APPROVALS - Prior to the user submitting the User Access Request form, it must be approved by the following: the user's Supervisor, the Authorizing Official for the system, the Information Security Office and the State Computer Security Officer, if applicable.
25. SECURITY and PRIVACY TRAINING COMPLETE - This section is for FNCS IT Customer Support and Information Security Office Staff use only.
26. DATE RECEIVED - This section is for FNCS IT Customer Support and Information Security Office Staff use only.
27. PERSON RECEIVING REQUEST - This section is for FNCS IT Customer Support and Information Security Office Staff use only.
28. DATE COMPLETED - This section is for FNCS IT Customer Support and Information Security Office Staff use only.

Page 3

**USDA FOODS DISASTER RELIEF
INSTRUCTIONS FOR FNS-292A ELECTRONIC CLAIM FORM
IN FPRS (Food Programs Reporting System)**

The electronic form FNS-292A consists of four tabs. Each of the four tabs contains eight items (numbered 4 – 11) for each of the four disasters that can be entered per form. Data entry should be in sequence for each of the tabs. A short description appears on each tab on the FPRS screen to provide the user with information that can be used to determine whether to complete a specific tab.

Section #4 Disaster Date:

This cell contains a date field to allow the user to enter the date of the disaster. In a disaster that spans multiple days (e.g. hurricane, wildfire, etc.), this should be the first day of the disaster.

Disaster Name:

This cell contains a field allowing entry of up to 20 characters. If the user does not enter any name, the disaster name becomes whatever is entered in Section #7 below, "Type of Disaster."

Section #5 Total Number of Persons Receiving USDA Foods:

This cell contains a list to allow the user to enter a county and the total number of persons receiving USDA Foods within that county. The system will add the total number of persons per county to provide the total number of persons served. A row insert button is included on this item, which allows additional rows to be added.

Section #6 Type of Feeding:

This cell contains a drop-down list that allows the user to select whether the type of feeding is congregate or household.

Section #7 Type of Disaster:

This cell contains two drop-down lists, Presidential Declaration and Primary Disaster Type, and a multi-selection area. The Secondary Types of Disaster identify disasters that result from the Primary Type of Disaster (example: Hurricane Katrina caused floods, as well as other miscellaneous disasters in 2005. Up to 10 secondary disasters can be identified (i.e. flood, hurricane, tornado, earthquake, plus six others). The secondary disasters are optional, and can only be entered once the primary disaster has been selected. When "Other" is selected, a text box is enabled for the user to manually enter the name of the Disaster.

Section #8 Name of Agency(s) Issuing USDA Foods:

This cell contains a multi-select checkbox that allows the user to enter agencies that receive the USDA Foods. The two primary agencies are the American Red Cross and the Salvation Army.

If the user selects 'Other', then the system will enable a sub-list that allows entry of up to 30 miscellaneous agencies.

[Back to the Table of Contents](#)

Attachment 2

Section #9 Period of Issuance:

The period or issuance date range fields allow the user to enter the date range (i.e. from date and to date) of the issuance of USDA Foods. Based on the new “Pre-Landfall Disaster Declaration”, the disaster relief can begin up to 7 days prior to the disaster date.

Section #10 USDA Foods Distributed:

This cell allows the user to enter USDA Foods material numbers, and the number of cases of USDA Foods used in the disaster response. Once the data is entered, the system will perform the following actions:

- Calculate the total weight (in pounds) of the USDA Foods
- Calculate the total value (in US\$) of the USDA Foods
- Add the total weight of the USDA Foods to the Sum Total Weight
- Add the total value of the USDA Foods to the Sum Total Value

Note: Claims which include Bulk USDA Foods from further processes end products should only claim the total pounds of bulk USDA Foods used, not cases. See Attachment 3 for an example of a completed FNS-292A which includes Bulk USDA Foods. In addition, please record the product detail in the remarks section which describes the quantity of bulk USDA Food needed to produce a case of finished end product. This information can be obtained from each processor’s Summary End Product Data Schedule (SEPDS).

Section #11 Remarks:

This cell contains a text box that allows the user to type in or cut and paste remarks of up to 2000 characters. Please indicate if you are requesting reimbursement, provide details of any used further processed USDA Foods, or indicate if it is for reporting purposes only.

Submission Studio

Form Name: FNS-292A (4-08)
 Form Description: Disaster Relief (Commodities Distribution)
 Program: Report of Commodity Distribution for Disaster Relief
 State: AZ
 Agency Code: 0499007
 Program Time: January 2010
 Submission Type: Final
 Submission Status: Posted

Agency Name: NAVAJO TRIBE, AZ
 Revision: 0

OK [Excel] [History] [Audit]

4. Disaster Dates

Disaster Name	Disaster Date
NN Snow Storm	01/28/2010

5. Total # of persons receiving commodity, by county

County/Parish/Judicial Area	Total # Persons
Navajo Nation Reservation	2,620
Total # Persons	2,620

U.S. Department of Agriculture - Food and Nutrition Service		According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0037. The time required to complete this information collection is estimated to average .42 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data need, and completing reviewing the collection information.	
Report of Commodity Distribution for Disaster Relief			
Submit completed report to: Regional Administrator, Food and Nutrition Service, USDA, no later than 45 days after completion of emergency relief operations. (Note: Replacement cannot be authorized until form is reviewed and approved.)			
1. State ANY STATE	2. Agency State Department of Education & Early Development	3. Agency Code 1234567	4. Disaster Dates: 07/16/2013 Complete all fields in red
5. Total # of persons receiving commodity, by county:			
County	Total # Persons	County	Total # Persons
Anytown, Any State	250		
		Total # Persons	250
6. Type of Feeding: ☒ Congregate ☐ Household			
7. Type of disaster: Presidential Declaration: ☒ Yes ☐ No ☒ Flood ☐ Hurricane ☐ Tornado ☐ Earthquake ☐ Other (specify)			
8. Name of agency(s) issuing commodity to recipients: ☐ American Red Cross ☒ Salvation Army ☐ Other (Specify)			
9. Period of Issuance to Disaster Relief Recipients (MM, DD, YYYY): From: 07/23/2013 Through: 09/13/2013			
10. Commodities Distributed:			
Commodity Code & Description	D.O. Number (Optional)	# of Cases	Case Weight
Case Value	Total Pounds	Total Value	
100919 WHOLE GRAIN PASTA MACARONI CTN-		8	20.00
110161 FRUIT MIXED DRIED		3	25.00
100307 BEANS GREEN CAN-6/10		8	38.00
100410 FLOUR WHOLE WHEAT BAG-8/5 LB		2	40.00
100358 POTATOES ROUNDS FRZ PKG-6/5 LB		16	30.00
100130 BEEF FRZ HOMESTYLE SPP PTY CKD		6	40.00
100036 CHEESE BLEND AMER SKM YEL SLK		1	30.00
100055 MILK/NDM/BAG 25 KG		254	1.00
100103 CHICKEN LARGE CHILLED -BULK		96	1.00
100237 CHERRIES, FROZEN , IQF		70	1.00
Total:			
			1,789 \$
			1,659.41
11. Remarks (attach sheet if necessary)			
WE ARE REQUESTING REPLACEMENT OR REIMBURSEMENT OR WE ARE NOT REQUESTING REPLACEMENT OR REIMBURSEMENT 100055 total of 253.9 lbs b/c 5 cases GOVSTIA National Food Group String Cheese use 50.78 lbs of 100055 per case (50.78*5=253.9) 100103 total of 96 lbs b/c 2 cases 66240 Pilgrims Chicken Patty use 48 lbs of 100103 per case (48*2=96) 100237 total of 70.2 lbs b/c 20 cases of 3106 Horizon Cherry Turnover use 3.51 lbs of 100237 per case (3.51*20=70.2) Indicate whether SDA is requesting replacement/reimbursement or not List detail of bulk pounds used from processed USDA Foods in Remarks Section			
12. Signature	13. Title	14. Date	
This report is required by Regulations (7 CFR, Part 250). The result of the emergency relief operations need to be comprehensive, accurate, and timely.			
STAMP/CERTIFY DATE 10/20/2013	LAST UPDATED BY FNS Regional Office Staff	LAST UPDATED ON 10/20/2013	

Attachment 4

FSA-21 Public Voucher Form and Instructions

This form is available electronically.

FSA-21 (03-11-03)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency			1. SERIAL NO.	
PUBLIC VOUCHER - COMMODITY PROGRAMS (Agricultural Commodities and Related Services)					2. BU. VOUCHER NO.	
3A. VOUCHER PREPARED AT:			3B. DATE (MM-DD-YYYY)		9. PAID BY	
4. UNITED STATES, DR., TO (Payee):						
5. AND (Joint Payees, if any)			6. PAYEE'S ACCOUNT NO.			
7. PAYEE'S ADDRESS (Street, City, State, Zip Code)						
8. ADDRESS TO WHICH CHECK SHALL BE MAILED						
10. DATE OF DELIVERY OR SERVICE	A. DESCRIPTION OF TRANSACTION (State quality and grade of commodity)	B. QUANTITY (No. of Units)	C. UNIT	D. AMOUNT CLAIMED PER UNIT	E. AMOUNT CLAIMED	
11A. PROGRAM:					DOLLARS	CENTS
11B. PROGRAM:						
12. CONTRACT NO.						
13. DELIVERY ORDER NO.						
14. SHIPPING POINT		15. DESIGNATION		F. TOTAL		
16. WEIGHT OF SHIPMENT	17. TRUCK LICENSE NO. OR CAR NO.	18. GOVERNMENT B/L NO.				
19A. PAYEE'S CERTIFICATE				20. FOR AUDIT USE ONLY		
I certify that the above bill is correct and just; that payment has not been received; that the transactions enumerated above were performed as stated and that the payment is authorized to be made as indicated above.				A. Difference		
				A1.		
19B. PAYEE				A2.		
				A3.		
19C. DATE (MM-DD-YYYY)				A4.		
				A5.		
19D. BY				B. Account verified correct for		
				B1.		
19E. TITLE				19F. SIGNATURE OR INITIALS		
21. CERTIFICATE OF INSPECTOR (If inspector executes this certificate inspection need not be attached to voucher)				22. CERTIFICATE OF CHECKLOADER (When checkloading is required by USDA)		
I certify that I inspected the commodity listed above and found the quality to be of the grade stated.				I certify that I checked the delivery of the commodity listed above and found the quantity delivered correct as stated.		
21A. FEDERAL/STATE INSPECTOR (Signature)		21B. DATE (MM-DD-YYYY)		22A. CHECKLOADER (Signature)		22B. DATE (MM-DD-YYYY)
23. CERTIFICATE OF AUTHORIZED REPRESENTATIVE OF U.S. DEPARTMENT OF AGRICULTURE						
Pursuant to authority vested in me, I certify that, if bill covers delivery of commodity, the commodity described, after having passed inspection, was received and accepted in good condition in the quantities stated, for and on behalf of the U.S. Department of Agriculture, or if bill covers service, exportation or diversion, that such service, exportation or diversion was performed as stated.						
A. AUTHORIZED REPRESENTATIVE SIGNATURE				B. DATE (MM-DD-YYYY)		
24. COST ACCOUNT		25. ENCUMBRANCE LIQUIDATED		26. REMARKS		
A. APPROP. OR LIMITATION SYMBOL	B. AMOUNT	A. UNITS	B. AMOUNT			
	\$		\$			
	\$		\$			

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-V, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

ORIGINAL - Send to Kansas City Finance Office, Finance Operations Division, Mail STOP 8588, P.O. Box 419205, Kansas City, MO 64141-6205.

Attachment 4

Instructions to complete FSA-21:

Box	Box Title	Instructions
1	SERIAL NO.	Do not write in this box
2	BU. VOUCHER NO.	Do not write in this box
3A	VOUCHER PREPARED AT:	Fill in the city and state the form was completed.
3B	DATE	Fill in the date the voucher is being completed.
4	UNITED STATES, DR., TO (Payee)	Fill in who the voucher should be made payable to.
5	AND (Joint Payees, if any)	Fill in any additional parties that should be paid from this voucher.
6	PAYEE'S ACCOUNT NO.	Fill in the Tax ID or Social Security Number (if a private contractor) for the party to be paid
7	PAYEE'S ADDRESS	Fill in the address for the party to be paid
8	ADDRESS TO WHICH CHECK SHALL BE MAILED	If the mailing address is different than the payee address in No. 7, please complete this information.
9	PAID BY	Do not write in this box
10	DATE OF DELIVERY OR SERVICE	Fill in the actual date the delivery or service occurred.
10A	DESCRIPTION OF TRANSACTION	Describe in as much detail as possible, what service was provided and what occurred.
10B	QUANTITY (No. of Units)	List the number of units that were used. For delivery vouchers: For 1 delivery it would be 1 unit, for 2 delivery it would be 2 units, etc.
10C	UNIT	Fill in the purchase unit (case, each, box, etc.) For Delivery it would be "each".
10D	AMOUNT CLAIMED PER UNIT	Fill in the dollar amount that is being claimed per unit.
10E	AMOUNT CLAIMED	Multiply the number of units by the unit dollar value to extend to the total amount that is being claimed per unit
10F	TOTAL	Add up the total extended dollar amounts and fill in the total dollar amount being claimed.
11A	PROGRAM	Fill in the FNS Program from which the food was used
11B	PROGRAM	Fill in any additional FNS Program from which the food was used
12	CONTRACT NO.	Fill in if applicable (ex: If an outside contractor was used, list contract number or name that the contract is recorded as)
13	DELIVERY ORDER NO.	Fill in the sales or purchase order number, if applicable.
14	SHIPPING POINT	Fill in where the food was shipped from
15	DESIGNATION	Fill in where the food was being shipped to
16	WEIGHT OF SHIPMENT	Fill in, if applicable
17	TRUCK LICENSE NO. OR CAR NO.	Fill in, if applicable
18	GOVT B/L NO.	Fill in, if applicable
19A	PAYEE'S CERTIFICATE	Do not write in this box
19B	PAYEE	Fill in the party that the payment should be made out to.
19C	DATE	Fill in the date the form is being completed
19D	BY	Print the person's name who completed the FSA-21 form
19E	TITLE	Fill in the title of the person who completed the form
19F	SIGNATURE OR INITIALS	Signature or initials of the person who completed the form
20	FOR AUDIT USE ONLY	Do not write in this box
20A		Do not write in this box
20A1		Do not write in this box
20A2	Back to the Table of Contents	Do not write in this box

		Attachment 4
20A3		Do not write in this box
20A4		Do not write in this box
20A5		Do not write in this box
20B		Do not write in this box
20B1		Do not write in this box
21	CERTIFICATE OF INSPECTOR	Do not write in this box
21A	FEDERAL/STATE INSPECTOR	Signature of the Federal or State Inspector (if applicable)
21B	DATE	Fill in the date of the inspector signed the form
22	CERTIFICATE OF CHECKLOADER	Do not write in this box
22A	CHECKLOADER	Signature of Checkloader (if applicable)
22B	DATE	Fill in the date of the checkloader signed the form
23	CERTIFICATE OF AUTHORIZED REPRESENTATIVE OF USDA	Do not write in this box
23A	AUTHORIZED REP SIGNATURE	Do not write in this box
23B	DATE	Do not write in this box
24	COST ACCOUNT	Do not write in this box
24A	APPROP. OR LIMITATION SYMBOL	Do not write in this box
24B	AMOUNT	Do not write in this box
25	ENCUMBRANCE LIQUIDATED	Do not write in this box
25A	UNITS	Do not write in this box
25B	AMOUNT	Do not write in this box
26	REMARKS	Do not write in this box
	MAILING INSTRUCTIONS:	Mail completed FSA-21 <u>with supporting documentation</u> (Invoices, receiving reports, etc.) to: Program Support Branch Food and Nutrition Service 3101 Park Center Drive, Room 508 Alexandria, VA 22302-1500 DO NOT SEND DOCUMENTS TO FSA KANSAS CITY!

THE NATIONAL RESPONSE FRAMEWORK SUMMARY

(To view the complete resource, go to: <http://www.fema.gov/library/viewRecord.do?id=7371>)

1) Overview

The **National Response Framework** (NRF) is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation. This Framework describes specific authorities and best practices for managing incidents that range from the serious but purely local to large-scale terrorist attacks or catastrophic natural disasters. The National Response Framework describes the principles, roles and responsibilities, and coordinating structures for delivering the core capabilities required to respond to an incident and further describes how response efforts integrate with those of the other mission areas. **This Framework is always in effect, and elements can be implemented at any time.**

The Federal Emergency Management Agency (FEMA) is the lead agency for the *National Response Framework* and is responsible for:

- Coordinating delivery of supplemental Federal assistance;
- Deploying interagency emergency teams;
- Opening facilities to serve affected individuals, support operations, and working with the media;
- Managing information;
- Issuing mission assignments; and
- Tracking resources.

2) The National Response Framework in Action

If the Governor of a State determines a need for Federal disaster assistance, a request is addressed to the President. When the President determines, based on FEMA's evaluation and recommendation, that a State requires Federal assistance, a formal disaster declaration is made to meet the State's requests for assistance.

The *National Response Framework* organizes the activities to be performed in support of the relief effort by Emergency Support Functions (ESF), such as transportation, communication, mass care, etc. There are 15 ESFs and each is assigned to a primary agency which is supported by other agencies.

Attachment 5

The 15 ESFs are organized functionally to provide a coordinated approach and ensure seamless delivery of assistance to affected States:

- ESF-1 - Transportation
- ESF-2 - Communications
- ESF-3 - Public Works and Engineering
- ESF-4 - Firefighting
- ESF-5 - Emergency Management
- ESF-6 - Mass Care, Emergency Assistance, Housing and Human Services**
- ESF-7 - Logistics Management and Resource Support
- ESF-8 - Public Health and Medical Services
- ESF-9 - Search and Rescue
- ESF-10 - Oil and Hazardous Materials Response
- ESF-11 - Agriculture and Natural Resources**
- ESF-12 - Energy
- ESF-13 - Public Safety and Security
- ESF-14 - Long-Term Community Recovery
- ESF-15 - External Affairs

3) **ESF-11 Agriculture and Natural Resources**

ESF Coordinator: Department of Agriculture

ESF-11 Key Response Core Capabilities: Environmental Response/Health and Safety, Mass Care Services, Public Health and Medical Services, Critical Transportation, Public and Private Services and Resources, Infrastructure Systems Coordinates a variety of functions designed to protect the Nation's food supply, respond to plant and animal pest and disease outbreaks, and protect natural and cultural resources. Functions include but are not limited to:

- Nutrition assistance
- Animal and agricultural health issue response
- Technical expertise, coordination, and support of animal and agricultural emergency management
- Meat, poultry, and processed egg products safety and defense

ESF-11 coordination is the responsibility of the Department of Agriculture (USDA) and includes four Primary Agencies: USDA Animal and Plant Health Inspection Service (APHIS), USDA Food Safety and Inspection Service (FSIS), USDA Food and Nutrition Service (FNS), and Department of the Interior (DOI).

At the National level and in each of the 10 FEMA Regions, there is an ESF-11 Coordinator who works with FEMA and the ESF-11 partner agencies (FNS, FSIS, APHIS and DOI) on disaster planning and response. Once ESF-11 is activated, the national response is coordinated by the ESF-11 National Coordinator through ESF-11 Desk Officers at the National Response Coordination Center.

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At the regional level during activation, the Regional ESF-11 Coordinator, with assistance from ESF-11 Desk Officers, will report to the Regional Response Coordination Center and/or Joint Field Office to coordinate the following five primary functions under ESF-11:

- a) **Providing nutrition assistance:** Includes working with State agencies in coordination with ESF -6 – Mass Care, Emergency Assistance, Housing, and Human Services to determine nutrition assistance needs, obtain appropriate food supplies, arrange for delivery of the supplies, and authorize the Disaster Supplemental Nutrition Assistance Program. These efforts are coordinated by the Department of Agriculture (USDA), Food and Nutrition Service (FNS).
- b) **Responding to animal and plant diseases and pests:** Includes implementing an integrated Federal, State, tribal, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease. Also, ESF -11 ensures, in coordination with ESF -8 – Public Health and Medical Services, that animal/veterinary issues in natural disasters are supported. These efforts are coordinated by USDA's Animal and Plant Health Inspection Service (APHIS).
- c) **Ensuring the safety and security of the commercial food supply:** Includes the execution of routine food safety inspections and other services to ensure the safety of food products that enter commerce. This includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; foodborne disease surveillance; and field investigations. These efforts are coordinated by USDA's Food Safety and Inspection Service (FSIS).
- d) **Protecting natural and cultural resources and historic properties (NCH):** Includes appropriate response actions to preserve, conserve, rehabilitate, recover, and restore NCH resources. This includes providing post event baseline assessments of damages and providing technical assistance and resources for assessing impacts of response and recovery activities to NCH resources. These efforts are coordinated by the Department of the Interior (DOI).
- e) **Providing for the safety and well-being of household pets:** Supports the Department of Homeland Security (DHS)/FEMA together with ESF -6 – Mass Care, Emergency Assistance, Housing, and Human Services; ESF -8-; Public Health and Medical Services; ESF -9 – Search and Rescue; and ESF -14 – Long-Term Community Recovery to ensure an integrated response that provides for the safety and well-being of household pets. This ESF -11 effort is coordinated by USDA/APHIS.

4) FNS Roles in the National Response Framework

The Food Security Act of 1985 (Public Law 99-198) requires the Secretary of Agriculture to establish a disaster task force to assist States in implementing and operating various disaster food programs. The FNS Disaster Task Force operates under the general direction of the FNS Administrator. It coordinates FNS' overall response to disasters and emergencies.

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The FNS Task Force consists of the Administrator, Deputy Administrators, Associate Administrators, Disaster Coordinator, Director of Communications and Governmental Affairs, and Regional Administrator(s) affected by the disaster. The FNS Disaster Task Force expedites approval of disaster assistance requests and policy clarifications. It also maintains liaison with the Department of Homeland Security.

As part of ESF-11, FNS will:

- Coordinate with State Distributing Agencies and ESF-6 for food assistance needs;
- Participate as needed in a multi-agency disaster feeding task force;
- Obtain additional requested USDA Food supplies;
- Arrange for transportation of those USDA Food supplies to designated staging areas within the disaster area; and
- Authorize D-SNAP assistance.

FNS, under its own authority, may make USDA Foods available, through State Distributing Agencies, to relief organizations for use in preparing congregate meals. In certain circumstances, FNS may also authorize the distribution of food for household consumption. Upon State request, FNS may also approve issuance of Disaster SNAP benefits initially for up to 30 days with an option to extend, to qualifying households within the affected area. Alternatively, FNS may make emergency food supplies available for home consumption in lieu of or until D-SNAP benefits can be authorized.

Regulations: 7 CFR 250.69 and 250.70

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Title 7: Agriculture**PART 250—DONATION OF FOODS FOR USE IN THE UNITED STATES, ITS TERRITORIES AND POSSESSIONS AND AREAS UNDER ITS JURISDICTION****Subpart G—Other Donated Food Outlets****§ 250.69 Disaster food assistance.**

(a) *Organizational eligibility.* In instances in which the President has declared a disaster and FNS has determined that, as a result of the disaster, low-income households are unable to purchase adequate amounts of nutritious food, disaster organizations (including agencies of State and Federal government) may be eligible to receive donated foods for congregate meal service or household distribution to disaster victims. Applications submitted by disaster organizations to the distributing agency for the receipt and distribution of donated foods in accordance with paragraphs (b)(2) and (c)(2) of this section shall be initially submitted in writing if circumstances permit and, if not, confirmed in writing in a timely manner. Both the applications and the written approval for the use of USDA commodities shall be maintained in accordance with the recordkeeping requirements of this part.

(b) *Congregate meal service — (1) Approval authority and duration.* Distributing agencies may review and approve applications submitted by disaster organizations for the donation of foods for use in preparing congregate meals for disaster victims. Distributing agencies also shall determine the length of such donations, taking into consideration the magnitude of the situation, and may extend the duration of such donations as developing circumstances dictate. Following approval of a request for donated foods, the distributing agency shall make appropriate donated foods available from any source within the State to the disaster organization(s) and within 24 hours of approving the application shall report the information listed in paragraph (b)(2) of this section to the appropriate FNSRO.

(2) *Applications.* (i) Disaster organizations wishing to receive donated foods for use in preparing meals for disaster victims shall submit applications to the distributing agency. Applications shall, to the extent possible, include the following information:

- (A) Description of disaster situation;
- (B) Number of people requiring meals;
- (C) Period of time for which commodities are requested; and
- (D) Quantity and types of food needed for congregate meal service.

(ii) In addition, organizations shall report to the distributing agency the number and location of sites providing congregate meal service as such sites are established.

(c) *Household distribution — (1) Approval authority and duration.* In instances in which the distributing agency has determined that the distribution of donated foods to households is appropriate, the distributing agency shall submit applications requesting approval for such distributions to the appropriate FNSRO for submission to FNS for prior approval. FNS will determine the length of time such donations will be made, taking into consideration the magnitude of the situation, and may extend the duration of such donations as developing circumstances dictate.

(2) *Applications.* (i) Disaster organizations wishing to receive and distribute donated foods to households shall submit applications to the distributing agency. Applications shall, to the extent possible, include the following information:

- (A) Description of disaster situation;
 - (B) Identification of the specific area(s) included in the request;
 - (C) Number of households affected;
 - (D) Explanation as to why the distribution of commodities to households is warranted;
 - (E) Anticipated distribution period;
 - (F) Method(s) of distribution available;
 - (G) Quantity and types of food needed for distribution;
 - (H) Statement of assurance that simultaneous disaster food stamp benefits and commodity assistance will not be provided to individual households; and
 - (I) Description of the system that will be implemented to prevent dual participation.
- (ii) In addition, information on the number and location of sites where commodities are to be distributed shall be provided to the distributing agency as such sites are established.
- (3) *Collection of household information.* In instances in which the issuance of disaster food stamp benefits has been approved, any entity (i.e., Federal, State, or local) distributing donated foods to households shall, at a minimum, collect the information listed below in a format prescribed by the distributing agency. Such information shall be forwarded to the distributing agency and maintained by the distributing agency in accordance with the recordkeeping requirements contained in this part, except that such information may, at the discretion of the distributing agency, be maintained by the organization distributing commodities if such organization is an agency of the State government.
- (i) Name of household member applying for assistance;
 - (ii) Address;
 - (iii) Number of household members; and
 - (iv) Statement signed by the household certifying that the household:
 - (A) Is in need of food assistance;
 - (B) Understands that misrepresentation of need, and the sale or exchange of the donated food, are prohibited and could result in a fine, imprisonment, or both;
 - (C) Is not residing in a shelter which provides food assistance; and
 - (D) Is not receiving disaster food stamp benefits.
- (d) *Quantities and value of donated foods.* The distributing agency shall make donated foods available to approved disaster organizations based on the caseload factor information provided by the disaster organizations.
- (e) *Types of donated foods authorized for donation.* Disaster organizations providing food assistance under this Section are eligible to receive donated foods under section 416, section 32, section 709, section 4(a), and sections 412 and 413 of the Stafford Act.

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(f) *Summary report.* Within 45 days following termination of the disaster assistance, the distributing agency shall provide a summary report to the appropriate FNSRO using Form FNS–292, Report of Coupon Issuance and Commodity Distribution for Disaster Relief.

(g) *Replacement.* Distributing agencies which decide to seek replacement of foods used from State and/or local inventories for disaster assistance shall file their request in writing to the FNSRO within 45 days following termination of the assistance. FNS will replace such foods in instances when a request for replacement is submitted within the required 45 days or sufficient justification exists to waive the 45-day requirement.

§ 250.70 Food assistance in situations of distress.

(a) *Organizational eligibility.* In situations of distress in which needs for food assistance cannot be met under other provisions of this Part, organizations (including agencies of State and Federal government) may be eligible to receive donated foods for congregate meal service or household distribution to victims of the situation of distress. Applications submitted to the distributing agency for the receipt and distribution of donated foods in accordance with paragraphs (b)(2) and (c)(2) of this section shall be initially submitted in writing if circumstances permit and, if not, confirmed in writing in a timely manner.

Both the applications and the written approval for the use of USDA commodities shall be maintained in accordance with the recordkeeping requirements of this Part.

(b) *Congregate meal service — (1) Approval authority and duration.* Distributing agencies may review and approve applications for the donation of foods for use in preparing congregate meals for a period not to exceed 30 days for victims of situations of distress in instances in which the need for such assistance meets the conditions of paragraph (a) of the definition of *situation of distress* in §250.3.

Following approval of a request, distributing agencies shall report the information listed in paragraph (b) (2) of this section to the appropriate FNSRO within 24 hours. In instances when the distributing agency extends the originally approved distribution period from less than 30 days to the 30-day limit, it shall notify the FNSRO of such extensions. Distributing agencies shall request approval from FNS, via the appropriate FNSRO, for donations to exceed 30 days. Upon determining that there is a need for the donation of foods for congregate meals in instances other than those that meet the criteria in paragraph (a) of the definition of *situation of distress* in §250.3, the distributing agency shall forward applications to the appropriate FNSRO for submission to FNS for prior approval. FNS will determine the duration of such donations, taking into consideration the magnitude of the situation. Determinations as to the length of donations may be revised as developing circumstances dictate.

(2) *Applications.* (i) Organizations wishing to receive donated foods for use in preparing meals shall submit applications to the distributing agency. Applications shall, to the extent possible, include the following information:

- (A) Description of the situation of distress;
- (B) Number of people requiring meals and congregate meal service period; and
- (C) Quantity and types of food needed.

(ii) In addition, information on the number and location of sites providing meals shall be submitted to the distributing agency as such sites are established.

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(c) *Household distribution* — (1) *Approval authority and duration*. In instances in which the distributing agency has determined that the distribution of donated foods to households is appropriate, the distributing agency shall submit applications requesting approval for such distributions to the appropriate FNSRO for submission to FNS for approval. FNS will determine the duration of the donations, taking into consideration the magnitude of the situation. Such determinations may be revised as developing circumstances dictate.

(2) *Applications*. (i) Organizations wishing to receive and distribute donated foods to households shall submit applications to the distributing agency. Applications shall, to the extent possible, include the following information:

- (A) Description of the situation of distress;
- (B) Explanation as to why the distribution of commodities to households is warranted;
- (C) Identification of the specific area(s) included in the request;
- (D) Anticipated distribution period;
- (E) Number of households expected to participate;
- (F) Quantity and types of food needed for distribution;
- (G) Statement of assurance that simultaneous disaster food stamp benefits and commodity assistance will not be provided to individual households; and
- (H) Description of the system that will be implemented to prevent dual participation.

(ii) In addition, information on the number and location of sites shall be provided to the distributing agency as such sites are established.

(3) *Collection of household information*. In a format prescribed by the distributing agency, any entity (i.e., Federal, State, or local) distributing donated foods to households in an area where the issuance of disaster food stamp benefits has been approved shall, at a minimum, collect the information listed below. Such information shall be forwarded to the distributing agency and maintained by the distributing agency in accordance with the recordkeeping requirements contained in this part, except that such information may, at the discretion of the distributing agency, be maintained by the organization distributing commodities if such organization is an agency of the State government.

- (i) Name of household member applying for assistance;
- (ii) Address;
- (iii) Number of household members; and
- (iv) Statement signed by the household certifying that the household:
 - (A) Is in need of food assistance;

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- (B) Understands that misrepresentation of need, and the sale or exchange of the donated food are prohibited and could result in a fine, imprisonment, or both;
- (C) Is not residing in a shelter which provides food assistance; and
- (D) Is not receiving disaster food stamp benefits.

(d) *Quantities and value of donated foods*. The distributing agency shall make donated foods available to eligible organizations based on the caseload factor information provided by the organizations.

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(e) *Types of donated foods authorized for donation.* Organizations providing food assistance in situations of distress are eligible to receive donated foods under section 416, section 32, section 709, and section 4(a).

(f) *Summary report.* Within 45 days following termination of the assistance, the distributing agency shall provide a summary report to the appropriate FNSRO using Form FNS–292, Report of Coupon Issuance and Commodity Distribution for Disaster Relief.

(g) *Replacement.* Distributing agencies which decide to seek replacement of foods used from State and/or local inventories for situations of distress shall file their request in writing to the FNSRO within 30 days following termination of the assistance. FNS will replace such foods to the extent that foods are available.



Food Distribution National Policy Memorandum

Attachment 7

United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

DATE: August 31, 2009

POLICY NO: FD-066: Food Distribution Program on Indian Reservations (FDPIR), Emergency Food Assistance Program (TEFAP), Commodity Supplemental Food Program (CSFP), National School Lunch Program (NSLP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), Nutrition Services Incentive Program (NSIP), Processing Program, Charitable [institutions & Summer Camps

SUBJECT: Continuation of the Department of Agriculture (USDA) Food Assistance during a Human Pandemic (Revised)

As a result of activities undertaken to plan a government-wide response to a potential human pandemic, the Food and Nutrition Service (FNS) has been asked to address the operation of its USDA food programs during a major pandemic event.

During a human pandemic outbreak, public health officials anticipate the need for "social distancing" as a means of minimizing the spread of illness by limiting person-to-person contact. As a result, feeding involving USDA food that takes place in congregate settings, such as schools, soup kitchens participating in TEFAP, and sites set up for mass feeding of those in need during times of disaster will be discouraged. In such instances, feeding is more likely to occur, with appropriate safeguards, through programs that have the capability of distributing USDA food to individual households for consumption at home.

It is possible that, for large-scale human pandemic outbreaks, the President would issue a disaster or emergency declaration for an area. In such instances, the Robert T. Stafford Disaster Relief and Emergency Assistance Act affords Federal agencies authority to waive Federal administrative requirements to ensure the continued operation of Federal programs. In such instances, FNS may, depending on the nature and scope of the outbreak, explore options for waiving Federal administrative program requirements to ensure the continuation of benefits to eligible program participants to the extent possible.

A large-scale human pandemic outbreak could also adversely affect the ability of State and local agencies, and other entities, such as warehouses and carriers, to perform the functions necessary to deliver USDA food to State and local agencies. We strongly encourage State and local agencies to work together to identify viable alternatives to existing distribution networks that could be implemented should the need arise. In such an environment, FNS intends to work closely with State agencies and other

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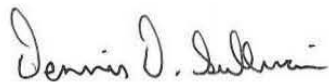
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partners and stakeholders to ensure the continued distribution of USDA food to the extent possible.

For more information on how to respond to a human pandemic and other disasters, local agencies should contact their State agency. Helpful information is also posted on several Federal Web sites including, www.fns.usdagov/disasters/pandemic, <http://www.cd.gov/adminsllead/safety/emergencyplan/pandemic/index.html>, and www.flu.gov.



Cathie McCullough
Director
Food Distribution Division



Food Distribution National Policy Memorandum

Attachment 8

United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

DATE: April 21, 2009

POLICY NO: FD-088: Food Distribution Program on Indian Reservations (FDPIR) The Emergency Food Assistance Program (TEFAP), Commodity Supplemental Food Program (CSFP), National School Lunch Program (NSLP)

SUBJECT: Reimbursement of Intra-State Transportation Costs During Disasters

During a Presidentially declared disaster/emergency, or during a situation of distress declared by a State or the Food and Nutrition Service (FNS), the State may find it necessary to transport USDA foods from one area within the State to another in support of disaster feeding efforts. These intra-state transportation costs will be reimbursed by FNS during a Presidentially declared disaster/emergency, and reimbursed by FNS to the extent funds are available during situations of distress.

State requests for reimbursement of intra-state transportation costs should be submitted to the FNS Regional Office using a public voucher with appropriate justification and documentation attached. The FNS Regional Office will review the documentation and, in turn, forward the information to the FNS Headquarters disaster coordinator for reimbursement.

In the past, States have incurred significant costs to move USDA foods to local disaster feeding sites within their borders. Additionally, some States have had no clear source of funding to pay for such costs. USDA's reimbursement of intra-state costs should help address these problems, and improve the ability of States to quickly support disaster feeding efforts when and where they are needed.

Additional information about using USDA foods for disaster feeding is available on the Food and Nutrition Service's Food Distribution Programs disaster home page at www.fns.usda.gov/fdd/programs/fd-disasters/default.htm.

for Cathie McCullough
Director
Food Distribution Division

AN EQUAL OPPORTUNITY EMPLOYER
(Food Distribution Web site: www.fns.usda.gov/fdd)



Food Distribution National Policy Memorandum

Attachment 9

United States
Department of
Agriculture

DATE: August 6, 2009

Food and
Nutrition
Service

POLICY NO.: FD-093: Food Distribution Programs

3101 Park
Center Drive

SUBJECT: Questions and Answers about Disaster Policies and Procedures

Alexandria, VA
22302-1500

This memorandum consolidates and clarifies select disaster/emergency policies and procedures, mainly those applicable to the Commodity Supplemental Food Program (CSFP), the Food Distribution Program on Indian Reservations (FDPIR), and The Emergency Food Assistance Program (TEFAP). It replaces Policy Memoranda FD-063, Household Eligibility Determinations for Disaster or Emergency Evacuees Residing with a Host Family (dated December 4, 2006), and FD-072, FDPIR Households Displaced During a Disaster (dated February 19, 2008).

The policies and procedures are conveyed below in a question-and-answer format. The questions and answers, as well as additional information regarding Food Distribution Division disaster/emergency policies and procedures, may be found online at <http://www.commodityfoods.usda.gov>, by selecting the "Disaster Assistance" link.

1. Will the Food and Nutrition Service (FNS) automatically replace foods used for disaster or emergency assistance?

FNS will replace all U.S. Department of Agriculture (USDA) foods removed from inventory at the State or local level that are used for FNS-approved disaster or emergency mass feeding programs and FNS-approved disaster household food distributions within Presidentially-declared disaster or emergency areas. The State must submit a request for replacement within 30 days of the end of the disaster, although interim requests for replacement may be made.

FNS does not have the authority, or the resources, to replace non-USDA foods used for disaster or emergency feeding. With the exception of intra-state transportation costs (see below), FNS does not have the authority or resources to reimburse organizations for other costs. All requests for such reimbursement should be directed to the State disaster office for possible reimbursement either directly or through submission to the Federal Emergency Management Agency (FEMA), which has the primary responsibility for providing disaster assistance.

2. During a disaster or emergency, will FNS reimburse States for the cost of transporting foods within the State in order to permit the relocation of foods to feed evacuees through the Food Distribution programs?

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During a Presidentially-declared disaster or emergency, the State may find it necessary to transport USDA foods from one area within the State to another in-State area in support of disaster feeding efforts. These intra-state transportation costs will be reimbursed by FNS.

For additional information, including information with regard to potential reimbursement during situations of distress, States should review Policy Memorandum FD-088, Reimbursement of Intra-State Transportation Costs During Disasters, available online at the FNS website.

3. Will FNS replace foods in inventory at the State or local level that were lost or made unfit for consumption by a disaster or emergency?

FNS does not have the authority to replace foods that are lost, destroyed, contaminated, or otherwise rendered unusable in a disaster or emergency. Warehousing contracts may contain clauses that protect State agencies against such losses. Per Federal regulations at 7 CFR 250.14(d), State warehousing contracts must include reference to the amount of any insurance coverage to protect the value of the foods stored. Agencies may wish to contact their insurance providers to file a claim for the lost foods. State agencies may also wish to contact FEMA for possible assistance.

4. Are disaster or emergency evacuees who are boarders or residents of institutions eligible for CSFP, FDPIR, and/or TEFAP benefits?

No. Consistent with Federal regulations at 7 CFR 250.3, boarders or residents of institutions are not eligible to receive CSFP, FDPIR, and/or TEFAP benefits. Should these individuals' circumstances change to where they are no longer considered boarders or residents of institutions, they are encouraged to apply for CSFP, FDPIR, and/or TEFAP benefits where available.

5. May CSFP, FDPIR, and TEFAP participants who have evacuated their homes and are temporarily living in areas not normally served by the program(s) continue to pick up benefits from the agency in the service area they evacuated?

Yes. During a Presidentially-declared disaster or emergency, evacuees may be temporarily housed at a location where CSFP, FDPIR, and/or TEFAP service is not normally available. In such circumstances, program participants who have evacuated their homes may choose to continue to pick up benefits from the agency in the service area they evacuated, if that agency continues to operate and retains the ability to serve participants.

The evacuation of a CSFP, FDPIR, and/or TEFAP participant during a Presidentially-declared disaster or emergency is considered a temporary absence from home. During this time, evacuees may choose to be considered residents of the service area they evacuated. Therefore, evacuees who choose this option will continue to meet CSFP, FDPIR, and/or TEFAP residency requirements for the duration of the Presidential

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declaration or until the evacuee establishes a permanent residence outside the original service area. CSFP, FDPIR, and TEFAP participants must continue to meet all other program eligibility requirements to continue to receive benefits.

Evacuees must provide the agency with their temporary address and date of evacuation. The agency must note this information in the certification or case file, if applicable, as well as the beginning and ending dates of the Presidential declaration, if available. Certification periods may be assigned to coincide with the expected timeframe of the Presidential declaration, particularly for CSFP and FDPIR. However, for CSFP and FDPIR, certification periods may not exceed the maximum timeframes specified in program regulations.

6. Will agencies be required to set up distribution sites outside their normal service areas in order to serve CSFP, FDPIR, and TEFAP participants who have evacuated to temporary housing?

Agencies are not required to establish temporary distribution sites (e.g., tailgate distribution sites) in areas where displaced CSFP, FDPIR, and TEFAP participants have relocated, if those areas are not normally served by these programs. At the option of the applicable agency, however, accommodations may be made to serve evacuees in these areas. Accommodations may include but are not limited to the following:

- adjusting food issuance schedules;
- assisting evacuees in designating authorized representatives or proxies to pick up foods; and/or
- using program staff or volunteers to deliver foods to eligible evacuees living in temporary housing outside the established service area.

7. What options are available to disaster/emergency evacuees for participating in CSFP, FDPIR, and/or TEFAP when they are housed with a host family?

During a Presidentially-declared disaster or emergency, evacuees may choose to evacuate their homes and temporarily stay with a host family in an area served by CSFP, FDPIR, and/or TEFAP. For the duration of the Presidential declaration, agencies must give the evacuees the option to be considered a separate household from the host family for the purpose of determining eligibility for CSFP, FDPIR, and TEFAP.

Eligible evacuees may pursue one of the following options for program participation:

- A. Pick up benefits from the service area they evacuated, but only if the individual or family participated in the program prior to the Presidentially-declared disaster or emergency. This is applicable only if the agency continues to operate and retains

the ability to serve participants in that area. If evacuees choose this option and program service is available, the agency must consider the evacuees to be residents of its service area. This applies only until the Presidential declaration ends, or the evacuees establish permanent residence outside the original service area, whichever occurs first; or

- B. Apply for program benefits as a separate household in the service area where they are temporarily living with the host family. The household must end program participation in the evacuated area by notifying the appropriate agency prior to applying for program benefits in the service area where the host family resides; or
- C. Apply for program benefits as a combined household in the service area where they are temporarily living with a host family. If the individual or family opts to be considered part of the host household, the newly combined household must meet applicable program eligibility standards in effect for the agency serving the host family's place of residence. If the evacuee household participated in CSFP and/or FDPIR prior to evacuation, it must end program participation in the evacuated area by notifying the appropriate agency, prior to applying for program participation with the host family.

8. In addition to the flexibility provided with regard to evacuee residency requirements during a Presidentially-declared disaster or emergency, will FNS waive or modify other eligibility requirements for CSFP, FDPIR, or TEFAP?

CSFP

FNS does not have the authority to waive or modify other CSFP eligibility requirements. Under CSFP legislation and regulations, the applicant must meet the categorical and income requirements specified for the program in order to receive program foods.

FDPIR

FDPIR regulations require that participants meet income and resource eligibility standards to qualify for the program. Since the income and resource standards ensure that those individuals most in need, including eligible disaster or emergency evacuees, receive FDPIR nutrition assistance, FNS will not waive or modify these eligibility requirements.

TEFAP

Under TEFAP, States have a great deal of discretion in determining the eligibility criteria for the program, including the income eligibility guidelines which are set by the State. Given the flexibility afforded to States, FNS will not waive or modify other program eligibility requirements.

9. Are disaster or emergency evacuees eligible for program benefits after the Presidential declaration or temporary housing status ends?

When the Presidentially-declared disaster or emergency ends, or the household chooses to leave temporary housing to establish permanent residence, **whichever occurs first**, an otherwise eligible household must reside in an area currently served by CSFP, FDPIR, and/or TEFAP and meet all other applicable criteria to remain eligible for the program(s). Self-declaration by the household of temporary or permanent residence is acceptable. The agency must verify residency for FDPIR households, if questionable.

If individuals or families choose to relocate to a permanent residence in an area not currently served by CSFP, FDPIR, and/or TEFAP, they would no longer be eligible to participate in the program(s). These individuals and families may qualify for benefits under other nutrition assistance programs, such as the Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program, or the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

10. Will FNS provide additional CSFP caseload to States to which disaster or emergency evacuees relocate, to provide continuing assistance to those evacuees who were participating in CSFP in the State in which they were residing prior to the disaster?

FNS does not have the authority to increase the total caseload that may be served by CSFP, nor can FNS authorize CSFP States to exceed assigned caseload in order to provide service to disaster or emergency evacuees. This is due to the limited resources available to the program. However, FNS encourages CSFP States in areas to which disaster or emergency evacuees are relocated to use their entire caseloads to provide continuing service to current participants, and to provide assistance to evacuees that are in need of assistance to the extent possible.

It is possible that CSFP agencies in areas where evacuees have relocated may be fully serving caseload, and may not have open slots to serve relocated evacuees. In such circumstances, agencies should encourage disaster or emergency evacuees to apply for other FNS programs, such as SNAP, WIC, and TEFAP.

11. Will FNS waive the eligibility requirements for organizations that wish to distribute regular CSFP and TEFAP benefits to evacuees?

No. FNS believes there are sufficient organizations that already meet the eligibility requirements and can provide the necessary assistance to disaster or emergency evacuees. Waiving CSFP and TEFAP requirements would be unnecessary and would compromise program integrity. CSFP and TEFAP have well-established distribution networks in most areas in which the programs operate. Therefore, FNS does not believe that it is in the best interest of the programs or individuals requiring assistance for FNS to waive the current eligibility requirements for organizations that wish to participate in these programs.

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12. How can my agency determine and monitor the duration of a Presidential declaration?

Agencies should monitor the FEMA website at <http://www.fema.gov>, or contact FEMA via telephone at 1-800-621-FEMA (3362) to determine and monitor the duration of a Presidential disaster or emergency declaration.


Cathie McCullough
Director
Food Distribution Division



Food Distribution National Policy Memorandum

Attachment 10

United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

DATE: October 5, 2010

POLICY NO.: FD-109: Disasters, Emergencies, and Situations of Distress

SUBJECT: Consolidation of Reporting Requirements and Replacement of Donated Foods in Disasters, Emergencies, and Situations of Distress

This policy memorandum consolidates requirements for the State distributing agency when reporting the distribution of donated foods, and when requesting the replacement of such foods, in Presidentially-declared disasters and emergencies (hereinafter referred to as disasters), and in situations of distress. In addition, this policy memorandum clarifies that applications submitted by disaster organizations for distribution of donated foods to households must include a description of the methods of distribution available in both disasters and situations of distress.

In accordance with 7 CFR 250.69(f), the distributing agency must provide a summary report of donated food distribution for use in disasters within 45 days following the termination of disaster assistance, using form FNS-292. In accordance with 7 CFR 250.69(g), the distributing agency must submit to the Food and Nutrition Service Regional Office (FNSRO) a request for replacement of such foods (if such replacement is desired) within 30 days following the termination of disaster assistance. Food and Nutrition Service (FNS) will replace foods in accordance with requests that meet the 30-day requirement, or in accordance with justification to waive the 30-day requirement.

As of the date of this policy memorandum, the distributing agency may submit the summary report of donated food distribution for use in a disaster, *and* a request for replacement of such foods, to the FNSRO at the same time, within 45 days following the termination of disaster assistance. However, it would be helpful to submit the claim as soon after the termination of disaster assistance as possible. Such report, and request for replacement, must be submitted using the FNS-292A electronic claim form in FPRS (Food Programs Reporting System), entitled "Report of Commodity Distribution for Disaster Relief" found at the following website: <https://fprs.fns.usda.gov/>. The distributing agency must indicate the donated foods that it used under "section 10. Commodities Distributed". Additionally, the distributing agency must indicate whether they are requesting replacement or not under "section 11. Remarks".

Similar requirements for reporting distribution of donated foods for use in situations of distress, and for requesting replacement of such foods, are included in 7 CFR 250.70(f) and (g). As of the date of this policy memorandum, the distributing agency may submit such report and request for replacement to the FNSRO together, using the FNS-292A electronic claim form in FPRS, within 45 days following the termination of such

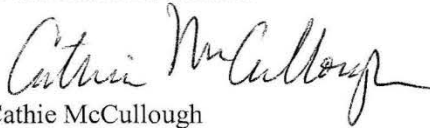
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assistance. However, in accordance with 7 CFR 250.70(g), FNS will replace donated foods distributed in a situation of distress only as funds are available to permit such replacement. Therefore, it would be helpful to submit the claim as soon after the termination of assistance as possible.

Additionally, in accordance with 7 CFR 250.69(c)(2), a disaster organization wishing to receive donated foods for distribution to households in a disaster must include in its application a description of the methods of distribution available. This policy memorandum clarifies that, although not explicitly stated in 7 CFR 250.70(c)(2), a disaster organization wishing to receive donated foods for distribution to households in a situation of distress must also include in its application a description of the methods of distribution available.



Cathie McCullough
Director
Food Distribution Division

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Emergency Management Contacts Template USDA Food Support in Disasters

Attachment 11

State: _____

SECTION I: Contact Information	
FNS Regional SNP Disaster Contact Information	
Name of FNS Region:	
FNS Regional Office Location:	
SNP/FD Contact Name:	Email address:
Work phone:	24-hr phone:
ICS Training: ☐ ICS 100 ☐ ICS 700 ☐ Other: ICS 300; ICS 400, ESF-11 Training	
Alternate contact name:	Email address:
Work phone: 609 259-5088	24-hr phone:
ICS Training: ☐ ICS 100 ☐ ICS 700 ☐ Other: ESF-11	
1 st Alternate contact name:	Email address:
Work phone:	24-hr phone:
ICS Training: ☐ ICS 100 ☐ ICS 700 ☐ Other: ESF-11 Training	
2 nd Alternate contact name:	Email address:
Work phone:	24-hr phone:
ICS Training: ☐ ICS 100 ☐ ICS 700 ☐ Other: ESF-11	
Distributing Agency Contact Information	
Name of State Distributing Agency:	
Location of Distributing Agency:	
DA Contact Name:	Email address:
Work phone:	24-hr phone:
ICS Training: ☐ ICS 100 ☐ ICS 700 ☐ Other:	
Alternate contact name:	Email address:
Work phone:	24-hr phone:
ICS Training: ☐ ICS 100 ☐ ICS 700 ☐ Other:	
1 st Alternate contact name:	Email address:
Work phone:	24-hr phone:
ICS Training: ☐ ICS 100 ☐ ICS 700 ☐ Other:	
2 nd Alternate contact name:	Email address:
Work phone:	24-hr phone:
ICS Training: ☐ ICS 100 ☐ ICS 700 ☐ Other:	

SECTION II: State Emergency Operations Center Contact Information		Attachment 11
State Coordinating Group for Mass Care/Sheltering/Congregate Feeding, i.e. ESF6:		
Lead Agency:		
Location of Lead Agency:		
Contact Name:	Email address:	
Work phone:	24-hr phone:	
Alternate up contact name:	Email address:	
Agency:		
Work phone:	24-hr phone:	
Non-Governmental Agencies (NGO) that provide disaster congregate feeding in your state:		
☐ American Red Cross ☐ Salvation Army ☐ Southern Baptist ☐ Other _____		
State Coordinating Group for support for congregate feeding, i.e. the group which the DA is aligned with, e.g. ESF11:		
Lead Agency:		
Location of Lead Agency:		
Contact Name:	Email address:	
Work phone:	24-hr phone:	
Alternate contact name:	Email address:	
Agency:		
Work phone:	24-hr phone:	
1. Has the DA contacted the above state ESFs/Groups? ☐ Yes ☐ No		
2. Has the DA obtained a copy of the state annexes/plans that describes how mass care/ congregate feeding and support to feeding will be conducted during a disaster? If yes, please attach a copy.		
☐ Yes Annexes/Plans attach: ☐ Yes ☐ No ☐ No		

SECTION III. USDA Food Distribution System**1. Type of USDA commodity food distribution system during normal operations**☐ State Operated☐ Commercial/Contracted Companies i.e. SyscoIf contracted, is there a emergency response/delivery clause ☐ Yes ☐ No☐ Combination**2. Indicate how USDA Foods are transported from warehouse to school facilities**☐ Schools pick-up food and provide their own transportation☐ DA provides transportation and delivers to designated location

Type of transportation (semis, vans, etc.):

Number of Vehicles: Semis: _____ Lengths: _____

Vans: _____ Lengths: _____

Trucks: _____ Length: _____

Are these vehicles easily identifiable with agency specific logos/markings?

☐ Yes ☐ No**3. During disasters, indicate how USDA Foods would be transported from warehouse to disaster site(s):**☐ NGOs pick-up food and provide their own transportation☐ DA provides transportation and delivers to designated locations**4. Has the DA established written procedures regarding an ordering process for the NGOs to obtain disaster related USDA commodity food requests, including delivery?**☐ Yes If Yes, please attach a copy of the procedures☐ No[Back to the Table of Contents](#)

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SECTION IV. Training				
1. Is the DA familiar with regulations, policies, & procedures regarding disasters & situations of distress ☐ Yes ☐ No				
2. Indicate how often the DA reminds NGO/ESF 6/11 of requirements for the following:	Never	Every 6 months	Annually	Other (Describe)
(a) Procedures for completing a request for USDA disaster commodity food support & submitting to DA for approval				
(b) Collecting and maintaining meal counts during a disaster				
(c) Obtaining receipts of USDA disaster commodities provided during a disaster				
(d) Procedures for providing disaster related information to the DA when requested				
3. Indicate how the above is accomplished: ☐ Formal training ☐ Memo/Email ☐ Other: _____				
SECTION V. Warehousing				
Name of Warehouse:				
Address:	Warehouse map coordinates Lat: Long:			
Type of storage: ☐ Dry ☐ Refrigerated ☐ Frozen				
Warehouse contact person:	Work phone:			
Email address:	24-hr phone:			
Alternate contact:	Work phone:			
Email address:	24-hr phone:			
Please attach a map, sketch, or description of the geographic area served by this warehouse Map/sketch/description attached: ☐ Yes ☐ No				
Notes:				
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Attachment 11

Name of Warehouse:

Address:

Warehouse map coordinates

Lat:

Long:

Type of storage: ☐ Dry ☐ Refrigerated ☐ Frozen

Warehouse contact person:

Work phone:

Email address:

24-hr phone:

Alternate contact:

Work phone:

Email address:

24-hr phone:

Please provide a map, sketch, or description of the geographic area served by this warehouse

Map/sketch/description attached: ☐ Yes ☐ No

Notes:

Name of Warehouse:

Address:

Warehouse map coordinates

Lat:

Long:

Type of storage: ☐ Dry ☐ Refrigerated ☐ Frozen

Warehouse contact person:

Work phone:

Email address:

24-hr phone:

Alternate contact:

Work phone:

Email address:

24-hr phone:

Please provide a map, sketch, or description of the geographic area served by this warehouse

Map/sketch/description attached: ☐ Yes ☐ No

Notes:

Attachment 11

Name of Warehouse:	
Address:	Warehouse map coordinates Lat: Long:
Type of storage: ☐ Dry ☐ Refrigerated ☐ Frozen	
Warehouse contact person:	Work phone:
Email address:	24-hr phone:
Alternate contact:	Work phone:
Email address:	24-hr phone:
Please provide a map, sketch, or description of the geographic area served by this warehouse Map/sketch/description attached: ☐ Yes ☐ No	
Notes:	
Name of Warehouse:	
Address:	Warehouse map coordinates Lat: Long:
Type of storage: ☐ Dry ☐ Refrigerated ☐ Frozen	
Warehouse contact person:	Work phone:
Email address:	24-hr phone:
Alternate contact:	Work phone:
Email address:	24-hr phone:
Please provide a map, sketch, or description of the geographic area served by this warehouse Map/sketch/description attached: ☐ Yes ☐ No	
Notes:	

Attachment 12

USDA FOODS DISASTER APPLICATION TEMPLATE

Disaster Type/Event Name:	Date:	Time:
Your Name:	Your phone #:	
Requesting Agency:	Contact Name:	
Contact's Location:	Contact phone 24-hr #:	
Location where USDA Foods requested: ☐ Congregate Shelter; ☐ Mobile Kitchen; ☐ Other: _____ _____ Address: Contact at location & phone 24-hr#: Person's role: ☐ Mass Care; ☐ Logistics; ☐ Other: _____ Number of people requiring meals at this location: _____ Period of time (# of days) USDA food support requested: _____		

USDA Foods being requested and amounts (quantity and type): *ex. 50 cases of green beans*

DATE & TIME USDA Foods needed at location:

Check warehouse inventories and determine if DA can fill the request within the date/time requested. (Factor in the travel time from warehouse to location, shipment from out of state/off-island, etc.)

Name and location of warehouse with requested foods available: _____

Warehouse contact name and 24 hour contact number:

Date/Time order submitted to warehouse: _____, via ☐ Fax _____; ☐ via email _____

USDA Code (Material)	USDA Food Description	Type (dry, frozen, refrigerated)	Servings /case	Quantity /case	Cases Requested	Cases able to provide

USDA FOODS DISASTER APPLICATION TEMPLATE

Date/Time order fulfilled by warehouse: _____

PRINT and signature of warehouse rep.: _____

Date/Time order picked up by requesting agency: _____

PRINT and signature of contact picking up order: _____

IMPORTANT: Please advise disaster feeding organizations that they must report the total number and locations of sites providing congregate meal service as such sites are established to the Distributing Agency. This information should be provided periodically throughout the event or upon request and may be supplied via email, fax, or phone. Forward this information to the FNS Regional Office and the ESF-11 Desk upon receipt.

Questions to ask regarding the amounts of USDA Foods requested:**Transportation:**

- Need to determine who will pick up USDA Foods from warehouse to the needed location.
- Need to determine the size of the truck needed regarding the amount of food products requested.

Warehouse: If Requesting Agency is picking up USDA Foods, need tell them Warehouse's:

- Loading dock height;
- Height of loading dock garage door
- Loading needs (pallet jack, etc.)

Location: (If no, need to reassess the request)

- Off-loading needs at facility (loading dock; pallet jack; personnel, etc.)
- **Dry:** Does facility have enough protected storage space to handle amount of USDA foods requested?
[] Yes [] No
- **Frozen:** Does facility have enough freezer space to handle amount of USDA foods requested?
[] Yes [] No
- **Refrigerated:** Does facility have enough refrigerator space to handle amount of USDA Foods requested?
[] Yes [] No

Use of USDA Foods:

- USDA Foods must be utilized by disaster survivors in congregate settings.
- USDA Foods may be used to feed disaster response personnel if alternate accommodations are unavailable.
- At the end of the event, the requesting agency is responsible for contacting the Distributing Agency to account for all USDA Foods utilized and to discuss the disposition of all un-opened USDA Foods not utilized.

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NUTRITION TABLE

ATTACHMENT 13

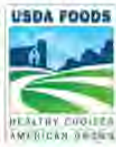
The following table highlights USDA Foods which are frequently in inventory and are considered good sources of nutrients to help disaster survivors cope with stress. We encourage you to direct approved disaster feeding organizations to use this list when they are preparing meals for disaster survivors to assist them in making healthful choices, subject to available inventory.

Foods that are rich in the following vitamins and minerals may help to alleviate stress: Vitamin C, Riboflavin, Niacin, Vitamin B6, and Vitamin B12, calcium, chromium, magnesium, selenium and zinc.

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ATTACHMENT 13

Disaster Response USDA Food Considerations	High in Vitamin C	Good Sources of Riboflavin	Good Sources of Niacin	Good Sources of Vitamin B6	Good Sources of Vitamin B12	Good Sources of Calcium	Good Sources of Chromium	Good Sources of Magnesium	Good Sources of Selenium	Good Sources of Zinc
3 or more Key Nutrients										
Beans, black, canned, cooked								Y		
Beans, kidney, canned										Y
Beans, pinto, boiled						Y		Y		
Beans, white, boiled						Y		Y		
Beef, lean, cooked		Y	Y		Y		Y	Y	Y	Y
Blueberries, frozen	Y									
Broccoli	Y	Y				Y	Y	Y		
Brown Rice								Y		
Carrot, frozen			Y							
Cereal										Y
Cereal, ready-to-eat, corn flakes				Y						
Cereal, ready-to-eat, raisin bran		Y	Y	Y				Y		
Cheese, American							Y			
Cheese, Cheddar		Y			Y	Y			Y	Y
Cheese, Mozzarella					Y					
Chicken, dark meat (roasted)		Y						Y		
Chicken, light meat (roasted)		Y	Y					Y	Y	Y
Cod, cooked, dry heat					Y				Y	
Corn, yellow, boiled			Y							
Cranberries	Y									
Egg (cooked)		Y			Y				Y	
Garbanzo beans, canned				Y				Y		
Grape Juice							Y			
Grapefruit Juice	Y									
Green beans							Y			
Ham							Y			
Macaroni, elbow, enriched									Y	
Milk (nonfat, low-fat or whole)		Y			Y	Y		Y		Y
Noodles, enriched									Y	
Oatmeal									Y	
Orange juice, 100%	Y						Y	Y		
Oranges, raw						Y				
Peach, frozen or canned			Y							
Pumpkin								Y		
Raspberries, frozen	Y									
Refried beans, canned cooked								Y		
Rice, brown, long-grain									Y	
Rice, white, enriched, long grain									Y	
Salmon (cooked)		Y		Y	Y	Y				
Strawberries, frozen	Y									
Sweet potatoes	Y							Y		
Tomato Juice	Y									
Tomatoes	Y						Y			
Turkey, light meat, roasted				Y				Y	Y	
Turkey, thigh meat, roasted				Y			Y	Y		
Wheat Flour, whole grain				Y						
White potatoes, baked	Y		Y	Y			Y	Y		Y



USDA Foods OPTIONAL Household Disaster Distribution Calculator Instructions

Instructions Summary

The purpose of this OPTIONAL calculator is to assist States, ITOs and RO's estimate a USDA Foods Household Disaster Distribution Request. The foods on this list do not reflect a regular monthly distribution for FDIPIR, CSFP or TEFAP. These foods have been selected to provide basic nutrition to disaster survivors during times of an emergency or disaster and support the Dietary Guidelines for Americans. In addition, the USDA Foods listed in this calculator represent a range of foods that could be offered during a disaster but it is expected that only a limited number to be offered based on recipient needs and available inventories. The formulas in this calculator are set up to calculate how many cases of product will be needed and the total value of the request. Please fill in all fields highlighted in yellow on the calculator.

- Step 1** Enter the name of the requesting agency
- Step 2** After reviewing Distributing Agency inventory records, select foods that will have the least impact the regular monthly program distribution package. Hide each row of food that will not be requested, using the "hide" feature in excel. Considerations for inventory selection should also take into account what utilities are available to households, like electricity or gas for cooking.
- Step 3** Select 1 product each from the following food types: meat, meat alt, and dairy based on the available inventory.
- Step 4** Select 2 products each from the following food types: fruit, vegetable and grain based on the available inventory.
- Step 5** Column E: Enter the number of people that will be served for the Disaster Household Distribution in the yellow box on the form. You CAN copy the number of people from the 1st cell and paste it to the range of cells below.
- Step 6** Column I: Enter the number of days that the Disaster Household Distribution will occur. **DO NOT** copy the number in this cell and paste it down to the range of cells. Enter the number of days **manually** in each cell or it will miscalculate the total amount needed.
- Step 7** Save a copy of the completed calculator with a new name, convert it into an adobe format and submit the pdf version to FNS HQ via your FNS Regional office along with your application for Disaster Household Distribution. See the USDA Foods Disaster Manual for the additional required application information.

Click [HERE](#) to download MS Excel file

USDA Foods OPTIONAL Household Disaster Distribution Calculator

USDA Disaster Response Considerations
*Contain 3 or more Key Nutrients

GLOSSARY OF ACRONYMS

Attachment 15

AMS	<u>Agricultural Marketing Service, USDA</u>
PHIS	<u>Animal and Plant Health Inspection Service, USDA</u>
CACFP	<u>Child & Adult Care Food Program, FNS/USDA</u>
CAP	<u>Commodity Acceptability Progress [Reports]</u>
CSFP	<u>Commodity Supplemental Food Program, FNS/USDA</u>
DA	Distributing Agency – refers to State Agencies and Indian Tribal Organizations
DHH	<u>Department of Health & Human Services</u>
DHS	<u>Department of Homeland Security</u>
DOI	<u>Department of Interior</u>
D-SNAP	<u>Disaster Supplemental Nutrition Assistance Program, FNS/USDA</u>
ESF-6	Emergency Support Function 6 - Mass Care, Emergency Assistance, Housing and Human Services
ESF-11	Emergency Support Function 11 - Agriculture and Natural Resources
FDD	<u>Food Distribution Division, FNS/USDA</u>
FDPIR	<u>Food Distribution Program on Indian Reservations, FNS/USDA</u>
FEMA	<u>Federal Emergency Management Agency</u>
FNS or FNSHQ	<u>Food and Nutrition Service (FNS) Headquarters, USDA</u>
FNSRO	<u>Food and Nutrition Service (FNS) Regional Office</u>
FPRS	<u>Food Programs Reporting System</u>
FSA	<u>Farm Service Agency, USDA</u>
FSIS	<u>Food Safety and Inspection Service, USDA</u>
ITO	Indian Tribal Organization
KCCO	Kansas City Commodity Office, FSA/USDA
NRF	<u>National Response Framework, FEMA</u>
NGO	Non-Governmental Organization
NSLP	<u>National School Lunch Program, FNS/USDA</u>
SFA	School Food Authority
SFSP	<u>Summer Food Service Program, FNS/USDA</u>
SNAP	<u>Supplemental Nutrition Assistance Program</u> (fka/Food Stamp Program)
TEFAP	<u>The Emergency Food Assistance Program, FNS/USDA</u>
USDA	<u>United States Department of Agriculture</u>
WBSCM	Web Based Supply Chain System

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Attachment 16

GLOSSARY OF DEFINITIONS

Congregate meal service/feeding – means meals that are served to disaster survivors (formerly known as “victims”) in designated communal facilities, such as emergency shelters, schools, recreation centers, houses of worship, temporary tent camps, mobile disaster feeding vehicles, etc.

Disaster - means (a) Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), also known as The Stafford Act, to supplement the efforts and available resources of States, Indian Tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby; or (b) Any other occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

There are two types of Presidential declarations:

A major disaster declaration provides a wide range of Federal assistance programs for individuals and public infrastructure, through Individual Assistance and Public Assistance programs.

An emergency declaration is more limited in scope and without the long-term Federal recovery programs of a major disaster declaration. Generally, Federal assistance and funding are provided to meet a specific emergency need or to help prevent a major disaster from occurring.

FNS’ response and the provision of USDA Food assistance for congregate feeding are exactly the same regardless of whether the declaration is a major disaster or emergency declaration.

Disaster organizations - means organizations to assist disaster survivors. (e.g. American Red Cross, Baptist Men’s Relief, Salvation Army, etc.) A Distributing Agency may act as a disaster organization when it determines that it is necessary.

Disaster survivors (formerly known as “victims”) - means persons who, because of a disaster or emergency, are in need of assistance, whether or not they are survivors of a major disaster or an emergency as defined in this section.

Distributing Agency (DA) - means a State, Federal or private agency, or Indian Tribal Organization that enters into an agreement with the Department for the distribution of USDA Foods to eligible recipient agencies and recipients. A Distributing Agency may also be a recipient agency.

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Attachment 16

D-SNAP – means the Disaster Supplemental Nutrition Assistance Program, formerly known as the Disaster Food Stamp Program. This program provides disaster survivors with Electronic Benefit Transfer cards that are used to purchase food at authorized retail stores when commercial retail channels of food distribution are available following a disaster.

Emergency - means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. Although overall Federal assistance is less under an emergency than under a major disaster declaration, the FNS response is the same for both.

NGO- Non-Governmental Organization – private organizations that pursue activities to relieve suffering, promote the interests of the poor, protect the environment, provide basic social services, or undertake community development. Examples of NGO's that might participate in disaster responses could be the American Red Cross, The Salvation Army, Feeding America, and many other national or local religious or charitable organizations.

Recipient Agency - means nonprofit summer camps for children, charitable institutions, disaster organizations, school food authorities, schools, non-residential child care institutions, service institutions, food banks, and welfare agencies receiving foods for their own use or for distribution to eligible recipients.

Situation of distress - means:

(a) A hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other natural catastrophe not declared by the President to be a disaster, but which, in the judgment of the Distributing Agency, warrants the use of USDA Foods for congregate feeding; and

(b) Any other situation not declared by the President to be a disaster, but which, in the judgment of FNS or the Distributing Agency, warrants the use of USDA Foods for congregate feeding or household distribution. Pandemics* may be considered situations of distress.