

## Approval Letter for Group Living Arrangement Facilities to Receive SNAP Benefits

The Department of Children and Family Services (DCFS) has granted approval to the Group Living Arrangement Facility listed below to receive Supplemental Nutrition Assistance Program (SNAP) benefits for residents who are residing in the facility.

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Name of Facility

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Address of Facility

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As an approved facility, you are required to submit a list of current residents who are receiving SNAP benefits to **DCFS SNAP State Office** by the **5<sup>th</sup> of each month** for the previous month signed by a responsible facility staff member attesting to the validity of the list. You may use the attached Group Living Arrangement Facility Monthly Roster of Residents Receiving Supplemental Nutrition Assistance Program (SNAP) Benefits ([SNAP 45GLA](#)) or you may create your own monthly roster, if it contains the same information when submitting your list of SNAP residents to DCFS SNAP State Office. An unsigned list or a facility stamped signature is not acceptable.

Failure to submit the [SNAP 45GLA](#) or a list of residents receiving SNAP benefits will result in the facility becoming ineligible and the residents may no longer be eligible to receive SNAP benefits.

Provide this information using one of the following methods:

- Mail to: DCFS SNAP State Office  
627 N. 4<sup>th</sup> Street, 5<sup>th</sup> floor  
Baton Rouge, LA 70802
- FAX to: 225-219-4363
- Email: By replying to a secure email message from [LA.SNAP.DCFS@la.gov](mailto: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 to use a secure email, send a message to [LA.SNAP.DCFS@la.gov](mailto: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.

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Agency Representative

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Date