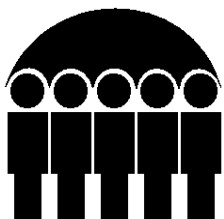


March 19, 2010

Employees' Manual
Title 7
Chapter L Appendix

DISASTER FOOD ASSISTANCE PROGRAM

APPENDIX



Iowa
Department
of
Human Services

	<u>Page</u>
Central Office Disaster Food Assistance Checklist, Form 470-4905	1
Field Disaster Food Assistance Checklist, Form 470-4906.....	2
Disaster Food Assistance Fraud Poster, Comm. 387 or Comm. 387(S)	3
Disaster Food Assistance Issuance Handbook, Comm. 388.....	4

Central Office Disaster Food Assistance Checklist, Form 470-4905

Purpose	The purpose of form 470-4905 is to assist Central Office staff in implementing the Disaster Food Assistance Program.
Source	Print or photocopy supplies of form 470-4905 from the sample in the manual as needed.
Completion	Completion of this form is optional.
Distribution	No distribution of the form is required.
Data	The form alerts central office staff to necessary actions in the areas of: <ul style="list-style-type: none">◆ Communication◆ Preparation◆ Central office staffing◆ Request for authority to implement the disaster program◆ Local office preparation◆ Local office staffing for the regular program◆ DIA contact◆ FEMA contacts◆ Federal reporting

Field Disaster Food Assistance Checklist, Form 470-4906

Purpose	The purpose of form 470-4906 is to assist local office administrative staff in implementing the Disaster Food Assistance Program.
Source	Print or photocopy supplies of form 470-4906 from the sample in the manual as needed.
Completion	Completion of this form is optional.
Distribution	No distribution of the form is required.
Data	<p>The form alerts local office staff to actions necessary in the areas of:</p> <ul style="list-style-type: none">◆ Selection of the application and issuance site◆ Furniture and equipment needed at the site◆ Communication supplies needed at the site◆ Certification and issuance supplies◆ Human comforts◆ Site readiness◆ Site closeout

Disaster Food Assistance Fraud Poster, Comm. 387 or Comm. 387(S)

Purpose	These posters are used to meet federal requirements for efforts to prevent fraud in the Disaster Food Assistance Program.
Source	Print or photocopy supplies of Comm. 387 and Comm. 387(S) from the sample in the manual.
Completion	No completion is required.
Distribution	These posters must be displayed at Disaster Food Assistance Program application and issuance sites.
Data	The posters display instructions for proper completion of application documents and warnings about the penalties for breaking Disaster Food Assistance Program rules.

[Disaster Food Assistance Issuance Handbook, Comm. 388](#)

Purpose	Comm. 388 is intended to contain everything an eligibility or issuance worker needs to know to work at a Disaster Food Assistance Program application or issuance site.
Source	Print or photocopy supplies of Comm. 388 from the sample in the manual.
Distribution	Workers assigned to a Disaster Food Assistance Program application or issuance site should have this manual available to them either electronically or on paper.
Data	The Handbook contains step-by-step instructions and copies of all forms used by eligibility and issuance workers.

Note that both English and Spanish versions of form 470-4072, *Notice of Decision for Disaster Food Assistance*, are included both in blank form and preprinted with each possible notice reason for:

- ◆ Requests for supplemental Food Assistance (Statements of Loss) and
- ◆ Applications for Disaster Food Assistance

If printing resources will not be available on site, supplies of each version of the notice may be photocopied and brought to the site for completion by hand.