

Shelter and DSNAP Coding Guidance

The following is a list of questions and answers for coding administrative time and cost for Hurricanes or other disasters. Document will be broken down in three sections Shelter (FEMA), DSNAP (USDA), and miscellaneous.

Section I: SHELTER

Question 1. How do we track the time for staff doing shelter duty?

Question 2. What about staff that do not do day sheets, which are doing shelter duty?

Question 3. How will this be reported on the 1571?

Answers 1-3. When a Department of Social Services operates a **disaster shelter**, this is considered a non-reimbursable activity. Services, Income Maintenance, and Child Support Staff will need to document shelter time on their day sheet.

- Service Staff will code to 901-N (Service Worker-Disaster Shelter Services)
- Income Maintenance will code to 902-N (Income Maintenance Worker-Disaster Shelter).
- Child Support staff will code to 820-N (CSE Services)
- Child Support paralegal staff will code to 821-N (CSE Paralegal Services)
 - Note on CSE staff: CSE staff will need to complete Day Sheets for the entire month *or* track their time in another audit worthy manner to separate time spent in shelter versus CSE activities
- Administrative and Support Staff do not need to utilize separate coding as their time is cost allocated across the agency based on direct service staff

***Note:** There are two program codes available for the shelter codes: N and N2. Counties can use these to differentiate if responding to multiple disasters in the same time frame.*

The 1571 process will calculate the amount of time spent on non-reimbursable shelter activities, broken down by Services, Income Maintenance and Child Support Staff.

If staff are paid overtime for doing shelter duty, this will be reflected as part of their salary and benefits for reporting on the 1571. Keep documentation to support all activities for cost claimed.

Question 4. What if staff are paid from a non DSS line on your county GL?

Answer 4: This salary, benefits and percentage of FTE will not be reported on the 1571.

Question 5: If the county is running a food/supply distribution center (separate from a shelter), how should DSS worker's staffing that code their time?

Answer 5: Since this is not a shelter, counties should utilize one of the 778-789 – Non-Reimbursable SIS codes to track this time.

Section II: Food and Nutritional Services (FNS) and Disaster FNS (DSNAP) ONLY

Question 6. If a County DSS is conducting the Disaster Food and Nutrition Services (DSNAP) program, how do we track time and cost?

Question 7. What about clerical, admin, and Social Work staff doing Disaster Food and Nutritional Services?

Answer 6-7: Per the SIS manual, staff engaged in direct service activities must complete a Day Sheet. All staff involved in DSNAP activities must report this time to SIS code 903-FS. This includes both staff involved in taking and processing DSNAP applications and those staff involved in other DSNAP activities.

Staff using code 903-FS may lump their time together into block per day. Supervisory and Clerical staff do not have to complete a day sheet unless you are going to track their time and code it to Direct Client Services such as taking applications, determining eligibility or other Disaster FNS activities. If Support staff are doing day sheets for DSNAP, they will need to complete a day sheet for the entire month use utilizing the 750-754 – ADM codes for the remainder of the time.

Question 8. How should non-personnel expenses be charged? For example, water, security guards, porta johns, tents, chairs can they be charged to FNS on site and or off site?

Answer 8: When costs are incurred only for DSNAP, such as renting porta johns or tents, you can report these on the Part II as code 411 – IM DSNAP.

Counties should be cognizant that items direct charged to a program may only be used *for that program*. If a county wishes to use purchases across the entire agency, and not just for DSNAP, they should report these costs to Part II codes 310 or 804.

Counties also have the option of seeking FEMA reimbursement for purchases. In this case, do not request reimbursement via the 1571. Discuss with your County Manager / Finance Officer before pursuing this option.

Section III: MISCELLANEOUS

Question 9. What kind of records do we need to keep?

Answer 9: You need to discuss this with your County Manager and County Finance Officer before a disaster. In advance of a potential disaster, start reviewing how you will track cost. This would include tracking worker time, supplies, shelter essentials, etc.

Question 10. What do I do if I send staff to another county, or another county sends me staff to help with shelters, Food and Nutrition Services or other activities? What kind of records do I need to keep? Who will pay salary and travel?

Answer 10: Counties should enter into a MOU or other written agreement detailing how inter-county cooperation works, including which party will be responsible for staff time and expenses. Below are some of the ways counties have handled this in past events:

- Non-shelter activities may be reported via Day Sheets and the 1571 for reimbursement as normal. The county would still be responsible for the non-federal portion of the costs. *Note: in the past the legislature has provided funding to cover the country's portion of cost for some activities (DNSAP); however, this is not guaranteed.*
- Shelter related activities may be claimed using the guidance in answers 1-3, then later seek FEMA reimbursement. This will need to be discussed in advance with your County Manager / Finance Officer before commitments are made.
- Counties may agree to bill each other for services provided. In this case, the county would utilize one of the 778-789 – Non-Reimbursable SIS codes to track the costs for reporting and billing purposes.

Question 11. Will FEMA reimburse us for our costs i.e. salary, overhead, travel expenses?

Answer 11: You need to discuss in advance with your County Finance, County Manager, and Emergency Management Officer on what, how, and if FEMA will reimburse your county for expenses. In advance of a potential disaster, start reviewing how you will track all costs.

Question 12. What if our county gives comp time or pays overtime for shelter duty?

Answer 12: Counties decide if they will grant comp time or pay overtime for disaster-related activities. You need to discuss this with your County Manager and County Finance Officer before a disaster. In advance of a potential disaster, start reviewing how you will track time worked. In addition, which budget line will the salary and benefit costs be paid?

Question 13. Can I pay my staff mileage when they are driving to a shelter? Is this FEMA or 1571 claimable?

Answer 13: You need to discuss this with your County Manager and County Finance Officer before a disaster. In advance of a potential disaster start reviewing how you will track costs. Costs are claimable on the 1571 if they are part of the normal cost of doing business. Keep in mind you cannot be reimbursed by FEMA and claim the cost on the 1571 for reimbursement.

Question 14: If my county is assisting another county with normal cases (Medicaid, FNS, CPS, etc.), what should the workers report on Day Sheets and how would the county report the time?

Question 14: Unless the counties have entered into a contractual relationship to pay for worker time, all time would be reported using regular Day Sheet codes. Costs would be reported using regular 1571 procedures.

Question 14. If FEMA is to reimburse a county: Does FEMA have special forms to complete or how does a county file for payment/reimbursement from FEMA? Is there special protocol posted on a web site? What supplies and expenses will FEMA reimburse?

Answer 14: You need to discuss this with your County Manager and County Finance Officer before a disaster. In addition, your county Emergency Manager may have additional information. In advance of a potential disaster start reviewing how you will track cost and provide verification.

Question 15: How should counties separate and track FEMA expenses from regular DSS expenses?

Answer 15: Counties should maintain separate general ledger line items for expenses they plan to claim for FEMA reimbursement. Counties should always practice sound fiscal practice and maintain receipts, purchase orders, etc.