

B Special Participant EBT Situations - Issuance for Homebound or Itinerant Participants

REVISION 48
(01/01/20 – 12/31/20)

Participants who are homebound should be encouraged to choose an authorized representative or an EBT alternate card holder.

When the itinerant site or home-based interview has been scheduled, 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.
- The designated FAA office staff responsible for card issuance assigns EBT cards for all scheduled [itinerant site\(g\)](#) and home-based appointments screened as an expedite.
- The worker takes the pre-assigned EBT cards and the EBT Card Issuance Log (FAA-1007A) form to the itinerant site or home-based interview.

NOTE When interviewing at itinerant sites, take extra cards for potential expedite walk-in participants.
When the itinerant site interview has not been scheduled, do not pre-assign EBT cards. Take a supply of un-assigned EBT cards, based on the anticipated number of expedite interviews to be conducted.

When returning to the FAA office the worker completes the following:

- Turns in the FAA 1007A to the designated FAA office staff.
- Keys O in the CARD ISSUE field on [EBPM](#) for each participant who received an EBT card at the itinerant site or home-based interview.

NOTE The designated FAA office staff may be required to update EBCM when the participant has a pre-existing EBT card in the system.

EBT cards pre-assigned to participants who fail to appear for the interview must be deactivated and destroyed. The designated FAA office staff indicates on the FAA-1007A that the card is void and ensures that the card status is changed to 09 on EBCM

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

The designated FAA office staff completes the reconciliation process.
(See [EBT Reconciliation](#))

ARCHIVED (Valid until 12/21/20)