.03 **GLA Filing of Applications**

Determine eligibility for residents of GLAs using the same eligibility criteria as other NA budgetary units. When applying for benefits the GLA completes one of the following:

- Serves as the NA representative for its residents.
- Allows all or some of the residents to apply for benefits on their own behalf.
- Allows residents to apply for benefits using their own NA representative.

The GLA decides when any applicant or group of applicants may apply on their own behalf. When making this decision, the GLA considers both of the following:

- The physical and mental competence of the applicants.
- The ability of the applicant to understand the application process and be responsible for their statements.

The GLA may act as the NA representative for the residents. In this situation, all the residents apply as one-person budgetary units. This is the same procedure followed by drug and alcohol treatment centers. The GLA receives the benefit and spends it for food prepared by, or served to, the eligible residents. Residents may apply as a one-person budgetary unit or a group of residents may apply as a budgetary unit. In these situations the following may occur:

- The NA benefits may be returned to the GLA to purchase food for meals consumed by these residents together or individually.
- The residents may keep the benefits and use them to purchase meals supplied by the GLA. Residents may also purchase food with the NA benefits to prepare by themselves.
- A resident, or group of residents, applying on their own behalf have all the responsibilities of any other budgetary units. This includes reporting changes and liability for any overpayments.
- Accept applications from individuals. A group of residents within a GLA may be a budgetary unit when they meet NA budgetary unit requirements. The GLA can decide that a group of residents may apply as one NA budgetary unit.
- An NA representative designated by the resident may also apply on behalf of the resident.