

## 04 Special Participant EBT Usage



Special participant Electronic Benefit Transfer (EBT) situations include group living arrangements (GLA) and homebound or itinerant participants.

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### Policy

Participants residing in a group living arrangement (GLA) may be eligible when the GLA is certified by the Food and Nutrition Service (FNS).

### GLA FNS Certified

Facilities that meet the definition of an FNS certified GLA use **any** of the following to deduct the NA amounts necessary to pay for food:

- Point of Sale (POS) device
- Offline Food Stamp Voucher form

The NA amounts deducted from each EBT Primary Payee's account are credited to the GLA's financial account. The GLA can purchase the group's food without having to take many different EBT cards to the store.

An EBT Primary Payee who leaves the GLA is entitled to all or part of the NA EBT benefits already deducted from their account. In this situation, the GLA completes an NA purchase refund. This can be completed either through the POS device or by using the Offline Food Stamp Voucher. The NA purchase refund debits the GLA's daily transactions and credits the EBT Primary Payee's NA account.

### GLA Non-FNS Certified

The participant may reside in a facility that does not meet the definition of a certified FNS GLA. When this occurs, FAA establishes an Alternate Cardholder from the GLA and uses that alternate cardholder for all participants residing in the GLA.

When a participant leaves a non-FNS certified GLA, the participant is required to call the FAA office to have the GLA removed as their Alternate Cardholder.

### Issuance for Homebound or Itinerant Participants

Participants who are homebound are encouraged to choose an authorized representative or an EBT Alternate Cardholder.

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### Procedures

#### Homebound or Itinerant Participants

When the [itinerant site\(g\)](#) or home-based interview has been scheduled, **all** of the following must be completed before leaving the FAA office for the itinerant site or home-based interview:

- The worker establishes the EBT account on EBPM for each participant who does not have a pre-existing account.

- The designated FAA staff responsible for card issuance assigns EBT cards for all scheduled itinerant site and home-based appointments screened as an NA expedite.
- For itinerant site interviews, the worker must take an extra supply of unassigned EBT cards, based on the anticipated number of expedited interviews to be conducted.
- The worker takes the EBT cards and the EBT Card Issuance Log (FAA-1007A) form to the itinerant site or home-based interview.

### Telephone Interviews

Special consideration is required when completing a telephone interview. A home visit may be required to complete the EBT card issuance when the participant is determined to meet expedited criteria.

NOTE Requests for a home visit to complete the EBT card issuance must be made no later than the next [workday\(g\)](#) following the interview.

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### AZTECS Procedures

After completing the itinerant site or home-based interview, turn in the FAA-1007A and the remaining unassigned EBT cards to designated FAA staff.

Designated FAA staff completes **all** of the following:

- Deactivates and destroys EBT cards pre-assigned to participants who failed to appear for the interview.
- Indicates on the FAA-1007A each card that is deactivated.
- Reviews and keys the appropriate information on EBPM and EBCM.
- Keys an O in the CARD ISSUE field for each participant issued an EBT card replacement during the itinerant site or home-based interview.

NOTE Designated management staff must sign the FAA-1007A for all cards being deactivated for any reason.

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### Legal Authorities

7 CFR 274.6(a)

7 CFR 274.6(a)(2)

7 CFR 274.6(a)(6)(ii)

7 CFR 274.6(a)(7)(i)

7 CFR 274.6(b)

### [Prior Policy](#)

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