



Servicing Participants  
from Another Center

If a participant makes the request for the additional allowance at a center other than his/her designated center, the participant must be serviced as follows:

- Either the Administrative Assistant (AA) to the Director, or the Director's Designee (DD) of the Center where the case is located, must be contacted by telephone. The AA or DD will provide any available information that may be required in order to process the request.
- If eligible for the benefit, the AA or DD in the Center where the record is located will assume responsibility for recording in the case record all the details about the payment and annotating the issuance of the emergency funds.
- The AA or DD in the Center where the record is located will scan and index all documents and send a photocopy of all paperwork and a memo to the AA to the Director of the appropriate Center. This photocopy and the memo will be used for follow-up to ensure that all records have been properly annotated.

Benefits must be issued  
for each cycle until the  
service is restored

Affected households may be eligible for a restaurant allowance for the benefit cycle in which the outage occurs, and any subsequent cycles, until service is restored. In determining the issuance amount, staff must use the Restaurant Allowance Schedule SA-5 (**Attachment A**). This supplemental benefit must be issued using issuance code **45** (Disaster Sustenance). Staff are not to place the restaurant allowance on the budget in these emergency situations. The Job Center Director's Designee will be responsible for maintaining a log of these requests and ensure that the supplement is issued timely.

Staff are reminded that a detailed case comment must be entered into the case record to clearly indicate that the benefit issued is for a restaurant allowance stemming from a known and prolonged gas outage.

#### **Households not in receipt of CA or SNAP**

Households that have been affected by the outage, but are not in receipt of CA or SNAP, may be eligible to receive an emergency payment of a restaurant allowance. These households will be subject to all eligibility factors required for One-Shot Deal applicants. These include, but are not limited to:

See [PD #08-43-ELI](#) for EAF eligibility criteria

See [PD #09-06-ELI](#) for the ESNA eligibility criteria

See TASB Chapter 12 for EAA eligibility criteria

- Automated Finger Imaging System (AFIS)
- Income/Resource guidelines for the Emergency Assistance to Adults (EAA), Emergency Assistance to Families (EAF) and Emergency Safety Net Assistance (ESNA) categories of assistance.
- Bureau of Eligibility Verification (BEV) except for EAA applicants who do not require a BEV referral.

If the household complies with the eligibility requirements and is eligible for the payment, the case must be placed in Single Issue (SI) status using CA opening code **Y19** (Case accepted for emergencies other than shelter or utility arrears) and the benefit must be issued using issuance code **45** (Disaster Sustenance). In determining the issuance amount, staff must use the Restaurant Allowance Schedule SA-5 (**Attachment A**). These cases must remain in SI status until service is restored. The Job Center Director’s Designee will be responsible for maintaining a record of these cases and ensuring that benefits are issued in a timely fashion.

Refer to [PD #11-12-OPE](#) for expedited SNAP processing rules

Households not in receipt of SNAP benefits that are affected by a gas outage may choose to apply for SNAP benefits. However, there are no special provisions for applicants not in receipt of SNAP benefits claiming a loss of food due to the gas outage. These households may apply in person, by fax, online, or by mail for SNAP benefits per normal SNAP eligibility rules and are to be screened for expedited SNAP service according to current procedure. SNAP benefit issuance codes **10** (Daily Supplement [Includes Replacement of Food Destroyed in a Disaster]) and **12** (Daily Supplement [Includes Replacement of Food Destroyed in a Disaster]) must not be used for applicant households claiming a loss of food due to the gas outage.

*Effective Immediately*

**References:**

<a href="#">SNAP Source Book</a>	Section 11 page 236
<a href="#">Temporary Assistance Source Book</a>	Chapter 12 Chapter 16 Section H

**Related Items:**

<a href="#">PD #08-43-ELI</a>	Emergency Assistance to Needy Families (EAF)
<a href="#">PD #09-06-ELI</a>	Safety Net Assistance Program (SNA)
<a href="#">PD #10-22-SYS</a>	Single Issuance Grant Requests in POS


[PD #11-12-OPE](#)  
[PB #14-30-ELI](#)

Expedited Food Stamp Processing Rules  
Replacement of Food Purchased with  
Supplemental Nutrition Assistance Program  
Benefits

**Attachments:**

**Attachment A**

Restaurant Allowance Schedule SA-5

 Please use Print on Demand to obtain copies of forms.

## **ATTACHMENT A**

### **RESTAURANT ALLOWANCE SCHEDULE SA-5**

Monthly allowances to be added to appropriate monthly grants and allowances for combinations of restaurant meals and meals prepared at home or meals otherwise provided in the residence, including sales tax:

Dinner in a restaurant	\$29.00
Lunch and dinner in a restaurant	\$47.00
All meals in a restaurant	\$64.00

Additional special restaurant allowance as described below:

The following persons already receiving a restaurant allowance must receive a special monthly allowance of an additional thirty-six dollars:

1. Any woman with a medically verified pregnancy, or
2. A person under eighteen years of age, or
3. A person under nineteen years of age and a full-time student regularly attending a secondary school or in the equivalent level of vocational or technical training if, before such person attains age nineteen, such person may reasonably be expected to complete the program of such secondary school or training.