

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
DATE 6/9/2014**

IM 5208

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

FROM: Carol Cartledge, Director, Economic Assistance Policy

SUBJECT: **Group Home and Alcohol/Drug Treatment Center Reporting**

PROGRAMS: Supplemental Nutrition Assistance Program

EFFECTIVE: July 1, 2014

RETENTION: Until Manualized

**SECTIONS
AFFECTED:** **Manual Section 430-05-30-10 and 430-05-30-15**

Effective July 1, 2014, when submitting the completed SFN 788 – Group Living Arrangement and Drug/Alcohol Treatment Center Report which is due quarterly, please attach a copy of the monthly report from each facility in which SNAP recipients reside or had resided during the quarter.

Policy at 430-05-30-10 and 430-05-30-15 is revised to include:

When the monthly list 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 the SFN 788 – Group Living Arrangement and Drug/Alcohol Treatment Center Report. ~~is completed quarterly and a copy provided to the State SNAP Office.~~ 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 monthly listing of SNAP clients received from each facility to attach to the SFN 788 which is due quarterly to the State SNAP Office.

If you have questions, please contact your Regional Representative.