

## SUPPLEMENT REASON CODES

| Reason Code                  | Description                   | When to Use  | Text That Displays on the FoodShare Supplement Letter  |
|------------------------------|-------------------------------|--|--|
| <b>Replacement Benefits</b>  |                               |  |  |
| 905                          | Replace destroyed food        | Food purchased with FoodShare benefits was destroyed in a misfortune, such as a natural disaster or power outage. Replacement amounts should be issued for the cost of the food destroyed. Replacement amounts cannot be more than the allotment issued to the assistance group. | Your request for replacement FoodShare benefits was approved.  |
| 935                          | Restore lost benefits; open   | Benefits need to be restored for an open case because an intentional program violation ended or was reversed.  | Your FoodShare benefits were restored because an intentional program violation ended.  |
| 936                          | Restore lost benefits; closed | Benefits need to be restored for a closed case because an intentional program violation ended or was reversed.   | Your FoodShare benefits were restored because an intentional program violation ended.  |
| <b>Supplemental Benefits</b> |                               |  |  |
| 909                          | System error                  | A CWW system error prevents the issuance of the correct FoodShare benefit amount.  | A system error resulted in your FoodShare benefits to be lower than what you should have gotten. This error has been corrected.  |
| 925                          | Person add                    | A new person is added to the FoodShare assistance group.   | A person was added to your household, which changed the FoodShare benefit amount you are eligible for.   |
| 928                          | Back payment per fair hearing | A fair hearing decision was made in favor of the member.   | A fair hearing decision was made in your favor.  |
| 929                          | Restore prior to hearing      | A timely request for a fair hearing was received and benefits are restored until a hearing decision is issued.   | Your FoodShare benefits have been restored until a fair hearing decision is made. If the fair hearing is decided against you, you will have to pay back any benefits you should not have gotten. |
| 934                          | Net income decrease           | The net income in the FoodShare budget has decreased due to a decrease in income or an increase in an allowable expense.   | The income and/or expenses used to determine your FoodShare benefits have changed.   |
| 938                          | Manual issuance of benefit    | A supplement needs to be manually issued to correct a previous error.  | Your FoodShare benefit amount was fixed to the right amount.   |

| Reason Code              | Description                            | When to Use  | Text That Displays on the FoodShare Supplement Letter   |
|--------------------------|--|--|---|
| <b>DSNAP Supplements</b> |  |  |   |
| 960                      | DSNAP New App – Issued <sup>1</sup>    | A DSNAP applicant is not currently receiving FoodShare and qualifies for DSNAP benefits.   | Your request for Disaster FoodShare benefits was approved. This is a one-time benefit.  |
| 961                      | DSNAP New App – Corrected <sup>2</sup> | A DSNAP applicant is not currently receiving FoodShare and an adjustment or correction is needed to his or her DSNAP benefit amount.                                 | A correction was made to the amount of your Disaster FoodShare benefits. This is an addition to the amount you already got.   |
| 962                      | DSNAP Ongoing – Issued <sup>1</sup>    | A DSNAP applicant is currently receiving FoodShare benefits and is eligible for a DSNAP supplement.  | Your request for Disaster FoodShare benefits was approved. This is a one-time supplement to your regular FoodShare benefits.  |
| 963                      | DSNAP Ongoing – Corrected <sup>2</sup> | A DSNAP applicant is currently receiving FoodShare benefits and an adjustment or correction is needed to his or her DSNAP supplement.                                | A correction was made to the amount of your Disaster FoodShare benefits. This is an addition to the amount you already got. This is a one-time supplement to your regular FoodShare benefits. |
| 964                      | DSNAP Special Circumstance             | A special circumstance, such as a case filing date being after the disaster issuance month, applies. This code will only be available for a limited number of users. | Your request for Disaster FoodShare benefits was approved. This is a one-time benefit.  |

<sup>1</sup> Cannot be used on the same case in the same month.

<sup>2</sup> Cannot be used unless the issued code was previously used. If a worker uses the issued code but needs to make a correction on the same day, he or she will need to cancel and reissue.