



ALCOHOLISM AND DRUG ADDICTION TREATMENT CENTERS SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM PARTICIPATION

CONDITIONS FOR PARTICIPATION

Residents of alcoholism and drug addiction treatment centers may participate in the Supplemental Nutrition Assistance Program (SNAP) if one of the two following conditions has been met:

1. The center has been certified as a treatment center by the Arkansas Department of Human Services, Division of Behavioral Health Services, ADAP.

OR

2. The center has been authorized by the Department of Agriculture, Food and Nutrition Service (FNS), to use SNAP benefits.

The address for the Division of Behavioral Health Services, Alcohol, and Drug Abuse Prevention is:

4313 West Markham, 3rd Floor, Admin.
Little Rock, AR 72205
Telephone – 501-686-9866

The address for Food and Nutrition Service is:

700 West Capitol, Room 3319
Little Rock, AR 72201
Telephone – 501-324-5858



AUTHORIZED REPRESENTATIVES

Residents of a treatment center must apply for SNAP benefits through an authorized representative (AR) who is an employee of the treatment center. The treatment center must designate the AR in writing. If the resident is eligible to receive SNAP benefits, the AR, not the resident, will have access to the SNAP benefits.

Any organization or institution that serves as an AR is responsible for any misrepresentation or fraud knowingly committed when residents are approved to receive SNAP benefits. The facility will also be strictly liable for all losses or misuse of SNAP benefits issued to residents and for all SNAP overpayments that occur while the participant is residing at the center.

APPLYING FOR BENEFITS

Only U.S. citizens and certain legally admitted aliens may participate in the Supplemental Nutrition Assistance Program. Anyone who wishes to participate in the Supplemental Nutrition Assistance Program must supply a social security number or make application for a social security number.

Each resident must complete a *Request for Assistance* and a *Treatment Center Declaration Form*. If a resident is unable to complete the forms, the AR may complete them based on the resident's statements

The AR should review the *Request for Assistance* and a *Treatment Center Declaration Form* with the resident before the forms are submitted to the DHS County Office.

All income received by the resident must be reported to the DHS County Office. (This includes income from jobs arranged by the treatment center.) All resources owned by the resident must be reported.

Some of the resident's current expenses may be allowed in the budget used to determine the resident's eligibility and benefit level. This includes:

- Costs charged by the center to rent a room at the center.
- Medical costs in excess of \$35 per month if a resident is age 60 or older or receives a check based on total disability.
- Child support payments made by residents if the resident is legally obligated to make these payments.

Eligibility for each resident will be determined separately. The treatment center will receive a notice stating whether the application has been approved or denied.

ELECTRONIC BENEFITS TRANSFER

SNAP benefits are issued through an Electronic Benefits Transfer (EBT) system. When an application for SNAP benefits is approved for the first time, an EBT card will be mailed to each resident.



The EBT card must be used with a personal identification number (PIN).

After the EBT card is received, either the resident or the AR must call the Customer Service Help Desk to select a PIN.

ACCESSING BENEFITS

No treatment center resident will be given access to his or her EBT card. Instead, the AR will use the EBT card and PIN to purchase food for the resident.

An EBT point-of-sale (POS) device may be installed in treatment centers authorized by FNS. When an EBT card is used in a center's POS device, SNAP benefits are debited from the resident's EBT account and transferred through a settlement process to the treatment center's bank account. The treatment center must use these funds to purchase food for the resident. (The AR may also use resident's EBT cards at retail outlets.)

Treatment centers that are only certified by the Office of Alcohol and Drug Abuse Prevention must purchase food for residents by using the residents' EBT cards at retail outlets.

WHEN A RESIDENT LEAVES

Effective the day that the resident leaves a treatment center, the center may no longer serve as the resident's AR. A treatment center may not spend EBT benefits to purchase food for a resident who has already left the center.

If a resident leaves a treatment center before the food stamp application is approved and/or before the SNAP benefits are available, the center may not access any SNAP benefits on behalf of the resident.

The center must, if possible, give a resident his or her EBT card when the resident leaves the center. EBT cards not given to departing residents must be destroyed.

Treatment centers must insure that residents who leave on or before the 15th day of the month have access to at least one-half of their monthly SNAP benefits when they leave the center. Treatment centers without a POS device should use no more than one-half of a resident's monthly benefits before the 16th day of the month. A treatment center that uses a POS device located in the center may either:

- Access no more than one-half a resident's benefits before the 16th day of the month;

OR

- Access all of a resident's benefits and then do a SNAP purchase refund if the resident leaves on or before the 15th day of the month. *(If the center is doing a SNAP purchase refund, the EBT card must not be returned to the household or destroyed until the purchase refund transaction has been completed.)*

REPORTING CHANGES

A *Request for Assistance* may be completed several days before an AR is interviewed. Any changes that occur after the application is completed must be reported at the time of the interview.

Once the applicant has received an approval notice, the following changes must be reported to the DHS County Office within 10 days of the date the change becomes known to the recipient:

- Changes in residence or address. *(Report if a resident leaves the center. Report his or her new address if known.)*
- Changes in household composition. *(If a resident leaves the center, he or she must report any resulting changes in their household composition.)*
- Changes in resources. *(Report if a resident acquires a licensed vehicle. Report if a resident's liquid resources reach or exceed \$2,000. Liquid resources include, but are not limited to, cash, bank accounts, stocks, and bonds.)*
- Changes in income. *(Report new income from any source. Report if a resident's gross monthly income from any source increases or decreases by more than \$50 per month.)*

Changes may be reported by submitting a *Change Report* (DCO-234) to the DHS County Office. Changes may also be reported to the County Office by telephone, by letter, or in person. A *Change Report* form will be provided for each resident who receives SNAP benefits. Additional *Change Report* forms may be obtained from the County Office.

MULTIPLE LOCATIONS

If a treatment center has more than one location where the residents receive SNAP benefits, the address of each treatment center must be provided to the DHS County office.

REPORTS

Each treatment center must maintain a *Daily Census Report* (DCO-254). If a treatment center has more than one location, the AR must maintain a *Daily Census Report* for each location. A copy of the *Daily Census Report* must be provided to the DHS County Office at the end of each month. This form may be obtained from the County Office.

A representative of the DHS County Office will conduct an on-site visit to the treatment center to compare at least one *Daily Census Report* to the center’s records. The purpose of the comparison is to insure that only current treatment center residents receive SNAP benefits. At least one visit per year will be conducted.

AUDITS AND REVIEWS

Any treatment center with residents who participate in the Supplemental Nutrition Assistance Program may be audited and/or reviewed by the Arkansas Department of Human Services. The Department of Agriculture, Food and Nutrition Service, or other federal agencies may also conduct audits or reviews.

LOSS OF CERTIFICATION

If the Department of Human Services or FNS withdraws a center’s certification for any reason, no resident of the center will be allowed to participate in the Supplemental Nutrition Assistance Program while he or she is living at the center.

CONTACTS

Contact the Arkansas Department of Human Services, Division of Behavioral Services, Alcohol and Drug Abuse Prevention at 501-686-9866 to obtain state certification as a treatment center.

Contact Food and Nutrition Service (FNS) at 501-324-5858 to:

- Obtain authorization
- Arrange for a point-of-sale (POS) device
- Ask questions related to the use of benefits in EBT accounts

Contact the EBT Help Desk at 1-800-997-9999 to:

- Select or change personal identification numbers (PINs)
- Report problems with the EBT card or PIN
- Report lost, stolen or damaged EBT cards

Contact the local Department of Human Services (DHS) County Office to:

- Request applications, *Change Report* forms and *Daily Census* forms
- Submit applications
- Report the departure of a resident and other changes
- Ask questions related to the eligibility of residents

County Office Address and Phone

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