

Field Disaster Food Assistance Checklist

7-L Appendix

Use a Field D-FAP Checklist for every D-FAP location.

Disaster Site Selection

Factors to Consider	Examples	Notes
Can the DHS site be co-located with the FEMA Disaster Recovery Center-DRC?		
In close proximity to all affected segments of the community?	Several sites spread geographically over the area, large centrally located stadium with easy access, mobile vans to elderly and disabled centers	
Accessible to the elderly and disabled, or can they be made more accessible?	Wheelchair ramps, bathroom facilities, separate location or room for elderly and disabled, plenty of seating available	
Issuance facility can be adequately secured? Consult with local police on site selection and security issues.	Isolated rooms or areas, building protected from public access, parts that can be closed off by security, traffic flow directed away from issuance sites	
Space large enough to serve the expected number of applicants?	Space for tents or trailers, large auditoriums, space for waiting	
Adequate power?	Electricity, generators, and fuel	
Adequate space or facilities to address human comfort concerns?	Protection from the elements, space for portable toilets, food and water tent, etc.	

Supplies

Item	Have	Still Need	Sources	Notes
Laptop computers with wireless installed				
Air cards/internet connection/mainframe access				
Secure storage for EBT vault cards				
Tents				
Barricades				
Caution tape				
Generators				
Garbage cans/bags				
Fans or heaters				
Tables				
Chairs				
Copy machines				
Printers				
Printer paper				
Surge protectors				
Extension cords				
File folders				
Ticket/number system				
Pens/pencils				
Calculators				
Staplers/staples				
Rubber bands				
Scissors				
Clipboards				
Batteries for equipment				
Storage bins/boxes				
Packing tape				

EBT (Comm. 388, *Disaster Food Assistance Issuance Handbook*)

Number of vault cards needed:	Service Area:	This office:
How will they be received from central office?	Central office EBT contact person:	Phone number:
Where will they be stored?		
Security system in place?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Person in charge of vault cards:	Name:	Phone number:
Names of staff that will be handing out the vault cards: Total number: _____		
Names of staff that will be making EPPIC entries: Total number: _____		
Provide CO with names of staff:	Done? <input type="checkbox"/> YES <input type="checkbox"/> NO When? _____	

Actions to Take

Action/To Do	Date Completed	Person Responsible	Notes
Staff trained on:			
Screening			
Certification			
Tracking			
EBT issuance			
Manual			
Anti-fraud measures			
Security			
DIA protocol			
Daily reporting to central office			
EBT staff identified			
EBT staff names reported to CO			
Bi-lingual workers identified			
Volunteers recruited and identified			
DIA protocol reviewed			
Anti-fraud measures identified and coordinated with DIA			
Consultation about security measures and crowd control with local police			
Layout of office finalized to consider traffic flow, bottlenecks, security, crowd control			
Severe weather plan developed			
Local media notified of hours, location, eligibility requirements			
Fraud posters, informational signage prominently displayed			
Supplies obtained and inventoried			
Ticket/numbering system for applicants waiting to be seen			

FORMS

Name of Form and Form Number	Used For	Number Printed	Located
<i>Application for Disaster Food Assistance</i> 470-4904 and 470-4904(S)	Applicants who don't currently receive FA benefits		Comm. 388, <i>Disaster Food Assistance Issuance Handbook</i>
<i>Statement of Loss of Income or Disaster-Related Expenses</i> 470-4903 and 470-4903(S)	Clients currently receiving FA benefits		Comm. 388, <i>Disaster Food Assistance Issuance Handbook</i>
<i>Request for Replacement of Spoiled Food</i> 470-2920	Clients currently receiving FA who have lost food and want it replaced		eForms
<i>Notice of Decision</i> 470-4072 and 470-4072(S)	Formal client notification of D-FAP approval or denial		Comm. 388, <i>Disaster Food Assistance Issuance Handbook</i>
<i>Disaster Food Assistance Poster</i> Comm. 387 and Comm. 387(S)	Required to be prominently posted in all locations providing D-FAP		7-L Appendix
<i>Using Your Iowa Electronic Benefits Transfer (EBT) Disaster Card</i> Comm. 256 and Comm. 256(S)	To be handed out with every vault card that's distributed		Comm. 388, <i>Disaster Food Assistance Issuance Handbook</i>

Forms will need to be replenished during the course of the disaster.

Constant monitoring of form supply is suggested.