

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
December 5, 2014**

IM 5224

TO: County Social Service Directors
Economic Assistance Policy Regional Representatives
Economic Assistance Policy Quality Control Reviewers

FROM: Carol Cartledge, Director, Economic Assistance Policy

SUBJECT: Drug Addition/Alcohol Treatment/Rehabilitation Programs

PROGRAMS: SNAP

EFFECTIVE: Immediately

RETENTION: Until superseded

SECTIONS

AFFECTED: 430-05-30-10 – Drug Addiction/Alcohol
Treatment/Rehabilitation Program

The following policy is being revised to include additional criteria for Drug Addition/Alcohol Treatment/Rehabilitation Centers. If the center can provide evidence they meet the additional criteria, individuals residing in that center may be eligible to receive SNAP benefits, provided the center complies with all other requirements included in this policy section.

Drug Addiction/Alcohol Treatment/Rehabilitation Program 430-05-30-10

An individual and their children under 22 years of age who reside with them at a drug or alcohol treatment center on a resident basis are certified as a separate household.

Exception:

Narcotic addicts or alcoholics who live under the supervision of a private nonprofit institution, or a publicly operated community mental health center for the purpose of regular participation in a treatment program are considered individual households.

Prior to certifying any residents for SNAP, the county must verify that the treatment center is authorized by FNS as a retailer or the center must

provide evidence that it is tax exempt and certified by DHS, Substance Abuse Services Unit as:

- Receiving funding under part B of title XIX; or
- Eligible to receive funding under part B of title XIX even if no funds are being received; or
- Operating to further the purposes of part B of title XIX, to provide treatment and rehabilitation of drug addicts and/or alcoholics.

~~is certified by the DHS, Substance Abuse Services Unit, including a determination that the center is a nonprofit organization.~~

Centers must provide the county with a monthly 'SFN-202 Group Homes and Drug/Alcohol Treatment Centers Monthly Listing' of currently participating residents. The SFN - 202 must be signed by a responsible center official attesting to the validity of the list. Additionally, the county must make periodic random on-site visits to assure the accuracy of the listing and that county records are consistent and up-to-date. These random onsite visits must be conducted at least annually and the following information must be submitted to the State office:

- Date of the visit.
- Name of the individual conducting the onsite visit.
- Name of the center visited.
- Name of the individual at the center that assisted in the onsite visit.
- The accuracy of the monthly list supplied by the center. If a discrepancy is identified it must be included in the report to the State office.

Treatment/Rehabilitation Center Responsibilities

1. Each authorized center must provide the county with a monthly SFN - 202 Group Homes and Drug/Alcohol treatment centers Monthly Listing of currently participating residents signed by a responsible center official attesting to the validity of the list. The listing must include the following identifiable information for each individual participating in the program and additional information for individuals who leave the facility:
 - Individual's first and last name.
 - SSN

- Case Number
- Any changes required to be reported.
- Date the individual left the center.
- Amount of SNAP benefits returned to the individual upon their departure.

When the monthly SFN-202 is received, the county is responsible to:

- a. Verify that the client's case status is appropriate as reported by the center.
 - b. Make any appropriate changes to the case based on the information reported by the center.
 - c. Validate that the correct amount of benefits have been credited to the client's EBT account.
 - d. Complete SFN 788 – Group Living Arrangement and Drug/Alcohol Treatment Center Report. This report lists the facilities in which a client currently resides or had resided at some time during the quarter.
 - e. Make a copy of the SFN – 202 Group Homes and Drug/Alcohol Treatment Centers Monthly listing received from each facility to attach to the SFN 788 which is due quarterly to the State SNAP office.
2. The county must conduct periodic random on-site visits to assure the accuracy of the list and that the county's records are consistent and up-to-date. These reviews must be conducted at least annually using SFN 450 – County Social Service Office On-Site Review Report, which is then sent to the State SNAP Office.
 3. Once the individual leaves the center, the center is no longer allowed to act as that individual's authorized representative.
 4. The treatment center must give the individual their EBT card when they leave the center.
 5. If the individual leaves the center after benefits have been issued and no benefits were spent, the center must provide the individual with the full month's benefit. This applies at any time during the month.

If the individual leaves the center prior to the 16th day of the month and some or all of the benefits have been spent, the treatment center

must provide the individual with their EBT card and one half of the individual's monthly benefit.

If the individual leaves on or after the 16th day of the month, the EBT card and all remaining benefits must be returned to the individual.

6. If the individual leaves the center unannounced, the center must, at the end of the month, return the individual's EBT card and remaining benefits to the county along with identifying information from the individual.
7. The center is responsible for any misrepresentation of facts as it relates to residents. The center is liable for all misuse of SNAP benefits.

Treatment of Assets

Assets of an individual and their children under 22 years of age are counted.

Treatment of Income

Income of an individual and their children under 22 years of age is counted.

Treatment of Expenses

Expenses of an individual and their children under 22 years of age are allowed as a deduction.

If you have questions, please contact your Regional Representative.