

When a resident of the DAA or GLA facility receiving SNAP benefits completes his/her prescribed course of treatment at the center and is preparing to leave the facility, the center must:

- Return the EBT card and any SNAP benefits remaining to the individual; or
- Return the EBT card to the local DSS office by the end of the month.

DSS policy concerning the return of remaining SNAP benefits to a resident of the DAA or GLA facility when the resident leaves the facility is very specific.

- If the individual leaves prior to the 16th of the month, the facility/center must return to him/her one-half of the monthly SNAP allotment.

Note: To determine the balance in the EBT account, receipts for food items purchased with the EBT card should be kept or call toll-free 1-800-554-5268.

- If the individual leaves on or after the 16th of the month, the facility/center must provide him/her with a prorated amount of SNAP benefits based on the day he/she leaves the facility and the amount of SNAP benefits remaining in the EBT account, if any.
- Provide the SNAP recipient leaving the facility a change report form to report the new address and other circumstances and advise the recipient to return the form to DSS within 10 days.

The South Carolina Department of Social Services would like to thank you for your continued support in providing services to our state's citizens. Through our combined efforts, we can promote the general welfare and safeguard the health and well-being of the citizens of South Carolina.

If you have any questions, or need additional information concerning programs and services provided by DSS, write to:

**South Carolina Department of Social Services
P.O. Box 1520
Columbia, SC 29202-1520
or call 1-800-616-1309**

This institution is an equal opportunity provider.

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WHAT YOU NEED TO KNOW!

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

Drug Addiction
and Alcoholic (DAA)
Treatment Centers

Group Living Arrangement
(GLA) Centers

Individuals residing in your facility may be eligible to receive SNAP benefits while living there. As facility managers, you must be aware of your responsibilities/liabilities associated with the Supplemental Nutrition Assistance Program (SNAP).

If you have residents who are participating in the SNAP, please review this brochure carefully. If you have any questions or need additional information, contact your local county DSS office.

Drug Addiction or Alcoholic (DAA) Treatment Centers

In order for a resident of a DAA Treatment Center to be eligible for SNAP benefits, the DAA Treatment Center must either:

- Be authorized by FNS as a retailer; or
- Meet the criteria which would make it eligible to receive funds under part B of Title XIX of the Public Health Service Act.

Group Living Arrangement (GLA) Facilities

A group living arrangement is a public or private nonprofit residential setting serving no more than 16 residents and is certified by the Department of Health and Environmental Control (DHEC) or Department of Disabilities and Special Needs (DDSN).

To be eligible for SNAP benefits while in a GLA facility, the individual must be:

- Blind, or
- Disabled. (Disability must be total and permanent, based on the Social Security Administration definition.)

The GLA facility must either:

- Be authorized by Food and Nutrition Service (FNS) as a retailer; or
- Be certified by DHEC or DDSN including a determination that the facility is a nonprofit organization.

A DAA or GLA facility may purchase and prepare food to be consumed by eligible SNAP recipients on a group basis if:

- Residents normally eat their meals at a central location; or
- Meals are prepared at a central location for delivery to the individual resident.

If personalized meals are prepared and paid for with SNAP benefits, the GLA must ensure that the resident's SNAP benefits are used for meals intended for that resident.

Application Information

Authorized Representative (AR)

An AR is someone appointed by the SNAP applicant to make application, obtain SNAP benefits and/or use the SNAP benefits on the individual's behalf. The SNAP applicant must designate the AR in writing.

DAA Treatment Centers

Residents of a DAA Treatment Center must apply and be certified for SNAP benefits through the use of an AR who is employed by the center and designated by the center for that purpose. Residents of DAA treatment centers are not allowed to apply for SNAP benefits on their own behalf.

GLA Facilities

In situations where the individual needs assistance in making application for SNAP benefits, the individual may designate:

- An AR of their choice;
- An employee of the facility as AR.

If the GLA determines that the individual is capable of applying on his/her own, no AR is needed.

GLA and DAA facilities or their employees designated as authorized representatives for a resident(s) will be responsible for:

- Any misrepresentation of fact or intentional SNAP violation which it knowingly commits;
- Awareness of the SNAP applicants' circumstances;
- All losses or misuse of EBT cards or benefits held on behalf of resident BGs;
- All SNAP overissuances which occur while the individual is residing in the facility.

DSS must notify FNS when any DAA or GLA facility that is an FNS-authorized retailer misuses SNAP benefits.

DSS must conduct periodical random on-site visits to the DAA or GLA facility to assure the accuracy of the list and to ensure that DSS records are consistent and up-to-date.

The DAA and GLA facility must remain proactive in their responsibilities relating to the residents' eligibility for SNAP benefits. The DAA and GLA facility must:

- Provide the local county DSS with a monthly listing of all residents receiving SNAP benefits. A statement must be signed by a responsible center official attesting to the validity of this list;
- Notify the local DSS office of any changes in the SNAP recipients' circumstances i.e., changes in income, when the individual leaves the facility, etc.;
- Provide the leaving SNAP recipient leaving the facility a change report form to report the new address and other circumstances and advise the recipient to return the form to his/her local DSS office within 10 days.

The DAA/GLA facility must return any EBT cards or SNAP benefits not provided to departing residents to the local DSS office by the end of the month.