

Memo

Date: 04/17/2020

To: County and Tribal Financial Assistance Directors and Supervisors

From: Tikki Brown, Economic Opportunity & Nutrition Assistance Director, Minnesota Department of Human Services

RE: Emergency SNAP for COVID-19

The federal Families First Coronavirus Response Act provides states the option to provide additional Supplemental Nutrition Assistance Program (SNAP) benefits to certain households. Minnesota chose to implement the option and its plan received approval from the United States Department of Agriculture. The households eligible for additional benefits are those that are currently not at the maximum benefit level for their household size. The additional benefits are available for two months, and should cause no interruption in regular eligibility determinations for SNAP and Uncle Harry Food Support (UHFS) cases.

We know many questions have been coming to you regarding these Emergency SNAP (E-SNAP) payments. Below are some of the details about the program and the issuance of the supplemental benefits.

- Minnesota Department of Human Services staff will issue the supplemental benefits and no action is needed from eligibility workers.
- The increase in benefits will be issued using the MONY/CHCK function in the MAXIS eligibility system.
- Department staff will be issuing emergency supplements one month at a time.
- Once the emergency supplements are issued, department staff will post a CASE/NOTE on each case and issue a SPEC/MEMO to each household receiving the supplement.
- If a case already received the maximum allotment for their unit size for the month, they will not be eligible for supplemented benefits.
- Department staff plan to issue the first month of emergency supplements the last week in April. The emergency supplements will be calculated from March food benefits issued.
- The department plans to issue the second month of emergency supplements mid-May, calculated from April food benefits issued.

Department staff will identify new applicants or households regaining eligibility in March or April that did not receive the emergency supplements, and plan to issue supplements to these households in May or June. Recipients with questions about the amount and timing of their emergency issuance are encouraged to contact their county or tribe for further details.

If there are questions about E-SNAP, please email them to DHS.SNAP-PAC.QA@state.mn.us. Questions will be answered in a Q&A document and shared.

The planned issuance schedule is as follows, and is subject to change:

SNAP-only and UHFS cases open or approved in March	Additional March benefits issued April 27-May 1
SNAP-only and UHFS cases open or approved in April	Additional April benefits issued May 18-May 22

The department recommends each county and tribe that administers SNAP to add information regarding E-SNAP on their respective websites.

Thank you again for all the hard work you are doing during these stressful times to help Minnesota residents in need!