

**FOR  
YOUR  
INFORMATION**

**North Dakota Department of Human Services  
Economic Assistance Policy Division and  
Medical Services**

No. **20-012**

**Date:** March 18, 2020

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**To:** Human Service Zones

**Subject:** EBT card issuance

**Programs:** Supplemental Nutrition Assistance Program

**Inquiries:** Direct inquiries to the Policy and System Support Unit

**Effective Date:** Immediately

Due to concerns with COVID-19 across the nation, the Department is taking measures to ensure the health and safety of the individuals we serve along with county and state employees.

Effective immediately, EBT card issuance may be done via mail. This includes both initial cards for new applications for expedited SNAP applications and regular SNAP applications, as well as replacement cards. However, if a SNAP client is in the office for their interview or stops in the office for a replacement, the card can be provided to them immediately.

When mailing an EBT card, please refer to the EBT policy manual section 430-06-20-10. The SFN770 – EBT Card Issued by Mail must be completed and mailed with the card to the household, as well as a copy retained with your card issuance records.

The SFN321 – Daily Card Issuance Log and the SFN-319 Monthly EBT Inventory Control Logs must continue to be completed during this time.

If you have questions, contact the Policy and System Support Unit.