Individuals living in certain types of facilities may be eligible for SNAP even though meals are being provided for them. When you have identified that an applicant/current client is in a facility, follow these steps:

1. Identify the type of facility. Here are some common types:
   a. Alcohol and Drug Treatment Center;
   b. Mental Health facility Group Living Arrangement (RCF, group home);
   c. Homeless shelter;
   d. Domestic violence shelter.

2. Determine if the client is eligible to receive SNAP as a resident of the facility:
   a. See below for each individual type of facility.

3. For eligible clients:
   a. There is no need to determine how meals are purchased and prepared to determine the filing group. Each person is a separate filing group, unless they are living in the facility with their spouse or children under age 22;
   b. Narrate the name of the facility that the individual is living in and how you determined that they were eligible to receive benefits.

4. For clients who are not in an eligible facility:
   a. Determine if the meals are being prepared communally, or does each individual have access to the kitchen and a place to store their food? If yes, they are eligible. If no, they are denied/closed.
   b. For denied/closed cases, reference OAR 461-135-0510.
   c. Timely notice (10-day) is required prior to closing a case when a current client moves into a facility.

1. **Alcohol and Drug Treatment Center (A&D)**

   To be an eligible facility it must meet one of these criteria:
1. State Certified through the DHS Addictions and Mental Health Division. To determine if the facility is state certified, start by asking the facility. If it is questionable refer to the Oregon Alcohol and Other Drug Prevention Services Directory or (http://dhsmanuals.hr.state.or.us/EligManual/06-TOC.htm).

2. Certified by the DHS Addictions and Mental Health Division as operating to further the purposes under part B of title XIX of the Public Health Service Act. To verify this ask to see a copy of the letter the facility received. If there is a question about the letter or the facility does not have a copy—contact the SNAP policy unit.

Eligible facilities must:

1. Have a signed Facility as Authorized Representative (DHS 222) form on file with the branch office. This form is completed by the authorized representative from the facility who will complete the applications for the client and will have EBT cards issued to them.
   a. Anytime the authorized rep leaves the facility a new DHS 222 needs to be completed for the facility
   b. By signing the DHS 222, and each individual application the facility is taking liability for any overpayments on the case. They are also responsible for reporting any changes that occur in the individual’s situation.

2. The facility must complete an application for each resident when they enter the facility and complete an interview.

3. On FSMIS, add the facility name on the authorized rep line.

4. An EBT card is issued to the authorized rep for the facility. The client is not allowed to have access to a card while in the facility.
   a. The card should be issued to the facility as soon as the application/interview is completed.
   b. Do not require the authorized rep to give you an SSN to be added as the alternate payee.
   c. The facility is allowed to take 50 percent of the EBT benefits on the first, and the remaining benefits on the 15th.
   d. For instructions on how to designate the card for SNAP/Cash only please contact the SNAP policy unit to get the card updated.
5. Report all residents in their facility who are receiving SNAP each month using the *Monthly List of Residents Receiving Food Stamp Benefits (AFS 222A)* form.

6. The facility is required to notify the branch office within two business days when a client has left the facility.

**When the facility reports someone has left:**

1. Cancel the card immediately.

2. Take action to close the case. Allow for timely closure of the case (10-day notice) unless the facility completes a *Voluntary Agreement to Take Action on Case (MSC 457D)* form. When an *MSC 457D* is completed the closure can happen without 10-day notice.

3. Notify the facility that they are no longer responsible for the case by sending an FSC1DAL notice to the facility using Notice Writer.

4. Send notice to the client’s last address, even if it is at the facility, notifying them that their case will close.

**When the client notifies DHS they no longer live in the facility:**

1. Cancel the facilities card immediately.

2. Issue a new card to the client, or reactivate their old card.

3. To continue receiving benefits, the client must reapply (or follow add-a-person policy if joining an ongoing case). This can be done by having the client update and sign the most recent application on file or by taking a new application. By signing the application, the client transfers responsibility back from the facility to themselves. The client must be interviewed.

4. Notify the facility that they are no longer responsible for the case by sending an FSC1DAL notice to the facility using Notice Writer.

**What happens if an A&D facility does not meet one of the above criteria?**

- Determine the meal situation. If the facility provides 51 percent or more of the meals, the individual is not eligible for SNAP benefits;

- If the facility provides less than 51 percent of the meals, the client must apply on their own. If they choose an authorized rep, it cannot be a facility employee;
The individual needs to be able to identify their own food separately from other people living in the facility and have access to cooking facilities to prepare the food separately;

Narrate whether the situation meets the criteria to receive SNAP benefits, and how you made the determination along with the name of the facility.

**Simple narrative example**

**Type of interview/Contact:** PC to Jill Hawthorn at Clean & Sober  
**Authorized Rep/Alt Payee:** Jill Hawthorn at Clean & Sober, state-certified A&D facility. Signed [DHS 222](#) on file with the branch and reviewed the responsibilities of the facility with Jill.

**Group Living Arrangement**

Clients in a Group Home or Assisted Living Facility which meets the following criteria are eligible to receive SNAP benefits:

- Licensed nonprofit with no more than 16 residents;
- Client must meet the definition of disabled ([GP-A.24](#)) for SNAP.

For a group living arrangement that meets this criteria:

1. The facility decides if they want to apply for the resident, or if the resident will apply on their own.
2. When the client applies on their own. The card and the benefits are issued to the client and not the facility.
3. For a facility that decides to be the authorized rep:
   - Have a signed [DHS 222](#) on file with the branch office. This form is completed by the authorized representative from the facility who will complete the applications for the client and will have EBT cards issued to them;
   - Anytime the authorized rep leaves the facility a new [DHS 222](#) needs to be completed for the facility;
   - By signing the [DHS 222](#), and each individual application the facility is taking liability for any overpayments on the case. They are also responsible for reporting any changes that occur in the individual’s situation;
   - The facility must complete an application for each resident when they enter the facility and complete an interview;
Facilities

- On FSMIS, add the facility name on the authorized rep line;

- An EBT card is issued to the authorized rep for the facility. The client is not allowed to have access to a card while in the facility;

- The card should be issued to the facility as soon as the application/interview is completed;

- Do not require the authorized rep to give you an SSN to be added as the alternate payee;

- The facility is allowed to take 50 percent of the EBT benefits on the first, and the remaining benefits on the 15th;

- For instructions on how to designate the card for SNAP/Cash only contact the SNAP policy unit;

- Report all residents in their facility who are receiving SNAP each month using the DHS 222A;

- The facility is required to notify the branch office within two business days when a client has left the facility.

See SNAP-c.4 for more about people in group living arrangements.

See SNAP-g.23 for more information about group living arrangements.

2. Homeless shelter

A person who meets the definition of homeless (GP-A.44) may apply for himself or herself. They are considered homeless when they lack a fixed and regular nighttime residence or their regular nighttime residence is a supervised nonprofit shelter for the homeless or they are temporarily residing with another person for less than 90 days. A homeless facility cannot apply for the client. The client has the right to decide if they want an authorized representative (SNAP-B.14) and who that authorized representative will be. No person representing a homeless facility that provides meals may act as authorized representative.

When the client meets the definition of homeless, the separate purchase and preparation of meals determination is not required while they get meals at a certified homeless shelter. This is because homeless clients may use their SNAP benefits to purchase prepared meals at a certified homeless shelter. Homeless shelters providing meals and homeless meal providers must be certified by the CAF SNAP Program in
central office as a homeless meal provider. Any certified homeless meal provider may apply with FNS for authorization to accept SNAP benefits by calling 503-326-5971. With FNS authorization, the homeless meal provider may accept SNAP benefits in payment for meals. To assure that homeless clients may use their SNAP benefits to purchase prepared meals, code FSMIS as follows: Meals: “CD”; HH Type: “HLL” and Print ID: “Y.”

- See SNAP-c.3 for more information about filing groups.
- See SNAP-j.3 for more about living situations where meals are provided.
- See SNAP-j.4 for more about using SNAP to purchase prepared meals.

3. Domestic Violence (DV) shelter (GP-a.27) or safe home (GP-a.73)

A client may apply for himself or herself when residing in a temporary shelter or safe home for DV survivors. DV survivors living in DV shelters are not required to separately purchase and prepare meals. The DV shelter cannot apply for the client. The client has the right to decide if they want an authorized representative (SNAP-B.15) and who that authorized representative will be. They do not have to name anyone from the DV shelter as authorized representative.

- See SNAP-c.3 for more information about filing groups.
- See SNAP-c.4 for more information about clients living in facilities.
- See SNAP-j.3 for more about living situations where meals are provided.

4. Teen shelter, unwed-mother home, halfway house, etc.

There are many teen shelters, homes for unwed mothers, and halfway houses in Oregon. When living in one of these facilities, the client may apply for himself or herself. The facility cannot apply for the client. To be eligible, the client must have a kitchen available and be responsible for purchasing and preparing at least 51 percent of their...
own meals. The client has the right to decide if they want an authorized representative (SNAP-B.15) and who that authorized representative will be. They do not have to name anyone from the facility as authorized representative. If the facility regularly provides 50 percent of the meals, the client is not eligible. If 50 percent of the meals are communal, the client cannot be a separate SNAP case from the other residents that they eat with.

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<td>Some clients live in a house that is under the control of a correctional facility. They may have the right to leave the facility during the day to work, etc. However, they must return to the home at night. In many of these cases, the home is providing most of the meals.</td>
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- See SNAP-c.3 for more information about filing groups.
- See SNAP-j.3 for more about living situations where meals are provided.

5. Adult Foster Care (AFC)

If the client is residing in AFC, the client must apply for SNAP with the caregiver. The caregiver may apply for SNAP without the individual in foster care but the individual in foster care may not apply separately from the caregiver.

- See SNAP-c.3 for more information about filing groups.
- See SNAP-c.4 for more information about people in foster care.
- See SNAP-j.3 for more about living situations where meals are provided.
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