

What Are Your Responsibilities as a Drug/Alcohol Treatment Facility Approved to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits?

In order to be considered a Drug/Alcohol Treatment Facility approved to receive Supplemental Nutrition Assistance Program (SNAP) benefits you must provide verification that your facility meets the following criteria:

- Certified as a retailer by USDA, Food and Nutrition Service, or
- Tax-exempt organization as verified by a current valid Internal Revenue Service exemption, and certified by the Louisiana Department of Health, Office for Behavioral Health as:
 - Receiving funding under part B of title XIX of the Public Health Service Act, or
 - Eligible to receive funding under part B of title XIX of the Public Health Service Act even if no funds are being received, or
 - Operating to further the purposes of part B of title XIX of the Public Health Service Act, to provide treatment and rehabilitation of drug addicts and/or alcoholics.

As a Drug/Alcohol Treatment Facility approved to receive SNAP benefits, in all instances you must:

- Apply for the resident.
- Act as the Authorized Representative (AR). As the AR you must also:
 - Advise Department of Children and Family Services (DCFS) staff that the individual is a resident of a drug/alcohol treatment facility during the SNAP interview.
 - Ensure the facility is listed as the AR for all residents receiving SNAP benefits who reside at the facility.
 - Complete a Change Report through the CAFÉ Self Service Portal (SSP), if the facility is not listed as the resident's AR or unsure if the facility is listed as the AR.
- Buy and prepare food for eligible residents and their children. The facility may redeem benefits by using the resident's EBT card to purchase food from an authorized retailer or by being an authorized retailer and using the point of sale (POS) device at the facility.
- Buy meals delivered to the individual residents and their children.
- Ensure that no more than one-half of the resident's SNAP allotment is obtained prior to the 16th of the month.
- Report any change or overissuance. Increase in income that causes the resident to exceed 130% of the Federal Poverty Level (FPL) for that resident's household size, must be reported by the 10th of the following month, in which the income exceeded 130% of the FPL. The facility is liable for any misrepresentation or intentional program violation, which it knowingly committed to obtain SNAP benefits for the resident.

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- Inform DCFS SNAP State Office of all residents who have left the facility unannounced so that the resident's EBT card can be deactivated. Include the resident's name and Case Identification Number (CID). This must be provided within 10 days of the resident's departure.

Provide this information using one of the following methods:

- Mail to: DCFS SNAP State Office
627 N. 4th Street, 5th floor
Baton Rouge, LA 70802
- FAX to: 225-219-4363
- Email: By replying to a secure email message from LA.SNAP.DCFS@la.gov.

Personally Identifiable Information (PII) must not be sent through an unsecure email. A resident's name, CID, and Date of Birth are considered PII and must not be sent through an unsecure email.

In order use a secure email, send a message to LA.SNAP.DCFS@la.gov that does not contain PII requesting a secure email link. DCFS SNAP State Office staff will send a secure email link which requires the sender to complete a registration which includes creating a password. Once this is completed, the facility must click on "reply". This email will be secure and PII may be included. This process must be followed each time to ensure that the email is secure. Only one reply is allowed for each secure email.

- Report if the facility no longer meets the criteria to be considered an approved drug/alcohol treatment facility to DCFS SNAP State Office.
- Provide DCFS SNAP State Office with a list of current residents who are receiving SNAP benefits by the 5th of the month for the previous month signed by a responsible official attesting to the validity of the list. An unsigned list or a facility stamped signature is not acceptable. Failure to send the list will result in the facility becoming ineligible to receive SNAP benefits and the residents will no longer be eligible for SNAP benefits.

At the beginning of each month, DCFS SNAP State Office will email the Authorized Representative using the secure email feature. The list of current residents may be attached to the secure email using the instructions outlined above.

- Give the resident his Electronic Benefits Transfer (EBT) Card when the resident leaves the facility. You must also:
 - Provide the departing resident his full allotment if no SNAP benefits have been spent on his behalf, regardless of when during the month the resident leaves, or
 - Provide the departing resident one-half his monthly SNAP allotment if SNAP benefits have already been spent on his behalf and the resident leaves the facility on or before the 15th of the month.

NOTE: The departing resident does not receive any SNAP benefits if he leaves the facility after the 15th of the month and benefits have already been used.

- Advise the resident to report his new address by completing a Change Report through the CAFÉ SSP or by contacting the local parish DCFS office, or calling 1-888-LAHELPU (1-888-524-3578) within 10 days from the resident's departure.

Penalties as a Drug/Alcohol Treatment Facility Approved to Receive SNAP Benefits

The facility is liable for any misrepresentation or Intentional Program Violation (IPV), which it knowingly commits to obtain SNAP benefits for the residents.