

B Representatives - NA Representative

REVISION 20
(04/01/12 - 06/30/12)

An NA participant may choose an adult nonparticipant to act as the NA representative on behalf of the NA applicants. When the representative is not an NA participant, the representative must be designated either verbally or in writing by the participant.

Key the representative's name in the FS AUTHORIZED REP field on ADDR.

An adult nonparticipant living with minor applicants may be the representative.

WARNING

State employees or retailers, who are involved in the issuance or acceptance of NA, may only be representatives when authorized in writing by the Region Program Manager (RPM). The RPM must determine that no one else is available to be a representative before authorizing.

When a state employee is acting as a representative, see [Handling Special Cases – Employees](#) for additional requirements.

Applicants who live in a [Group Living Arrangement](#) (GLA) may select either of the following options:

- To use the representative of the GLA
- To appoint their own representative

EXCEPTION

Participants who live in drug addiction or alcoholic rehabilitation centers must have a representative. The representative must be an employee of the center.

An agency (shelter or kitchen) that only provides prepared meals for the homeless may not be an NA representative.

Policy and procedures regarding NA representatives is outlined as follows:

- [NA Disqualified Representative](#)
- [NA Emergency Representative](#)
- [NA Representative of Multiple Cases](#)

For more information regarding EBT, also see [EBT Overview](#).