

.04 Treatment Center Responsibilities

On the fifth and the 20th of each month, the center provides a completed rehabilitation Center Semi-Monthly Residential Activity Report (FA-620-1) to the appropriate local office. The report includes the following:

- The names of participants who live in the center during the reporting period.
- The participant's new address, when known.
- The participant's AZTECS case number.
- The estimated date treatment is expected to end.
- The date any participant entered or left the center.
- The benefit amount returned to the participant when they left the center.
- An indication whether the center obtained a signed receipt for the benefits returned to a participant who left.
- The FAA programs in which the participant currently participates.

As the [NA representative](#), the center must be familiar with the budgetary unit's circumstances. The center should carefully review those circumstances with the resident before applying on their behalf.

The center is responsible for any [overpayments](#) caused by misrepresentation or fraud committed in the eligibility decision of center residents.

The center assumes total liability for NA benefits lost or misused while being held on behalf of a resident budgetary unit. Establish a claim for any overpayments. The center is responsible for notifying the local office of any changes in the resident budgetary unit's income or circumstances.

The resident budgetary unit may leave the center. The center can no longer act as the budgetary unit's NA representative. In this situation, the center provides the budgetary unit with the NA benefits, and the EBT QUEST Card as follows:

- The budgetary unit receives the entire monthly amount when the following apply:

The benefits have been issued.

The center spent no benefits for the budgetary unit.

- The budgetary unit receives one half of the monthly benefit amount when the following apply:

The budgetary unit leaves before the 16th day of the month of issuance.

The center spends a portion of the benefit amount on the budgetary unit.

- A Returned Food Stamp Receipt (FAA-0550A), when appropriate.

The center representative completes a receipt in duplicate for the PI when returning NA benefits to the budgetary unit.

Both the center representative and the PI sign the completed FAA-0550A. The receipt acknowledges the PI's receipt of the NA.

The representative gives the FAA-0550A duplicate copy to the PI. The representative files the original with the center's records. Upon request, the center will make the original available for review.

For EBT procedures, see [EBT](#).

- A Change Report (FAA-0412A). The center advises the budgetary unit to report its new address and other changes to the local office within 10 days.

A participant may leave the center before the 16th of the month without prior notice. The center will do the following:

- Attempt to contact the participant and return the NA benefits to them.
- The center returns the benefits to the FAA local office. This is completed by the end of the benefit month when the following occurs:

The center cannot locate the participant

The center has not spent any of the participant's benefits in the benefit month

The participant may leave the center on or after the 16th of the month and the benefits are already spent. The participant is not eligible to receive any of the benefits back for the benefit month.

The center must return any NA benefits they are not entitled to keep to the FAA local office. They must return the benefits by the end of the calendar month in which ineligibility occurred.