

United States Department of Agriculture
Food and Nutrition Service
Food Distribution Division

USDA Foods Program Disaster Manual



Revised September 2017

Foreword

The FNS HQ Food Distribution Disaster Response Team is pleased to publish the 2017 revised edition of the USDA Foods Program Disaster Manual. The changes in this edition include:

Attachment 4: FSA-21 Public Voucher instructions have been updated to a new contact number for assistance and replacing a mailing address for claim submission to an email address.

Attachment 6: 7 CFR §250.69 Disasters and §250.70 Situations of Distress have been updated per the publication of the Final Rule: Requirements for the Distribution and Control of Donated Foods & The Emergency Food Assistance Program: Implementation of the Agricultural Act of 2014, on April 19, 2016. The Final Rule clarified requirements for the distribution and use of donated foods in a disaster and situations of distress, contingencies for replacement of such foods, and reporting requirements.

Attachment 8: Revised Policy Memo FD-093: Questions and Answers about Disaster Policies and Procedures, December 9, 2016.

Attachment 13: a new resource for Schools: *USDA Foods Disaster Preparedness for School Food Authorities*

Attachments 8 and 10 of the Prior Manual have been removed, as the content of FD-088, Reimbursement of Intra-state costs and FD-109 Consolidation of Disaster Reporting, are now addressed in 7 CFR §250.69 and §250.70.

We have worked hard to make each section user-friendly and stand alone, so this can become a go-to resource for those involved in USDA Foods disaster feeding. Your suggestions and input are always welcome, as this will continue to be a “living document”. Please print this manual so that you have a hard copy at hand in case you end up in an emergency without power.

If you have any questions, after reviewing the manual, do not hesitate to contact your FNS Regional Office.

**FOOD AND NUTRITION SERVICE
USDA FOODS PROGRAM DISASTER MANUAL**

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D-Links:

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

FOOD AND NUTRITION SERVICE

USDA FOODS PROGRAM DISASTER MANUAL

PART I: DISASTER RESPONSE OVERVIEW

This manual contains important information for persons in Food and Nutrition Service (FNS) Headquarters (HQ), FNS Regional Offices (RO), and Distributing Agencies (DA), which include State Distributing Agencies and Indian Tribal Organizations that are charged with the responsibility of providing U.S. Department of Agriculture (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 American 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 will 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 and ESF #11 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. The State ESF #6 and ESF #11 have a number of options to utilize for disaster feeding, depending on the circumstances. When the State ESF #6 and ESF #11 needs additional feeding resources, they call upon the lead agencies at the Federal Government for assistance, like the Federal Emergency Management Agency (FEMA) and the USDA FNS.

US Government Response Overview continued

FNS has three primary methods to respond to the nutrition needs of disaster survivors:

- Congregate Feeding using USDA Foods
- USDA Foods Household Disaster Distribution
- Disaster Supplemental Nutrition Assistance Program (D-SNAP)

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

Use Local Food First!

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.

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 RO and FNS HQs. FNS may acquire food from other Distributing Agency warehouse inventories including Rapid Response States, redirect shipments in-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/Human Services, and/or ESF #11 – Agriculture/Food 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. USDA Foods contained in school district warehouses located close to the disaster should be used first for congregate feeding.

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- **School Food Authority Disaster Preparation: See page 21**
- **Infant Formula and Food**

FEMA will make available to States a supply of infant formula and food via Infant/Toddler Kits to cover the initial 72 hours immediately following a disaster and during a transition period for survivors in congregate shelters. FNS' Office of Emergency Management has the authority to make a special purchase of infant formula and food 96 hours after Presidentially-declared disasters for Individual Assistance to supplement the Infant/Toddler kits based on a State's request for additional resources. Infant formula and food requests should be a coordinated effort with FEMA ESF #6 (Mass Care) and ESF #11, submitted to FNS OEM from FEMA HQs via a Mission Assignment. FEMA ESF #6, #7, or Federal ESF #11 will use the Infant Formula/Food calculator to coordinate State/FEMA requests for USDA-procured infant formula and food items.

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, for 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 and the normal monthly distribution is not disrupted.

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 a FNS RO from FNS HQs. Disaster Household Distribution with USDA Foods takes place **only as needed**, requires FNS HQs' approval, and comes with certain conditions and requirements that must be met. Only FNS HQs 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 about Household Disaster Distribution.

Program Operators Disaster Preparation: See page 20

USDA Foods vs. D-SNAP

If retail food stores are operating, the disaster area has received a Presidential declaration of "Major Disaster" for Individual Assistance, and the state ESF #6 Mass Care has determined disaster survivors still need nutrition assistance, the State Agency, usually through its Department of Human/Social Services, may request assistance through D-SNAP. State Agencies and local agencies must ensure that recipients receiving disaster benefits do not simultaneously receive both D-SNAP and USDA Foods disaster assistance through congregate feeding or household distribution in areas that D-SNAP has been approved.

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B. Types of Disasters

1. **Presidentially-Declared Major Disaster 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. A Presidential Major Disaster Declaration and Emergency Declaration are distinguished in the following ways:

a) A major disaster declaration provides a full range of long-term Federal assistance programs for Individual Assistance to individuals and families who have sustained losses due to disasters, and/or Public Assistance which can fund the repair, restoration, reconstruction or replacement of a public facility or infrastructure damaged or destroyed by a disaster.

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 may provide food assistance under its own authorities and/or as part of Emergency Support Function (ESF) #11 as outlined in the National Response Framework (Attachment 5).

In both Presidential-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 #6 and ESF #11 representatives who inform the Distributing Agency of the request. The State Distributing Agency must inform the FNS RO within 24 hours of approving a request.

2. **Situations of Distress**

As outlined in 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.

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

Major Disaster/Emergency Declaration	Situations of Distress
Requires a Presidential declaration that indicates Federal assistance is warranted.	No Presidential declaration is required.
Guaranteed replacement of USDA Foods by FNS*	Replacement of USDA Foods by FNS HQs 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 HQs must approve and determine duration of assistance.*
The Distributing Agency must always obtain approval from FNS HQs via the FNS RO before a USDA Foods Disaster Household Distribution Program is implemented.	The Distributing Agency must always obtain approval from FNS HQs via the FNS RO before a USDA Foods Disaster Household Distribution Program is implemented.

* Replacement may be made by crediting USDA Foods program entitlement, reimbursing the State Distributing Agency or providing “in-kind” replacement USDA Foods

C. **Providing Nutrition Assistance and Function ESF #11**

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 and Plant Health 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 #11 support at the Federal level that USDA APHIS, USDA Food Safety and Inspection Service (FSIS), and USDA FNS (FNS), and Department of the Interior (DOI) oversee:

:

- Providing supplemental nutrition assistance (FNS)
- Responding to animal and agriculture health issues (APHIS)
- Ensuring the safety and defense of meat, poultry, and processed egg products (FSIS).
- Providing technical assistance in support of animal and agricultural emergency management (APHIS)
- Protecting natural and cultural resources and historic properties (DOI).

The question occasionally arises as to whether FNS has responsibility to supply water to disaster survivors or to 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 may be provided through FEMA, and pet 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

Disaster Supplemental Nutrition Assistance Program (D-SNAP)

This program provides eligible disaster survivors with D-SNAP benefits on 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 to operate FNS' D-SNAP. The State Agencies and local agencies must ensure that recipients receiving disaster benefits do not receive simultaneously both D-SNAP and USDA Foods disaster assistance.

For additional information about D-SNAP, go to <http://www.fns.usda.gov/disaster/disaster-snap-guidance>

**Food Bank and School Food Authority Disaster Responses:
See page 20 under Program Operator's Preparation**

E. Laws and Regulations Governing USDA Foods

The following laws and regulations govern the use of USDA Foods 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 USDA Foods 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 USDA Foods 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. See Attachment 6 for full citations.
-

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 Director of FNS Emergency Management authorizes use of these funds that can be used mainly for smaller, more localized emergencies, “situations of distress” and FNS disaster preparedness.
 - 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
<ul style="list-style-type: none"> • National School Lunch Program (NSLP) • Child and Adult Care Food Program (CACFP) • Summer Food Service Program (SFSP) • Summer Camps 	<ul style="list-style-type: none"> • 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 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.

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, though funds are usually available.

H. USDA Foods Inventories

USDA Foods may be sourced 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 TEFAP, CSFP, and FDPIR 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 HQs.

Note: Using TEFAP USDA Foods during Disasters: See page 20 Program Operator’s Disaster Response

- 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 RO 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 HQs and Pennsylvania, New York, North Carolina, Ohio, Oklahoma, Colorado, and California. Under the terms of the MOUs, these seven State Distributing Agencies will make their currently existing inventories 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 RO which approves these types of requests. The FNS RO or FNS HQs, 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 RO 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 institutional sized USDA Foods for schools and institutions, or household sized 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 local agency, Distributing Agency, and Federal agency inventories, FNS HQs may make emergency procurements of USDA Foods and ship them into affected areas. These procurements are not common, and are only made during a Presidentially-declared disaster with approval of FNS HQs and with the concurrence of USDA's procurement agency, the Agricultural Marketing Service (AMS). 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 food can usually be supplied 96 hours after Presidentially-declared disasters and within 48 hours of receipt of a complete request under an USDA system of prearranged contracts. Emergency procurements are most often made when infant formula and food are needed.
 - 3) **Other Federal Procurements:** Although uncommon, FNS HQ coordinates with USDA's Kansas City Commodity Office to coordinate purchases and shipment of USDA Food for off-shore (OCONUS -outside the continental United States) disaster feeding.
-

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 11, provides nutrient information of USDA Foods to assist Distributing Agencies and NGOs in choosing foods which will help to provide the nutrients to survivors to help alleviate stress*.

*(source: Simran Singh, MS, University of Boston, School of Medicine, Final Thesis, 2013)

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Part II: PREPARING FOR A PRESIDENTIALLY-DECLARED DISASTER OR EMERGENCY, OR A 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, respectively.

It is important for FNS HQs and ROs 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 response process flow smoothly in the stressful climate of an actual disaster, emergency, 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 encompass 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 HQs and ROs, Distributing Agencies, and local program operators should follow to effectively prepare for a disaster, emergency, or situation of distress.

A. FNS Headquarters Preparation

- 1) Food Distribution Division Program Integrity and Monitoring Branch (FDD PIMB) establishes and maintains a relationship with the FNS Office of Emergency Management (OEM).
 - 2) FDD PIMB establishes and maintains Emergency Contact Lists with back-up contacts for key USDA Foods' and OEM staff at FNS HQs, FNS ROs, AMS 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 serving as the COOP delegation* sites, 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.
 - 3) FDD PIMB staff will annually maintain the 24/7 contact list for Rapid Food Response System States and share with FNS ROs.
 - 4) FDD PIMB reviews and periodically updates the procedures for disaster reporting within and outside FNS.
 - 5) As appropriate, OEM may ask the affected FNS ROs 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. OEM will share gathered inventory information with FDD PIMB.
 - 6) FDD PIMB Stays current with the Federal regulations, policies, and procedures related to use of USDA Foods during disasters, emergencies, and situations of distress.
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*In a level 4 COOP emergency, when FNS HQs and surrounding buildings in the National Capital Region (NCR) are closed, the FNS Plan of Devolution will be implemented, transferring HQs leadership, authority, and responsibility for the COOP mission essential functions and supporting activities to the designated devolution site for FNS.

B. FNS Regional Office Preparation

- 1) FNS RO Special Nutrition Program (SNP) Director establishes a relationship with the FNS RO Disaster Coordinator and FNS HQ OEM and FDD PIMB. The FNS RO Disaster Coordinator should establish a relationship with the ESF #6 and ESF #11 Coordinators in their applicable FEMA Region(s).
- 2) FNS RO SNP Director or designee maintains a current list of their RO Emergency Contacts, and provides it to FNS HQs; updates this list annually, and distributes it to key contacts before June 1. Keep copies of the Emergency Contact List received from FNS HQs 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) FNS RO Disaster Coordinators provides State and Indian Tribal Organization staff and Regional ESF #11 Coordinator(s) with updated copies of RO 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) FNS RO SNP Director or designee establishes and updates internal reporting procedures. Coordinate these with your Regional Disaster Coordinator and Regional contact for media inquiries.
- 5) FNS RO SNP Director or designee maintains a current, Regional list of essential State and Indian Tribal Organization personnel, and keeps them apprised of the procedures, policies, and regulations for handling disasters, emergencies, or situations of distress.
- 6) When a situation of distress, emergency, or disaster occurs or is anticipated, FNS RO SNP Director or designee contacts 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. FNS RO SNP Director or designee shares this information with the RO Disaster Coordinators and ESF #11 Coordinator(s); this will facilitate responding to requests for food when they are received. If needed, contacts the closest Rapid Food Response System State for inventory quantities for congregate feeding needs.
- 7) FNS RO SNP Director and Disaster Coordinator stays current with the regulations, policies, and procedures related to the use of USDA Foods during disasters, emergencies, and situations of distress.

Note: See Attachment 9 - 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 RO SNP. 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 American 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 to obtain permission to use USDA Foods in response to disasters.
- 4) Establish a list of Emergency Contacts (See Attachment 9 - 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 American 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 RO 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 Organizations 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/Multi-Agency_Feeding_Plan_v2_June2015.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

- 9) 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. Program Operator's Disaster Preparation

1) 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 HQs 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, disasters, and situations of distress. In planning for emergencies, disasters, and situations of distress, 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/Multi-Agency_Feeding_Plan_v2_June2015.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 HQs' approval, and comes with certain conditions and requirements that must be met. Only FNS HQs 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 RO from FNS HQs.**

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.

In order for FNS HQs 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 HQs through the Distributing Agency and the FNS Regional Office. See Attachment 10: USDA Foods Disaster Application Template and Attachment 12: 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 D-SNAP benefits simultaneously, and a description of the system used to prevent dual participation.
- The method(s) of distribution available.

Food banks which have received FNS HQs' approval to distribute disaster food to households are required to collect minimal household information and, if a D-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 D-SNAP for additional food assistance after household distribution ends.

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

2) School Food Authority Disaster Preparation

School Food Authorities have a unique opportunity to be part of responding to a disaster in their community and region because they are designed to feed large groups of people and receive USDA Foods for their nutrition programs. Contact your Distributing Agency and the Emergency Management Coordinator and ESF #6 Mass Care/Feeding entity in your immediate area to see how your school district may be integrated into a multi-agency feeding plan to assist in responding to a disaster, emergency, or situation of distress. See Attachment 13 for more guidance.

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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 disaster 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 RO and HQs has 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, along with the FNS Office of Emergency Management, to coordinate the release of information, and serve as the liaison with 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 governments and from non-profit disaster feeding organizations such as the American Red Cross or the Salvation Army. Communication may occur through the State ESF #6 and ESF #11 leads or from the NGO, depending on how the State communication plans functions. 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 the State ESF #6 and ESF #11 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: congregating 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 congregating 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:	
<ul style="list-style-type: none"> • Distributing Agency approves and determines the duration of feeding. • FNS HQs guarantees replacement. 	<ul style="list-style-type: none"> • FNS HQs approves and determines duration. • FNS HQs guarantees replacement.
In Situations of Distress:	
<ul style="list-style-type: none"> • 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 HQs approves and determines duration. • FNS HQs replaces only to the extent that funds for replacement are available. 	<ul style="list-style-type: none"> • FNS HQs approves and determines duration. • FNS HQs replaces only to the extent that funds for replacement are available.

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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 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 a FNS-292A to FNS afterwards to report the USDA Foods 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 HQs via the FNS RO** 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 a FNS-292A to FNS afterwards to report the USDA Foods 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 NSLP, 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.

- d. **Further Processed USDA Foods in Congregate Feeding:** USDA Foods that are further processed by a food manufacturer on behalf of the State Distributing or local agency may be used for disaster feeding. However, FNS cannot reimburse the Distributing Agency or the School Food Authority for any product processing fees. USDA may replace only the value of the bulk USDA Foods contained in further processed items. The Distributing Agency should consider this when evaluating whether to release further processed USDA Foods 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 replace commercial foods that are 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 nutrition assistance option for the State ESF #6 Mass Care/Feeding entity to consider. 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 are 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 HQs approval. Distributing Agencies must also have an implementation plan in place. The Distributing Agency ***must obtain prior approval via its FNS RO from FNS HQs*** for the use of household size USDA Foods in all situations of distress including natural catastrophes, 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 or on the web at: <http://www.fns.usda.gov/continuation-department-agriculture-usda-food-assistance-during-human-pandemic-revised-0>

- 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.

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- b. Simultaneous D-SNAP and Disaster USDA Foods Household 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 state contacts.
- 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 FNS 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 primary, local 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 10: 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), respectively. 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
<ul style="list-style-type: none"> • 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 RO.

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 RO.

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, 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 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 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 RO should forward this to FNS HQs, 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 RO to forward to FNS HQs. FNS HQs 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 or on the web at: <http://www.fns.usda.gov/continuation-department-agriculture-usda-food-assistance-during-human-pandemic-revised-0>
- 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 RO of this extension. If the Distributing Agency wishes to extend any congregate feeding beyond 30 days, it must request approval from FNS HQs, through the FNS RO. FNS HQs will determine the duration of such feeding, taking into consideration the magnitude of the situation. The FNS RO 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 RO, which must obtain final approval from FNS HQs.

- 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
<ul style="list-style-type: none"> • 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 at the same time • 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 10: USDA Foods Disaster Application Template and Attachment 12: 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 RO. The FNS RO will review the application to make sure the use of USDA Foods is warranted. In doing so, the FNS RO will discuss the following with the ESF #11 Coordinator to evaluate: (See Attachment 10: USDA Foods Disaster Application Template)

- What plans, if any, the Distributing Agency, FEMA, and other disaster responders have in place to feed disaster survivors, 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,
- 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 as to not over order, and,
- To what extent providing disaster benefits through D-SNAP have been considered,

Once the FNS RO receives the application, and reviews it, they will, in turn, submit the application to FNS-HQs for approval. If FNS HQ approves the application, 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 HQs will relay its decision in writing to the FNS RO in the form of an e-mail or letter. The FNS RO 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 D-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 RO, but will maintain the information on file for three years plus the current year as required by Food Distribution Program FDD 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 FDD 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 Foods distributed through ongoing normal 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 are required to submit requests to FNS for replacement of USDA Foods used and a 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 completing 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 prior authorization to access FPRS.

Distributing Agencies without authorization to use FPRS, and that infrequently experience disasters, should talk to their FNS RO about having some other organization complete the FNS-292A for them, such as the FNS RO, 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 the FNS-292A.

- 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 of FDPIR should submit orders for replacement as soon as they are able to do so. The FNS RO 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 they 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 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.

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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 disaster feeding sites to prevent gross overages. Local USDA Foods inventory should be factored in first when calculating a disaster 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 RO using a [FSA-21 Public Voucher](#) with appropriate justification and documentation attached including delivery receipts detailing what and how much was delivered. The FNS RO will review the documentation and, in turn, forward the information to the FNS HQs' PMIB for reimbursement. Please see Attachment 4 for the complete [FSA-21 Form and instructions](#).

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, Distributing Agencies should verify that their SAM accounts are current. If you have questions as to the status of your SAM account, please contact: customerservice@ccrorca.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 their 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.

ACCESSING FOOD PROGRAMS REPORTING SYSTEM (FPRS)

As of October 1, 2008, FNS has required that all FNS-292s be submitted to the FNS RO electronically using FNS's Food Programs Reporting System (FPRS). This change speeds up communications, creates one centralized electronic repository for information on FNS disaster assistance, and allows easier access to disaster information.

FPRS allows users to submit, validate, post, review, reject, and view data on many FNS forms. The specific actions that a particular FPRS user can perform on a given form will depend on the privileges that the FNS system administrator grants that user. FPRS is already used by States and FNS ROs to submit basic program data for programs such as SNAP and CSFP.

Some Distributing Agencies without authorization will want to obtain it for themselves, while others, who experience disasters only once every few years, may want to submit FNS-292s using State staff who work with other FNS programs that already require FPRS reporting or talk with their FNS RO about other possible alternatives.

Distributing Agencies that want access to FPRS should consult with their FNS RO on the steps that must be taken to obtain FPRS authorization. These steps will include:

- 1) Applying for a USDA eAuthentication account on the USDA web site at: <http://www.eauth.egov.usda.gov/index.html>, and,
- 2) Completing an FNS-674 "Systems Access Request" form (an eAuthentication ID number will be required to complete this form). For more information about FPRS you may contact your FNS RO. After you have set up your eAuthentication account, a tutorial on accessing FPRS is also available by going to the FPRS Computer Based Training link at: <https://fprs.fns.usda.gov/>

Access to your USDA eAuthentication account and your FPRS account expires if it remains unused for 180 days.

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Print

OMB APPROVED NO. 0584-0532
Expiration Date: 01/31/2015

U.S. Department of Agriculture - Food, Nutrition and Consumer Services			
User Access Request Form			
<p>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 0584-0532. 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.</p>			
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 FPRS)	
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			
<p>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.</p>			
<p>23. User Acknowledgement (Users requesting system access must read, sign and date prior to submitting this form)</p> <ul style="list-style-type: none"> 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 _____	_____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Phone Number _____	Date _____	Signature _____	_____
b. System - Authorizing Officials			
Print Name _____	_____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Phone Number _____	Date _____	Signature _____	_____
c. Information Security Office			
Print Name _____	_____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Phone Number _____	Date _____	Signature _____	_____
d. State Computer Security Officer (if applicable)			
Print Name _____	_____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Phone Number _____	Date _____	Signature _____	_____
To be Completed by IT Customer Support			
25. Has the Security and Privacy Training been completed? <input type="checkbox"/> YES <input type="checkbox"/> 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

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Rules of Behavior (ROB) - FNCS General User

User 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.

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.eqov.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.

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.

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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:

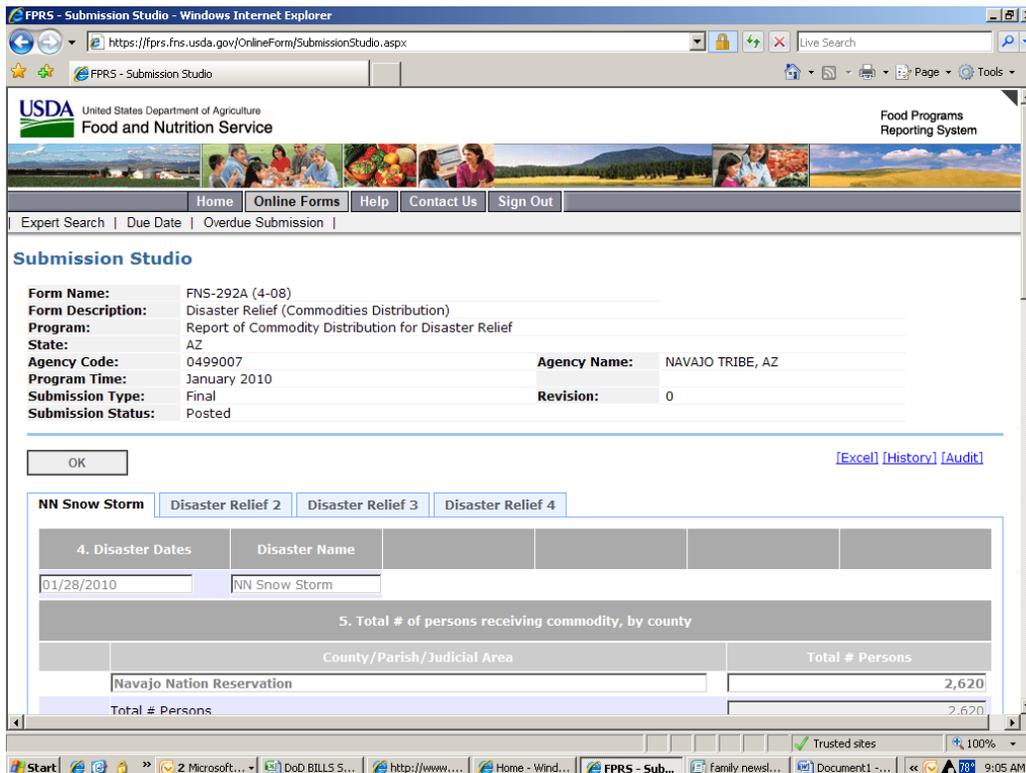
This cell allows the user to enter USDA Foods material numbers, and the number of cases of USDA Foods used in the disaster response. Once the data is entered, the system will perform the following actions:

- 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.



Completed FNS-292A Example

OMB APPROVED NO. 0584-0037
Expiration Date: 07/31/2014

<p align="center">U.S. Department of Agriculture - Food and Nutrition Service Report of Commodity Distribution for Disaster Relief</p>		<p>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.</p>				
<p>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.)</p>						
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: <input checked="" type="checkbox"/> Congregate <input type="checkbox"/> Household						
7. Type of disaster:						
Presidential Declaration: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Flood <input type="checkbox"/> Hurricane <input type="checkbox"/> Tornado <input type="checkbox"/> Earthquake <input type="checkbox"/> Other (specify)			8. Name of agency(s) issuing commodity to recipients: <input type="checkbox"/> American Red Cross <input checked="" type="checkbox"/> Salvation Army <input type="checkbox"/> 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	8.40	160	\$ 67.20
110161 FRUIT MIXED DRIED		3	25.00	52.75	75	\$ 158.25
100307 BEANS GREEN CAN-6/10		8	38.00	14.06	304	\$ 112.48
100410 FLOUR WHOLE WHEAT BAG-8/5 LB		2	40.00	9.60	80	\$ 19.20
100358 POTATOES ROUNDS FRZ PKG-6/5 LB		16	30.00	13.80	480	\$ 220.80
100130 BEEF FRZ HOMESTYLE SPP PTY CKD		6	40.00	102.40	240	\$ 614.40
100036 CHEESE BLEND AMER SKM YEL SLC		1	30.00	56.70	30	\$ 56.70
100055 MILK/NDM/BAG 25 KG		254	1.00	1.09	254	\$ 276.86
100103 CHICKEN LARGE CHILLED -BULK		96	1.00	0.72	96	\$ 69.12
100237 CHERRIES, FROZEN, IQF		70	1.00	0.92	70	\$ 64.40
Total:					1,789	\$ 1,659.41
11. Remarks (attach sheet if necessary)						
<p>WE ARE REQUESTING REPLACEMENT OR REIMBURSEMENT OR WE ARE NOT REQUESTING REPLACEMENT OR REIMBURSEMENT</p> <p>Indicate whether SDA is requesting replacement/reimbursement or not</p> <p>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)</p> <p>List detail of bulk pounds used from processed USDA Foods in Remarks Section</p>						
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		

FSA-21 Public Voucher and Instructions

Attachment 4

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 <i>(Agricultural Commodities and Related Services)</i>					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 <i>(State quality and grade of commodity)</i>		B. QUANTITY <i>(No. of Units)</i>	C. UNIT	D. AMOUNT CLAIMED PER UNIT	E. AMOUNT CLAIMED DOLLARS CENTS
11A. PROGRAM:						
11B. PROGRAM:						
12. CONTRACT NO.						
13. DELIVERY ORDER NO.						
14. SHIPPING POINT			15. DESIGNATION			
16. WEIGHT OF SHIPMENT		17. TRUCK LICENSE NO. OR CAR NO.		18. GOVERNMENT B/L NO.		F. TOTAL
19A. PAYEE'S CERTIFICATE				20. FOR AUDIT USE ONLY		
<i>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.</i>				A. Difference		A1.
				A2.		A3.
19B. PAYEE		19C. DATE (MM-DD-YYYY)		A4.		A5.
B. Account verified correct for				B1.		
19D. BY		19E. TITLE		19F. SIGNATURE OR INITIALS		
21. CERTIFICATE OF INSPECTOR <i>(If inspector executes this certificate inspection need not be attached to voucher)</i>				22. CERTIFICATE OF CHECKLOADER <i>(When checkloading is required by USDA)</i>		
<i>I certify that I inspected the commodity listed above and found the quality to be of the grade stated.</i>				<i>I certify that I checked the delivery of the commodity listed above and found the quantity delivered correct as stated.</i>		
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						
<i>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.</i>						
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-W, 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.

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Attachment 4

Preparation of Form 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 NOTE: For claiming transportation costs of USDA Foods, please provide the contract price per unit (per case or per pound). A per unit cost must be established. Do not provide fuel receipts. Call 703-305-4373 with any questions.
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 that completed the FSA-21 form and a phone number and email address by which to contact them.
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

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Preparation of Form FSA-21

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		Do not write in this box
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: State Distributing Agencies	Email completed and reviewed FSA-21 <i>with supporting documentation</i> (Invoices, receiving reports, etc.) to your FNS Regional Office.
	MAILING INSTRUCTIONS: Regional Offices	Email completed and reviewed FSA-21 <i>with supporting documentation</i> (Invoices, receiving reports, etc.) to: USDAFoodsComplaints@fns.usda.gov Please use Subject: Disaster Claim

Attachment 5

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.**

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 there is a need for Federal disaster assistance, a request is made to the President. When the President determines, based on FEMA's evaluation and recommendation, that a State requires Federal assistance, a formal disaster or emergency declaration is made to meet the State's request 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 14 ESFs and each is assigned to a primary agency which is supported by other agencies.

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The 14 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 #15 - External Affairs

3) **ESF #11 Agriculture and Natural Resources**
ESF #11 Coordinator:

Emergency Support Function (ESF) #11 – Agriculture and Natural Resources organizes and coordinates Federal support for the protection of the Nation’s agricultural and natural and cultural resources during national emergencies. ESF #11 works during actual and potential incidents to provide nutrition assistance; respond to animal and agricultural health issues; provide technical expertise, coordination and support of animal and agricultural emergency management; ensure the safety and defense of the Nation’s supply of meat, poultry, and processed egg products; and ensure the protection of natural and cultural resources and historic properties.

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 APHIS ESF #11 Coordinator who works with FEMA and the ESF #11 partner agencies (FNS, FSIS, and DOI) on disaster planning and response. Once ESF #11 is activated at the regional or national levels, the response is coordinated by the respective ESF #11 Regional Coordinator(s) and the ESF #11 National Coordinator through a Joint Field Office (JFO), FEMA Regional Response Coordination Center(s) (RRCC), and/or the FEMA National Response Coordination Center (NRCC). Trained ESF #11 Desk Officers may serve at the JFO, RRCC, and/or NRCC during ESF #11 activations.

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At the regional and national levels, respectively, the Regional and National ESF #11 Coordinator, with possible assistance from ESF #11 Desk Officers, will report to the RRCC and/or JFO or the NRCC (National ESF #11 Coordinator) during an ESF #11 activation 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 D-SNAP. These efforts are coordinated by the USDA FNS.
- b) **Responding to animal and agricultural health issues:** Includes implementing an integrated Federal, State, tribal, territorial, insular area, and local response to significant incidents threatening the health of animals, plants, or humans exposed to animals or plants. When mission assigned, ESF #11 ensures, in coordination with ESF #8, that animal/veterinary issues in natural disasters are supported. USDA and DOI collaborate with the Department of Health and Human Services (HHS) to deliver effective “one health” response that integrates human, animal, and environmental health. These efforts are coordinated by the USDA APHIS.
- c) **Ensuring the safety and defense of the Nation’s supply of meat, poultry and processed egg products:** Includes conducting routine inspections to ensure the safety of regulated products that enter commerce; the inspection and verification of food safety aspects of regulated slaughter and processing facilities and import facilities at ports of entry; laboratory analysis of regulated product samples; control of regulated products suspected to be adulterated; foodborne disease surveillance; and investigations. These efforts are coordinated by the USDA FSIS.
- d) **Protecting Natural, Cultural, and Historical (NCH) resources:** Includes appropriate response actions to preserve, conserve, rehabilitate, and inform long- term recovery of NCH resources. This includes providing post event assessments of damages and providing technical assistance and resources for assessing impacts of response activities on NCH resources. These efforts are coordinated by the DOI.
- e) **Providing technical expertise in support of animal and agricultural emergency management:** Includes responding to requests from FEMA to assist local, state, tribal, territorial, insular area, and Federal jurisdictions to facilitate coordination of the public and private sector and nongovernmental organization (NGO) resources to provide surge response capabilities pertaining to animals. Animals include household pets, service and assistance animals, agricultural animals/livestock, wildlife, and other animals (including exotics, zoo animals, animals used in research, and animals housed in congregate settings, such as shelters, rescue organizations, breeders, and sanctuaries)These efforts are coordinated by USDA APHIS.

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4) FNS' Role in the National Response Framework

As part of ESF #11 and under its own authorities, FNS:

- Coordinates with state, tribal, territorial, and insular area officials, as well as with Federal and NGO partners, to determine the nutrition needs of the population in the affected areas.
- Works with state, Federal, and voluntary agency partners to develop a plan of operation that ensures timely distribution of food in good condition to the proper location, once need has been determined.
- Upon request by the state agency, approves provision of emergency food supplies available to households for take-home consumption
- Upon request by a state agency, approves the application to operate a D-SNAP and issue D-SNAP benefits to eligible households within the affected area.

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Regulations: 7 CFR 250.69 and 250.70**Attachment 6****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—Additional Provisions

§250.69 Disasters.

(a) *Use of donated foods to provide congregate meals.* The distributing agency may provide donated foods from current inventories, either at the distributing or recipient agency level, to a disaster organization (as defined in §250.2), for use in providing congregate meals to persons in need of food assistance as a result of a Presidentially declared disaster or emergency (hereinafter referred to collectively as a “disaster”). FNS approval is not required for such use. However, the distributing agency must notify FNS that such assistance is to be provided, and the period of time that it is expected to be needed. The distributing agency may extend such period of assistance as needs dictate, but must notify FNS of such extension.

(b) *Use of donated foods for distribution to households.* Subject to FNS approval, the distributing agency may provide donated foods from current inventories, either at the distributing or recipient agency level, to a disaster organization, for distribution to households in need of food assistance because of a disaster. Such distribution may continue for the period that FNS has determined to be necessary to meet the needs of such households. However, households receiving disaster SNAP (D-SNAP) benefits are not eligible to receive such donated food assistance.

(c) *Approval of disaster organization.* Before distribution of donated foods to a disaster organization, the distributing agency must review and approve such organization's application in accordance with applicable FNS guidance, which must be submitted to the distributing agency either electronically or in written form. The distributing agency must also submit such application to FNS for review and approval before permitting distribution of donated foods to households.

(1) The disaster organization's application must, to the extent possible, include the following information:

(i) A description of the disaster situation;

(ii) The number of people requiring assistance;

(iii) The period of time for which donated foods are requested;

(iv) The quantity and types of food needed; and

(v) The number and location of sites where donated foods are to be used, to the extent that such information is known.

(2) In addition to the information required in paragraph (c)(1) of this section, disaster organizations applying to distribute donated foods to households must include the following information in their application:

(i) An explanation as to why such distribution is needed;

(ii) The method(s) of distribution available; and

(iii) A statement assuring that D-SNAP benefits and donated food assistance will not be provided simultaneously to individual households, and a description of the system that will be implemented to prevent such dual participation.

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(d) *Information from households.* If the issuance of D-SNAP benefits has been approved, the distributing agency must ensure that the disaster organization obtains the following information from households receiving donated foods, and reports such information to the distributing agency:

(1) The name and address of the household members applying for assistance;

(2) The number of household members; and

(3) A statement from the head of the household certifying that the household is in need of food assistance, is not receiving D-SNAP benefits, and understands that the sale or exchange of donated foods is prohibited.

(e) *Eligibility of emergency relief workers for congregate meals.* The disaster organization may use donated foods to provide meals to any emergency relief workers at the congregate feeding site who are directly engaged in providing relief assistance.

(f) *Reporting and recordkeeping requirements.* The distributing agency must report to FNS the number and location of sites where donated foods are used in congregate meals or household distribution as these sites are established. The distributing agency must also report the types and amounts of donated foods from distributing or recipient agency storage facilities used in disaster assistance, utilizing form FNS-292A, *Report of Commodity Distribution for Disaster Relief*, which must be submitted electronically, within 45 days from the termination of disaster assistance. This form must also be used to request replacement of donated foods, in accordance with paragraph (g) of this section. The distributing agency must maintain records of reports and other information relating to disasters.

(g) *Replacement of donated foods.* In order to ensure replacement of donated foods used in disasters, the distributing agency must submit to FNS a request for such replacement, utilizing form FNS-292A, *Report of Commodity Distribution for Disaster Relief*, within 45 days following the termination of disaster assistance. The distributing agency may request replacement of foods used from inventories in which donated foods are commingled with other foods (*i.e.*, at storage facilities of recipient agencies utilizing single inventory management), if the recipient agency received donated foods of the same type as the foods used during the year preceding the onset of the disaster assistance. FNS will replace such foods in the amounts used, or in the amount of like donated foods received during the preceding year, whichever is less.

(h) *Reimbursement of transportation costs.* In order to receive reimbursement for any costs incurred in transporting donated foods within the State, or from one State to another, for use in disasters, the distributing agency must submit a public voucher to FNS with documentation of such costs. FNS will review the request and reimburse the distributing agency.

§250.70 Situations of distress.

(a) *Use of donated foods to provide congregate meals.* The distributing agency may provide donated foods from current inventories, either at the distributing or recipient agency level, to a disaster organization, for use in providing congregate meals to persons in need of food assistance because of a situation of distress, as this term is defined in §250.2. If the situation of distress results from a natural event (*e.g.*, a hurricane, flood, or snowstorm), such donated food assistance may be provided for a period not to exceed 30 days, without the need for FNS approval. However, the distributing agency must notify FNS that such assistance is to be provided. FNS approval must be obtained to permit such donated food assistance for a period exceeding 30 days. If the situation of distress results from other than a natural event (*e.g.*, an explosion), FNS approval is required to permit donated food assistance for use in providing congregate meals for any period of time.

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(b) *Use of donated foods for distribution to households.* The distributing agency must receive FNS approval to provide donated foods from current inventories, either at the distributing or recipient agency level, to a disaster organization for distribution to households in need of food assistance because of a situation of distress. Such distribution may continue for the period of time that FNS determines necessary to meet the needs of such households. However, households receiving D-SNAP benefits are not eligible to receive such donated food assistance.

(c) *Approval of disaster organizations.* Before distribution of donated foods to a disaster organization, the distributing agency must review and approve such organization's application in accordance with applicable FNS guidance, which must be submitted to the distributing agency either electronically or in written form. The distributing agency must also submit such application to FNS for review and approval before permitting distribution of donated foods in a situation of distress that is not the result of a natural event, or for any distribution of donated foods to households. The disaster organization's application must, to the extent possible, include the information required in §250.69(c).

(d) *Information from households.* If the issuance of D-SNAP benefits has been approved, the distributing agency must ensure that the disaster organization obtains the information in §250.69(d) from households receiving donated foods, and reports such information to the distributing agency.

(e) *Eligibility of emergency relief workers for congregate meals.* The disaster organization may use donated foods to provide meals to any emergency relief workers at the congregate feeding site that are directly engaged in providing relief assistance.

(f) *Reporting and recordkeeping requirements.* The distributing agency must report to FNS the number and location of sites where donated foods are used in congregate meals or household distribution as these sites are established. The distributing agency must also report the types and amounts of donated foods from distributing or recipient agency storage facilities used in the situation of distress, utilizing form FNS-292A, *Report of Commodity Distribution for Disaster Relief*, which must be submitted electronically, within 45 days from the termination of assistance. This form must also be used to request replacement of donated foods, in accordance with paragraph (g) of this section. The distributing agency must maintain records of reports and other information relating to situations of distress.

(g) *Replacement of donated foods.* FNS will replace donated foods used in a situation of distress only to the extent that funds to provide for such replacement are available. The distributing agency must submit to FNS a request for replacement of such foods, utilizing form FNS-292A, *Report of Commodity Distribution for Disaster Relief*, which must be submitted electronically, within 45 days from the termination of assistance. The distributing agency may request replacement of foods used from inventories in which donated foods are commingled with other foods (*i.e.*, at storage facilities of recipient agencies utilizing single inventory management), if the recipient agency received donated foods of the same type as the foods used during the year preceding the onset of the situation of distress. Subject to the availability of funds, FNS will replace such foods in the amounts used, or in the amount of like donated foods received during the preceding year, whichever is less.

(h) *Reimbursement of transportation costs.* In order to receive reimbursement for any costs incurred in transporting donated foods within the State, or from one State to another, for use in a situation of distress, the distributing agency must submit a public voucher to FNS with documentation of such costs. FNS will review the request and reimburse the distributing agency to the extent that funds are available.

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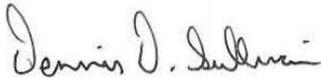
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partners and stakeholders to ensure the continued distribution of USDA food to the extent possible.

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



United States Department of Agriculture

Food and
Nutrition
Service

Park Office
Center

3101 Park
Center Drive
Alexandria
VA 22302

DATE: December 9, 2016

POLICY NO: FD-093: Food Distribution Programs

SUBJECT: Questions and Answers about Disaster Policies and Procedures
(Revised)

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.fns.usda.gov/fd-disaster/food-distribution-disaster-assistance>.

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?

During a Presidentially-declared disaster or emergency, the State may find it necessary

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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 <http://www.fns.usda.gov/fdd/policy/all>.

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 250.12(d), State agencies must obtain insurance to protect the value of donated foods at their storage facilities, and must ensure that subdistributing agencies, recipient agencies with an agreement with the State agency or subdistributing agency, and commercial storage facilities under contract with the State agency also obtain insurance. See Policy Memorandum FD-139, Clarification on Inventory Protection Requirements, for further information on State agency insurance requirements, available online at <http://www.fns.usda.gov/fdd/policy/all>.

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 250.2, 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.

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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 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:

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- 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 eligibility standards to qualify for the program. Since the income 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.

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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

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current eligibility requirements for organizations that wish to participate in these programs.

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 1-800-621-3362 to determine and monitor the duration of a Presidential disaster or emergency declaration.

/s/ Original Signature on File

Laura Castro

Director

Food Distribution Division

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**Emergency Management Contacts Template
USDA Food Support in Disasters**

Attachment 9

State: _____

SECTION I: Contact Information	
FNS Regional SNP Disaster Contact Information	
Name of FNS Region:	
FNS RO Location:	
SNP/FD Contact Name:	Email address:
Work phone:	24-hr phone:
ICS Training: <input type="checkbox"/> ICS 100 <input type="checkbox"/> ICS 700 <input type="checkbox"/> Other:	
Alternate contact name:	Email address:
Work phone: 609 259-5088	24-hr phone:
ICS Training: <input type="checkbox"/> ICS 100 <input type="checkbox"/> ICS 700 <input type="checkbox"/> Other:	
1 st Alternate contact name:	Email address:
Work phone:	24-hr phone:
ICS Training: <input type="checkbox"/> ICS 100 <input type="checkbox"/> ICS 700 <input type="checkbox"/> Other:	
2 nd Alternate contact name:	Email address:
Work phone:	24-hr phone:
ICS Training: <input type="checkbox"/> ICS 100 <input type="checkbox"/> ICS 700 <input type="checkbox"/> Other:	
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: <input type="checkbox"/> ICS 100 <input type="checkbox"/> ICS 700 <input type="checkbox"/> Other:	
Alternate contact name:	Email address:
Work phone:	24-hr phone:
ICS Training: <input type="checkbox"/> ICS 100 <input type="checkbox"/> ICS 700 <input type="checkbox"/> Other:	
1 st Alternate contact name:	Email address:
Work phone:	24-hr phone:
ICS Training: <input type="checkbox"/> ICS 100 <input type="checkbox"/> ICS 700 <input type="checkbox"/> Other:	
2 nd Alternate contact name:	Email address:
Work phone:	24-hr phone:
ICS Training: <input type="checkbox"/> ICS 100 <input type="checkbox"/> ICS 700 <input type="checkbox"/> Other:	

SECTION II: State Emergency Operations Center		Attachment 9
Contact Information		
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:		
<input type="checkbox"/> American Red Cross <input type="checkbox"/> Salvation Army <input type="checkbox"/> Southern Baptist <input type="checkbox"/> Other _____		
State Coordinating Group for support for congregate feeding, i.e. the group which the DA is aligned with, e.g. ESF #11:		
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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Has the DA obtained a copy of the state annexes/plans that describe how mass care/ congregate feeding and support to feeding will be conducted during a disaster? If yes, please attach a copy.		
<input type="checkbox"/> Yes Annexes/Plans attached: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No		

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SECTION III. USDA Food Distribution System
<p>1. Type of USDA Foods distribution system during normal operations</p> <p><input type="checkbox"/> State Operated</p> <p><input type="checkbox"/> Commercial/Contracted Companies i.e. Sysco If contracted, is there an emergency response/delivery clause? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Combination</p>
<p>2. Indicate how USDA Foods are transported from warehouse to school facilities</p> <p><input type="checkbox"/> Schools pick-up food and provide their own transportation</p> <p><input type="checkbox"/> DA provides transportation and delivers to designated location</p> <p>Type of transportation (semis, vans, etc.):</p> <p>Number of Vehicles: Semis: _____ Lengths: _____</p> <p style="padding-left: 100px;">Vans: _____ Lengths: _____</p> <p style="padding-left: 100px;">Trucks: _____ Length: _____</p> <p>Are these vehicles easily identifiable with agency specific logos/markings?</p> <p style="padding-left: 40px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. During disasters, indicate how USDA Foods would be transported from warehouse to disaster site(s):</p> <p><input type="checkbox"/> NGOs pick-up food and provide their own transportation</p> <p><input type="checkbox"/> DA provides transportation and delivers to designated locations</p>
<p>4. Has the DA established written procedures regarding an ordering process for the NGOs to obtain disaster related USDA Foods' requests, including delivery?</p> <p><input type="checkbox"/> Yes If Yes, please attach a copy of the procedures</p> <p><input type="checkbox"/> No</p>

SECTION IV. Training				
1. Is the DA familiar with regulations, policies, & procedures regarding disasters & situations of distress <input type="checkbox"/> Yes <input type="checkbox"/> No				
2. Indicate how often the DA reminds NGO/ESFs #6/11 of requirements for the following:	Never	Every 6 months	Annually	Other (Describe)
(a) Procedures for completing a request for disaster USDA Foods support & submitting to DA for approval				
(b) Collecting and maintaining meal counts during a disaster				
(c) Obtaining receipts of disaster USDA Foods provided during a disaster				
(d) Procedures for providing disaster related information to the DA when requested				
3. Indicate how the above is accomplished: <input type="checkbox"/> Formal training <input type="checkbox"/> Memo/Email <input type="checkbox"/> Other: _____				
SECTION V. Warehousing				
Name of Warehouse:				
Address:	Warehouse map coordinates Lat: Long:			
Type of storage: <input type="checkbox"/> Dry <input type="checkbox"/> Refrigerated <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Notes:				
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Attachment 9

Attachment 9	
Name of Warehouse:	
Address:	Warehouse map coordinates Lat: Long:
Type of storage: <input type="checkbox"/> Dry <input type="checkbox"/> Refrigerated <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Notes:	

Name of Warehouse:	
Address:	Warehouse map coordinates Lat: Long:
Type of storage: <input type="checkbox"/> Dry <input type="checkbox"/> Refrigerated <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Notes:	

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Attachment 9

Name of Warehouse:	
Address:	Warehouse map coordinates Lat: Long:
Type of storage: <input type="checkbox"/> Dry <input type="checkbox"/> Refrigerated <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Notes:	
Name of Warehouse:	
Address:	Warehouse map coordinates Lat: Long:
Type of storage: <input type="checkbox"/> Dry <input type="checkbox"/> Refrigerated <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Notes:	

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: <input type="checkbox"/> Congregate Shelter; <input type="checkbox"/> Mobile Kitchen; <input type="checkbox"/> Other: _____ Address: Contact at location & phone 24-hr#: Person's role: <input type="checkbox"/> Mass Care; <input type="checkbox"/> Logistics; <input type="checkbox"/> Other: _____ Number of people requiring meals at this location: _____ Period of time (# of days) USDA Foods support requested: _____		

USDA Foods being requested and amounts (quantity and type): <i>ex. 50 cases of green beans</i>
--

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 <input type="checkbox"/> Fax _____; <input type="checkbox"/> via email

USDA Code (Material)	USDA Foods 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 RO and the State 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 for the amount of USDA Foods requested.

Warehouse: If Requesting Agency is picking up USDA Foods, need to 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 the amount of USDA Foods requested?
 [] Yes [] No
- Frozen: Does facility have enough freezer space to handle the amount of USDA Foods requested?
 [] Yes [] No
- Refrigerated: Does facility have enough refrigerator space to handle the 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.
- 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 11

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.

ATTACHMENT 11

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 Household Disaster Distribution Calculator Instructions

Instructions

Summary

The purpose of this calculator is to help 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 FDPIR, 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. 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.
- 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.

ATTACHMENT 12

USDA Foods OPTIONAL Household Disaster Distribution Calculator

Requesting Agency:

Date:

WBSUM #	Food Type	Product Description	Ounces per person per day	Enter # of People	Total ounces per day	ounce per unit	Units per Case	Enter # of Days	Est. Total Cases	Case \$	Estimated Subtotal
100065	Dairy - 1	Milk Instant NDM 12/25.6 oz pkg	0.8		0	25.6	12		0	\$ 7.20	\$0.00
100050	Dairy - 1	Milk UHT 1% 12/32 oz pkg	8		0	32	12		0	\$ 7.20	\$0.00
100127	Meat 1	Beef 24/24 oz can *	4		0	24	24		0	\$ 94.32	\$0.00
100526	Meat 1	Beef Stew Chunky 24/24 oz can*	4		0	24	24		0	\$ 26.64	\$0.00
100094	Meat 1	Canned Chicken 48/12.5 oz can *	4		0	12.5	48		0	\$ 7.20	\$0.00
100139	Meat 1	Pork 24/24 oz can	4		0	24	24		0	\$ 60.67	\$0.00
100198	Meat 1	Salmon Pink 24/14.75 oz can *	4		0	14.75	24		0	\$ 37.28	\$0.00
100044	Meat Alt 1	Egg Mix Dried Pkg-48/6 oz	2		0	6	48		0	\$ 105.48	\$0.00
100395	Meat Alt 1	Peanut Butter 12/18 oz jar	2		0	18	12		0	\$ 15.54	\$0.00
100893	Fruit - 2	Apple Juice 8/64 fl oz bottle	4		0	64	8		0	\$ 12.60	\$0.00
100207	Fruit - 2	Applesauce 24/15.5 oz can	4		0	15.5	24		0	\$ 15.12	\$0.00
100899	Fruit - 2	Cranapple Juice 8/64 fl oz bottle	4		0	64	8		0	\$ 14.00	\$0.00
100895	Fruit - 2	Grape Juice 8/64 fl oz bottle	4		0	64	8		0	\$ 12.60	\$0.00
100896	Fruit - 2	Grapefruit Juice 8/64 fl oz bottle	4		0	64	8		0	\$ 14.35	\$0.00
100211	Fruit - 2	Mixed Fruit 24/15.5 oz can	4		0	15.5	24		0	\$ 18.00	\$0.00
100897	Fruit - 2	Orange Juice 8/64 fl oz bottle *	4		0	64	8		0	\$ 18.20	\$0.00
100218	Fruit - 2	Peaches Cling Slices 24/15.5 oz can	4		0	15.5	24		0	\$ 16.56	\$0.00
100223	Fruit - 2	Pears 24/15.5 oz can	4		0	15.5	24		0	\$ 17.52	\$0.00
100295	Fruit - 2	Raisins 24/15 oz can	2		0	15	24		0	\$ 25.76	\$0.00
100898	Fruit - 2	Tomato Juice 8/64 fl oz bottle	4		0	64	8		0	\$ 9.80	\$0.00
100927	Grain - 2	Corn Flakes 18/12 oz box	2		0	12	18		0	\$ 6.35	\$0.00
100433	Grain - 2	Egg Noodles 12/16 oz pkg	2		0	16	12		0	\$ 7.32	\$0.00
100918	Grain - 2	Lowfat Flour Mix 6/5 lb bag	2		0	80	6		0	\$ 26.10	\$0.00
100428	Grain - 2	Macaroni 24/16 oz pkg	2		0	16	24		0	\$ 6.04	\$0.00
100500	Grain - 2	Rice Brown US#1 Long Parboiled 24/2 lb pkg	2.3		0	32	24		0	\$ 30.37	\$0.00
100910	Grain - 2	Unsalted Crackers 12/16 oz pkg	2		0	16	12		0	\$ 14.00	\$0.00
100435	Grain - 2	Whole Grain Pasta Rotini 20/1 lb pkg	1.6		0	16	20		0	\$ 7.33	\$0.00
100372	Vegetable - 2	Beans Light Red Kidney 24/15.5 oz can	4		0	15.5	24		0	\$ 10.08	\$0.00
100361	Vegetable - 2	Beans Refried 24/15/5 oz can *	4		0	15.5	24		0	\$ 11.04	\$0.00
100311	Vegetable - 2	Corn 24/15.5 oz can	4		0	15.5	24		0	\$ 9.36	\$0.00
100306	Vegetable - 2	Green Beans 24/15.5 oz can	4		0	15.5	24		0	\$ 9.36	\$0.00
100314	Vegetable - 2	Peas 24/15.5 oz can	4		0	15.5	24		0	\$ 11.52	\$0.00
100337	Vegetable - 2	Potatoes Dehydrated Flakes 12/1 lb pkg *	1.75		0	16	12		0	\$ 10.80	\$0.00
100331	Vegetable - 2	Potatoes White Slices 24/15.5 oz can *	4		0	15.5	24		0	\$ 9.84	\$0.00
100940	Vegetable - 2	Soup RTS Mushroom CTN 18360-1/32 FL OZ	6		0	32	1		0	\$ 11.25	\$0.00
100942	Vegetable - 2	Soup RTS Tomato CTN 18360-1/32 FL OZ	6		0	32	1		0	\$ 11.25	\$0.00
100323	Vegetable - 2	Spinach 24/15.5 oz can *	4		0	15.5	24		0	\$ 16.56	\$0.00
100316	Vegetable - 2	Sweet Potatoes 24/15.5 oz can	4		0	15.5	24		0	\$ 16.08	\$0.00
100328	Vegetable - 2	Tomato Diced 24/15.5 oz can	4		0	15.5	24		0	\$ 9.84	\$0.00
100324	Vegetable - 2	Tomatoes Whole 24/15.5 oz can	4		0	15.5	24		0	\$ 16.56	\$0.00
100320	Vegetable - 2	Veg Mix 24/15.5 oz can	4		0	15.5	24		0	\$ 13.68	\$0.00
100363	Vegetable - 2	Vegetarian Beans 24/15.5 oz can	4		0	15.5	24		0	\$ 9.60	\$0.00
Estimated Total Request:										\$0.00	

Case Values updated September 2017

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USDA Foods Disaster Preparedness for School Food Authorities

School Food Authorities (SFA) are an important part of the community and can be an integral resource to help meet the nutrition needs of those affected by emergencies and disasters. SFAs that participate in The National School Lunch Program (NSLP) are already in a good position to respond. In emergency situations, SFAs can work with their State Distributing Agency (SDA) and local emergency response teams to establish their school as a congregate feeding site to ensure impacted families and children are provided healthy meals. This resource contains recommendations to help SFAs prepare for disasters.



School Food Authority Disaster Preparedness

Food Service Directors can take steps before disasters occur to ensure they are part of the emergency response team in their community. Consider the following:

- Discuss disaster response using USDA Foods with your State Distributing Agency.
- Consider participating in the local emergency response team to engage in team meetings and conference calls.
- Create an emergency/disaster contact list with the following contacts name and 24/7 phone numbers:
 - Your Immediate Supervisor
 - State Distributing Agency (SDA)
 - County/City Emergency Assistance Coordinator
 - Local Disaster Feeding Coordinator
 - State Emergency Disaster Coordinator (FEMA ESF-11)

Disaster USDA Food Requests

Most of the time disaster organizations request food assistance through the State Distributing Agency. Often times SDAs contact SFAs in affected areas, to inform them of food requests and to provide guidance about the process.

Keep in mind that disaster situations can be chaotic. That is why it is so important that local emergency feeding officials have knowledge of and immediate access to any and all available USDA Foods stored in the affected area. This includes USDA Foods from School Lunch, the Summer Food Service Program, Child and Adult Care Food Program, and The Emergency Food Assistance Program.

However, SFAs should not distribute USDA Foods to any emergency response organization before obtaining approval through their SDA. Only the State Distributing Agency has the authority to approve the use of USDA Foods for disaster response.

Using USDA Foods for Congregate Disaster Feeding

Congregate disaster feeding using USDA Foods takes place only as needed and requires approval from the district Food Service Director and the State Distributing Agency.

The use of USDA Foods for congregate disaster feeding does not require USDA or FNS prior approval as long as USDA Foods used are those within the State where the disaster occurred. However, ***your SDA must be notified of any disaster feeding activity as soon as possible.*** If an emergency happens on a weekend, the Food Service Director should contact their SDA as soon as possible the next business day. USDA recommends that if you have not received written direction or guidance from your SDA about disaster procedures and you know that a potential disaster is coming, call your SDA to discuss potential contingency plans.

USDA Foods Disaster Recordkeeping:

Recordkeeping is a standard business practice for School Food Authorities, through production and inventory records. However, it's important to keep a separate record of the USDA Foods used in a disaster response to ensure replacement or entitlement reimbursement can occur if Federal funding is available. Your State Distributing Agency will need that information from you to submit disaster claims on your behalf.

How to Prepare:

- Contact your State Distributing Agency for more information on how you can be better prepared to respond to a disaster using USDA Foods in your community. <http://www.fns.usda.gov/fdd/food-distribution-contacts>
- **USDA Disaster Resources:**
 - USDA Foods Disaster Preparedness Training: <http://www.theicn.org/>
(Log in to theicn.org website to register for this training)
 - USDA Foods Disaster Guidance: <http://www.fns.usda.gov/fdd/programs/fd-disasters/>

GLOSSARY OF ACRONYMS

ATTACHMENT 14

AMS	Agricultural Marketing Service, USDA
APHIS	Animal and Plant Health Inspection Service, USDA
CACFP	Child & Adult Care Food Program, FNS/USDA
CSFP	Commodity Supplemental Food Program, FNS/USDA
DA	Distributing Agency – refers to State Agencies and Indian Tribal Organizations
DHS	Department of Homeland Security
DOI	Department of Interior
D-SNAP	Disaster Supplemental Nutrition Assistance Program, FNS/USDA
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	Food Distribution Division, FNS/USDA
FDPIR	Food Distribution Program on Indian Reservations, FNS/USDA
FEMA	Federal Emergency Management Agency
FNS or FNSHQ	Food and Nutrition Service Headquarters, USDA
FNSRO	Food and Nutrition Service Regional Office
FPRS	Food Programs Reporting System
FSIS	Food Safety and Inspection Service, USDA
HHS	Department of Health & Human Services
ITO	Indian Tribal Organization
KCCO	Kansas City Commodity Office, AMS/USDA
NRF	National Response Framework, FEMA
NGO	Non-Governmental Organization
NSLP	National School Lunch Program, FNS/USDA
SFA	School Food Authority
SFSP	Summer Food Service Program, FNS/USDA
SNAP	Supplemental Nutrition Assistance Program
TEFAP	The Emergency Food Assistance Program, FNS/USDA
USDA	United States Department of Agriculture
WBSCM	Web Based Supply Chain System

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ATTACHMENT 15

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 Foods assistance for congregate feeding is 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 15

D-SNAP – means the Disaster Supplemental Nutrition Assistance Program. This program provides eligible disaster survivors with D-SNAP benefits on 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 more limited in scope under an emergency and without the long-term federal recovery programs of a Major Disaster Declaration, the USDA Foods disaster 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, 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. ***NOTE:** For more information about Continuation of Food Assistance in a Pandemic see [Attachment 7: Policy Memo FD-066](#)