	Division/Section	Family Support
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I. STATEMENT OF POLICY

An individual is considered a resident of an institution when the institution provides the resident with the majority of their meals (over 50% of three meals daily) as part of the institution’s normal services. Residents of institutions are not eligible for participation in Supplemental Nutrition Assistance Program (SNAP) unless the facility meets at least one of the five exceptions to the institution provision listed below.

1. Residents of federally subsidized housing for the elderly, built under either Section 202 of the Housing Act of 1959 or Section 236 of the National Housing Act.
2. Narcotic addicts or alcoholics who for the purpose of regular participation in a drug or alcohol treatment and rehabilitation program reside at a facility or treatment center and the facility is an approved facility ***.
3. Disabled individuals who are residents of group living arrangements and the facility is an approved facility ***.
4. Individuals or individuals with their children temporarily residing in a shelter for battered persons. Such persons shall be considered individual household units for the purposes of applying for and participating in SNAP.
5. Residents of public or private non-profit shelters for homeless persons.


If the facility does not provide more than 50% of meals, the facility is not considered an institution for SNAP purposes. Residents may apply for and receive SNAP if they are otherwise eligible.

Staff must discuss whether the facility provides more than half of the individual’s meals when an applicant reports living in a facility.

E-251-SNAP - PO DRUG/ALCOHOL TREATMENT FACILITY

Drug addicts or alcoholics and their children, who reside at a facility that provides more than half their meals and is an approved public or non-profit drug or alcohol treatment facility for the purpose of participating in a drug or alcohol treatment or rehabilitation program, may be eligible for (SNAP) benefits, if all other eligibility factors are met. Eligibility is determined by the same income and resource standards as other households. Residents must be certified as one-person households unless their children live with them, in which case the children must be included in their household. The resident is exempt from work registration. If the facility provides less than half of the resident’s meals, the resident is not considered institutionalized and may be otherwise eligible.

The drug/alcohol treatment facility must act as the authorized representative. The resident and authorized representative must both sign the application unless the resident designates the facility as the authorized representative on another document.

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Residents in a drug/alcohol treatment facility that does not meet or no longer meets the criteria to be considered an approved drug/alcohol treatment facility and provides more than half of the resident’s meals are not eligible for SNAP benefits. Residents certified for SNAP benefits when the facility no longer meets the criteria to be considered an approved drug/alcohol treatment facility and provides more than half of the resident’s meals are not entitled to advance notice of adverse action. A concurrent notice is sent when the case is closed.

E-251-1-SNAP - PO Eligibility Requirements of a Drug/Alcohol Treatment Facility

In order for a drug/alcohol treatment facility to be approved to receive SNAP benefits, the facility must apply for approval by completing an Application for Drug/Alcohol Treatment Facility to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits ([SNAP 41DA](#)) and provide required verification. The application must be submitted to LDH SNAP State Office via fax, mail, or email LA.SNAP.LDH@LA.GOV . The LDH SNAP State Office staff will determine if the facility meets the criteria to receive SNAP benefits for their residents.

The drug/alcohol treatment facility must provide verification that it meets the following criteria to be considered an approved drug/alcohol treatment facility:

- 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.


Refer to E-251-1-SNAP – PR for LDH SNAP State Office Responsibilities.

E-251-2-SNAP - PO Drug/Alcohol Treatment Facility Responsibilities

The facility must:

- Apply for the resident.
- Act as the Authorized Representative (AR).

As the AR, the facility must also:


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- Advise parish office 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 Customer Portal, 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 their 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 the gross income limit for that resident’s household size, must be reported by the 10th of the following month, in which the income exceeded the gross income limit. The facility is liable for any misrepresentation or intentional program violation, which it knowingly committed to obtain SNAP benefits for the resident.
- Report if the facility no longer meets the criteria to be considered an approved drug/alcohol treatment facility to LDH SNAP State Office within 10 days.
- Provide a Drug/Alcohol Treatment Facility Monthly Roster of Residents Receiving SNAP Benefits ([SNAP 45DA](#)) or a list of current residents who are receiving SNAP benefits to LDH SNAP State Office by the 5th of each month for the previous month. The list must be 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.

NOTE: The facility may use the [SNAP 45DA](#) to report the current residents who receive SNAP or the facility may create an acceptable substitute if the list contains the same information as the [SNAP 45DA](#).

Refer to E-251-2-SNAP - PR Parish Office Responsibilities.

E-251-2-1-SNAP - PO Residents Leaving The Facility

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The facility must give the resident his Electronic Benefit Transfer (EBT) Card when the resident leaves the facility.

The facility must:

- 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 Customer Portal or by contacting the local parish LDH office within 10 days from the resident's departure.
- Inform LDH 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. The facility must return the resident's EBT card to LDH SNAP State Office by the end of the month that the resident left the facility if the EBT card has not been provided to the departing resident.

E-252-SNAP - PO GROUP LIVING ARRANGEMENT

Disabled or blind residents who meet the SNAP definition of "Elderly or Disabled Member" may be certified for SNAP benefits under group living arrangements if they live in an approved group living arrangement as defined below and the facility provides more than half of the resident's meals. (Refer to [A-110-SNAP](#) for elderly or disabled definition.) Eligibility is determined by the same income and resource standards as other households. If the facility provides less than half of the resident's meals, the resident is not considered institutionalized and may be otherwise eligible.

The residents of group living arrangements may apply:

- for themselves,
- through an authorized representative of their choosing, or
- through an authorized representative employed by the center.

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The residents in the group living arrangement facility decide if they want to apply as a group, as individuals, or through an authorized representative. If a member of the group wants to apply on his own, the facility's decision to let him apply is based on the resident's physical and mental ability to handle his own affairs. Accept applications from any individual the facility allows to apply as a one-person household or for any group of residents applying as a household, regardless of whether one or all have an authorized representative. If the resident applies on his own behalf, he is liable for any overissuance. If the residents apply on their own behalf, the largest household size allowed is 16.

If the facility applies as the authorized representative, the resident is treated as a one-person household. The resident and authorized representative must both sign the application unless the resident designates the authorized representative on another document.

When the facility loses its status as authorized representative or no longer meets the definition of an approved group living arrangement facility and provides more than half of the resident's meals and the resident is not certified on his own behalf, the resident is not entitled to advance notice of adverse action. Send concurrent notice explaining the termination and when it will become effective.

E-252-1-SNAP - PO Eligibility Requirements of a Group Living Arrangement

In order for a group living arrangement facility to be approved to receive SNAP benefits, the facility must apply for approval by completing an Application For Group Living Arrangement Facility to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits ([SNAP 41GLA](#)) and provide required verification. The application must be submitted to LDH SNAP State Office via fax, mail or email LA.SNAP.LDH@LA.GOV. LDH SNAP State Office staff will determine if the facility meets the criteria to receive SNAP benefits for their residents.

An approved group living arrangement is defined as a public or private nonprofit residential facility, serving no more than 16 residents that is:

- Certified as a retailer by USDA, Food and Nutrition Service, or
- Licensed by the Louisiana Department of Health, Health Standards Section.


Nonprofit status may be verified by obtaining a current valid Internal Revenue Service exemption.

Refer to E-252-1-SNAP – PR for LDH SNAP State Office Responsibilities.

E-252-2-SNAP - PO Group Living Arrangement Facility Responsibilities

When the facility acts as the authorized representative, the facility must:

- Apply for the resident.

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- Advise parish office staff that the individual is a resident of a Group Living Arrangement Facility during the SNAP interview.
- Buy and prepare food for eligible residents on a group basis. 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 their point of sale (POS) device at the facility.
- Buy meals delivered to the individual residents.
- Ensure that no more than one-half of the resident’s SNAP allotment is obtained prior to the 16th of the month.
- Report any changes and overissuances. An increase in income that causes the resident’s income to exceed the gross income limit for the resident’s household size must be reported by the 10th of the month following the month in which their income exceeded the gross income limit.


The facility is liable for any misrepresentation or intentional program violation, which it knowingly commits to obtain SNAP benefits for the residents when acting as the authorized representative.

As a Group Living Arrangement Facility approved to receive SNAP benefits, in all instances, the facility must:

- Report if the facility no longer meets the criteria to be an approved group living arrangement facility, to LDH SNAP State Office within 10 days.
- Provide a Group Living Arrangement Facility Monthly Roster Of Residents Receiving SNAP Benefits ([SNAP 45GLA](#)) or a list of current residents who are receiving SNAP benefits to LDH SNAP State Office by the 5th of each month for the previous month. The list must be 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 may not be eligible for SNAP benefits.

NOTE: The facility may use the [SNAP 45GLA](#) to report the current residents who receive SNAP or the facility may create an acceptable substitute if the list contains the same information as the [SNAP 45GLA](#).

Refer to E-252-2-SNAP – PR for Parish Office Responsibilities.

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E-252-2-1-SNAP – PO Residents Leaving The Facility

The facility must give the resident his EBT Card when the resident leaves the facility.

The facility must:

- 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 Customer Portal or by contacting the local parish LDH office within 10 days of the resident’s departure.
- Inform LDH SNAP State Office by email of all residents who have left the facility unannounced so that resident’s EBT card can be deactivated. The email must contain the resident’s name and Case Identification Number (CID) and must be sent within 10 days of the resident’s departure. The facility must return the resident’s EBT card to LDH SNAP State Office by the end of the month that the resident leaves the facility if the EBT card has not been provided to the departing resident.

E-253-SNAP - PO PREPARED MEAL SERVICES

E-253-1-SNAP - PO Eligibility Requirements

Eligible clients may use the EBT Card to purchase prepared meals through non-profit communal dining or meal delivery services approved by USDA-FNS.

- Meal delivery services - Eligible household members must be 60 years of age or over, or housebound, physically handicapped, or unable to prepare their own meals. The eligible member's spouse is also eligible.
- Communal dining - Eligible household members must be 60 years of age or over or receiving SSI. The eligible member's spouse is also eligible.

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E-254-SNAP - PO RESIDENTS IN SHELTERS FOR BATTERED WOMEN

E-254-1-SNAP - PO Eligibility Requirements

Residents in approved shelters for battered women and children may receive SNAP benefits. They must meet the same income and resource standards as other households.

The special requirements for residents in shelters for battered women apply to persons living in private or public nonprofit residential facilities that usually serve meals.

If the shelter does not serve meals it is not classified as an institution, but the residents may receive SNAP benefits as individual household units or as part of a group of individuals like any other household.

Residents in shelters for battered women may apply for SNAP benefits and use SNAP benefits on their own behalf. They may also appoint a shelter representative or another person to act as authorized representative.

E-254-2-SNAP - PO Approved Centers

Shelters for battered women and children must be public or private nonprofit residential facilities that serve battered women and children. If a facility serves other people, part of the facility must be set aside on a long-term basis to serve only battered women and children.

E-254-3-SNAP - PO Buying Meals

Individual households may use their SNAP benefits to buy meals prepared for them at a shelter approved by USDA.

E-254-4-SNAP - PO Processing Applications


The usual processing standards and usual verification and documentation requirements apply to residents in shelters for battered women.

E-254-5-SNAP - PO Expedited Time Limits

The EBT Card and benefits must be available by the close of business on the sixth calendar day after the application date.

E-254-6-SNAP - PO Participation Twice in Same Month

The shelter resident may be certified even if her former household has already received SNAP benefits for the month if:

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- The former household's allotment was based on a household size that included the woman and her children (if any), and
- The former household includes the person who abused them or subjected them to abuse.

Report the change in household composition to the worker assigned to the case.

E-254-7-SNAP - PO Determination of Eligibility

Determine eligibility for shelter residents based on their income, resources, and expenses. Consider resources inaccessible if they are jointly owned with members of the former household and access to the resources depends on the consent of the joint owner.

Consider room payments to the shelter as shelter expenses for the resident.

E-254-8-SNAP - PO Adverse Action

Resident households have the same rights to notices of adverse action, fair hearing, and lost benefits as other households.

E-254-9-SNAP - PO Work Registration

Register residents in shelters for battered women and children for work unless otherwise exempt.

II. PROCEDURES

E-251-SNAP - PR DRUG/ALCOHOL TREATMENT FACILITY

Residents of an approved public or non-profit drug or alcohol treatment facility participating in a treatment or rehabilitation program may be eligible for SNAP benefits, if all other eligibility factors are met.


Determine eligibility by the same income and resource standards as other households.

Certify residents as one-person households. Include the children if they are living at the facility with their parent(s).

E-251-1-SNAP - PR LDH SNAP State Office Responsibilities

For Approved Drug/Alcohol Treatment Facilities

The LDH SNAP State Office must:

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- Conduct on-site visits annually, or more often if deemed necessary. During the on-site visit, inform the facility that they may not obtain more than one-half of the resident’s SNAP allotment prior to the 16th of the month.
- Ensure the facility is in compliance of all requirements outlined in E-251-SNAP.
- Verify that the facility is considered an approved drug/alcohol treatment facility as defined above.
- Complete the Site Visit Checklist for Drug/Alcohol Treatment Facilities ([SNAP 46DA](#)) and document their findings.
- Document suspected misuse of SNAP benefits by the facility.
- Upon receipt of notification from the Drug/Alcohol Treatment Facility that a resident left the facility unannounced, deactivate the EBT card within 2 workdays and complete the SNAP deactivation EBT Case Log ([SNAP 47](#)) for the card that was deactivated.
- Ensure the facility has returned any EBT cards by the end of the month that a resident left the facility if the EBT card has not been provided to the departing resident.
- Destroy any EBT cards returned to LDH SNAP State Office by the facility.

LDH SNAP State Office will receive a [SNAP 45DA](#) or a list monthly of residents who are receiving SNAP benefits from the approved drug or alcohol treatment facility located in their region by the 5th of each month for the previous month. LDH SNAP State Office must take the following actions:

- If the list of residents receiving SNAP benefits is received timely:
 - Review and compare the list to the previous month's list to determine if any names of the SNAP clients have changed from the previous month's report.
 - Determine if the EBT card was returned to the client, if the SNAP client is no longer listed as a resident. If the EBT card was not returned to the client or SNAP contact the facility to inquire about the EBT card.

If the client is no longer a resident of the facility, no action is necessary on the client’s case. The client may still be eligible for SNAP benefits even though the client is no longer residing at the facility.

- Review LITE to determine if the Work Registration code for each resident listed is correct. If the Work Registration code is incorrect, email the worker and supervisor listed in LITE to

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correct the code. LDH SNAP State Office staff will review LITE to ensure all corrections were made within 10 days. If the work registration code has not been updated within 10 days of the initial email, a follow-up email will be sent to the worker, supervisor, and ES Manager indicating action to be taken upon receipt of the email.

- Review LITE to determine if the facility is listed as the AR on the resident’s case. If the facility is not listed as the AR email the worker and supervisor listed in LITE to correct the name of the AR. LDH SNAP State Office staff will review LITE to ensure all corrections were made within 10 days. If the work registration code has not been updated within 10 days of the initial email, a follow-up email will be sent to the worker, supervisor and ES Manager indicating action to be taken upon receipt of the email.
- If the list of residents receiving SNAP benefits is not received timely (by the 5th):
 - Contact the facility about non-receipt of the list by the 10th of the month for the previous month advising that the list must be received by the 15th.
 - Send a Conciliation Notice – Drug/Alcohol Treatment Facility ([SNAP 44DA](#)) advising the facility of the conciliation process.
 - Send a Notice of Ineligibility as a Drug/Alcohol Treatment Facility To Receive Supplemental Nutrition Assistance Program (SNAP) Benefits ([SNAP 43DA](#)) on the 16th, if the list is not received by the 15th, advising that the facility is no longer an approved facility and that the residents are no longer eligible to receive SNAP benefits.
 - Send an email informing the parish office worker and supervisor by the 25th of the month the facility is no longer approved and to advise closure of the client's case.
 - Notify LDH Communications so the facility is removed from the list of approved facilities published on the LDH website.

For Drug/Alcohol Facilities Seeking Approval

SNAP Staff Office must:

- Review the Application For Drug/Alcohol Treatment Facility to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits ([SNAP 41DA](#)) to determine if the facility meets the criteria for becoming an approved facility.
- Verify that the facility meets the criteria.
- Determine eligibility of the facility to be approved to receive SNAP benefits for their residents within 10 days of the receiving all verification.

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- If the facility is approved to receive SNAP benefits, send a LDH Approval Form – Drug/Alcohol Treatment Facility ([SNAP 42DA](#)) and a What Are Your Responsibilities as a Drug/Alcohol Treatment Facility Approved to Receive SNAP Benefits ([SNAP 40DA](#)) to the facility, and
- Notify LDH Communications of the approval so that the facility may be added to the list of approved facilities published on the LDH website.
- If the facility is not eligible to receive SNAP benefits, send a [SNAP 43DA](#) to the facility.

E-251-2-SNAP - PR Parish Office Responsibilities


Parish office staff must:

- Determine if the SNAP applicant lives in a facility.
- Determine if the facility provides more than 50% of the resident’s meals.
- If the facility provides more than 50% of the household’s meals, determine if a SNAP applicant resides in an approved drug/alcohol treatment facility by checking the list of approved facilities listed on the LDH website.
- Ensure the correct Work Registration Code for drug/alcohol treatment facilities is correct in LITE.
- If the SNAP applicant resides in a facility that is not an approved drug/alcohol treatment facility, advise the facility to submit a [SNAP 41DA](#) to LDH SNAP State Office via fax, mail or email LA.SNAP.LDH@LA.GOV if they would like to become an approved facility.
- If notified that a resident of the drug/alcohol treatment facility is no longer approved, close the case of each resident. A concurrent notice must be sent to the client.
- If notified that a resident of the drug/alcohol treatment facility is no longer a resident, remove the facility as AR and make a case note.
- Complete overissuance reports for the individual facilities as appropriate.

E-251-3-SNAP - PR State Office SNAP Section Responsibilities

LDH SNAP State Office will:

- Report misuse of SNAP benefits in facilities by letter to:

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Regional SNAP Director
United States Department of Agriculture
Food and Nutrition Service, Southwest Region
1100 Commerce Street
Dallas, Texas 75242

- Not take any further action on a facility certified as a retailer by USDA before USDA's action.
- Report misuse in facilities by memorandum to the Fraud and Recovery Unit.
- Upon notification of a valid report from the Fraud and Recovery Unit refer the facts for information and consideration for prosecution to:

Regional Administrator
United States Department of Agriculture
Food and Nutrition Service, Southwest Region
1100 Commerce Street
Dallas, Texas 75242


E-252-SNAP - PR GROUP LIVING ARRANGEMENT

E-252-1-SNAP - PR LDH SNAP State Office Responsibilities

For Approved Group Living Arrangement Facilities

LDH SNAP State Office must:


- Conduct on-site visits annually, or more often if deemed necessary. During the on-site visit, inform the facility that they may not obtain more than one-half of the resident’s SNAP allotment prior to the 16th of the month.
- Ensure the facility is in compliance of all requirements outlined in E-252-SNAP.
- Verify that the facility is considered an approved group living arrangement facility as defined above.
- Complete the Site Visit Checklist for Group Living Arrangement Facilities ([SNAP 46GLA](#)) and document their findings.
- Report any suspected misuse of SNAP benefits by the facility to FNS.

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- Upon receipt of notification from the Group Living Arrangement Facility that a resident left the facility unannounced, deactivate the EBT card within 2 workdays and complete the SNAP deactivation EBT Case Log ([SNAP 47](#)) for the card that was deactivated.
- Ensure the facility has returned any EBT cards by the end of the month that a resident left the facility if the EBT card has not been provided to the departing resident.
- Destroy any EBT cards returned to LDH SNAP State Office by the facility.

LDH SNAP State Office will receive a [SNAP 45GLA](#) or a list monthly of residents who are receiving SNAP benefits from the approved group living arrangement facility located in their region by the 5th of each month for the previous month. The LDH SNAP State Office staff must take the following actions:

- If the list of residents receiving SNAP benefits is received timely:
 - Review and compare the list to the previous month's list to determine if any names of the SNAP clients have changed from the previous month's report.
 - Determine if the EBT card was returned to the client, if the SNAP client is no longer listed as a resident. If the EBT card was not returned to the client or LDH SNAP State Office contact the facility to inquire about the EBT card.
 - If the client is no longer a resident of the facility, no action is necessary on the client's case. The client may still be eligible for SNAP benefits even though the client is no longer residing at the facility.
 - Review LITE to determine if the facility is listed as the AR on the resident's case. If the facility is not listed as the AR, email the worker and supervisor listed in LITE to correct the name of the AR. State Office staff will review LITE to ensure all corrections were made within 10 days. If the work registration code has not been updated within 10 days of the initial email, a follow-up email will be sent to the worker, supervisor, and ES Manager indicating action to be taken upon receipt of the email.
- If the list of residents receiving SNAP benefits is not received timely (by the 5th):
 - Contact the facility about non-receipt of the list by the 10th of the month for the previous month advising that the list must be received by the 15th.
 - Send a Conciliation Notice – Group Living Arrangement Facility ([SNAP 44GLA](#)) advising the facility of the conciliation process.
 - Send a Notice of Ineligibility as a Group Living Arrangement Facility To Receive Supplemental Nutrition Assistance Program (SNAP) Benefits ([SNAP 43GLA](#)) on the 16th, if

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the list is not received by the 15th, advising that the facility is no longer an approved facility and that the residents are no longer eligible to receive SNAP benefits.

- Create a task in LITE informing the parish office worker by the 25th of the month to advise that the facility is no longer approved so the worker may determine if the client's case must be closed.
- Notify LDH Communications so the facility is removed from the list of approved facilities published on the LDH website.

For Group Living Arrangement Facilities Seeking Approval


LDH SNAP State Office must:

- Review the Application For Group Living Arrangement Facility to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits ([SNAP 41GLA](#)) to determine if the facility meets the criteria for becoming an approved facility.
- Verify that the facility meets the criteria.
- Determine eligibility of the facility to receive SNAP benefits for their residents within 10 days of receiving all verification.
 - If the facility is approved to receive SNAP benefits, send a LDH Approval Form – Group Living Arrangement Facility ([SNAP 42GLA](#)) and a What Are Your Responsibilities as a Group Living Arrangement Facility Approved to Receive SNAP Benefits ([SNAP 40GLA](#)) to the facility, and
 - Notify LDH Communications of the approval so that the facility may be added to the list of approved facilities published on the LDH website.
 - If the facility is not eligible to receive SNAP benefits, send a [SNAP 43GLA](#) to the facility.

E-252-2-SNAP - PR Parish Office Responsibilities

Parish office staff must:

- Determine if the SNAP applicant lives in a facility.
- Determine if the facility provides more than 50% of the resident's meals.

	Division/Section	Family Support
	Chapter No./Name	4 – Economic Stability (ES)
	Part No./Name	E – Special Households (SNAP)
	Section No./Name	E-200-SNAP SNAP Special Households (SNAP)
	Document No./Name	E-250-SNAP Participants in Special Programs
	Effective Date	April 1, 2026


- If the facility provides more than 50% of the resident’s meals, determine if the resident of a group living arrangement facility is living in an approved facility by checking the list of approved facilities listed on the LDH website.
- If the SNAP applicant resides in a facility that is not an approved group living arrangement facility, advise the facility to submit a [SNAP 41GLA](#) to State Office via fax, mail or email LA.SNAP.LDH@LA.GOV if they would like to become an approved facility.
- If notified that the facility loses its status as authorized representative or no longer meets the definition of an approved group living arrangement facility and the resident is not certified on his own behalf, close the case of each resident. A concurrent notice explaining the termination and when it will become effective must be sent to each client. If the resident is certified on his own behalf and the facility provides less than half of the resident’s meals, no further action is necessary.
- If notified that a resident of the group living arrangement facility is no longer a resident, remove the facility as AR and make a case note.
- Compute overissuance reports for the individual or facility as appropriate.

E-252-3-SNAP - PR State Office Responsibilities

LDH SNAP State Office will:

- Report misuse of SNAP benefits in facilities by letter to:

Regional SNAP Director
United States Department of Agriculture
Food and Nutrition Service, Southwest Region
1100 Commerce Street
Dallas, Texas 75242
- Not take any further action on a facility certified as a retailer by USDA before USDA's action.
- Report misuse in facilities by memorandum to the Fraud and Recovery Unit.

	Division/Section	Family Support
	Chapter No./Name	4 – Economic Stability (ES)
	Part No./Name	E – Special Households (SNAP)
	Section No./Name	E-200-SNAP SNAP Special Households (SNAP)
	Document No./Name	E-250-SNAP Participants in Special Programs
	Effective Date	April 1, 2026

- Upon notification of a valid report from the Fraud and Recovery Unit, refer the facts for information and consideration for prosecution to:

Regional Administrator
United States Department of Agriculture
Food and Nutrition Service, Southwest Region
1100 Commerce Street
Dallas, Texas 75242

E-253-SNAP - PR PREPARED MEAL SERVICES


There are no procedures for this policy.

E-254-SNAP - PR RESIDENTS IN SHELTERS FOR BATTERED WOMEN

The parish office must verify the shelter's status as a nonprofit organization by seeing a current certificate from the Internal Revenue Service. If USDA has certified the shelter as a retailer, then eligibility of the shelter is confirmed.

III. FORMS AND INSTRUCTIONS

- [SNAP 40DA Form](#) / [Instructions](#) What Are Your Responsibilities as a Drug/Alcohol Treatment Facility Approved to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits
- [SNAP 40GLA Form](#) / [Instructions](#) Rights and Responsibilities of Group Living Arrangement Facilities
- [SNAP 41DA Form](#) / [Instructions](#) Application for Drug/Alcohol Treatment Facility to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits
- [SNAP 41GLA Form](#) / [Instructions](#) Application for Group Living Arrangement Facility to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits
- [SNAP 42DA Form](#) / [Instructions](#) Approval Letter for Drug/Alcohol Treatment Facility to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits
- [SNAP 42GLA Form](#) / [Instructions](#) Approval Letter for Group Living Arrangement Facility to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits
- [SNAP 43DA Form](#) / [Instructions](#) Notice of Ineligibility as a Drug/Alcohol Treatment Facility to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits
- [SNAP 43GLA Form](#) / [Instructions](#) Notice of Ineligibility as a Group Living Arrangement Residential Facility to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits
- [SNAP 44DA Form](#) / [Instructions](#) Conciliation Notice – Drug/Alcohol Treatment Facility
- [SNAP 44GLA Form](#) / [Instructions](#) Conciliation Notice – Group Living Arrangement Facility
- [SNAP 45DA Form](#) / [Instructions](#) Drug/Alcohol Treatment Facility Monthly Roster of Residents Receiving SNAP Benefits
- [SNAP 45GLA Form](#) / [Instructions](#) Group Living Arrangement Facility Monthly Roster of Residents Receiving SNAP Benefits
- [SNAP 46DA Form](#) / [Instructions](#) Site Visit Checklist for Drug/Alcohol Treatment Facilities

	Division/Section	Family Support
	Chapter No./Name	4 – Economic Stability (ES)
	Part No./Name	E – Special Households (SNAP)
	Section No./Name	E-200-SNAP SNAP Special Households (SNAP)
	Document No./Name	E-250-SNAP Participants in Special Programs
	Effective Date	April 1, 2026

[SNAP 46GLA Form / Instructions](#) Site Visit Checklist for Group Living Arrangement Facilities
[SNAP 47 Form / Instructions](#) Deactivation EBT Case Log

IV. REFERENCES

[7CFR 273.11\(e\)\(f\)\(g\)](#)

[LAC 67: 111 Subpart 3. Supplemental Nutrition Assistance Program \(SNAP\), Chapter 19.](#)

Certification of Eligible Households, Subchapter K. Action on Households with Special Circumstances