

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

REVISION 03
(01/01/08 – 03/31/08)

Participants who are truly homebound should be encouraged to choose an EBT alternate card holder.

Before leaving the FAA local office for the itinerant site or [home visit](#), the following must be completed:

- The EI establishes the EBT account on EBPM
- The designated local office staff responsible for card issuance assigns QUEST cards for all scheduled home visit appointments screened as an expedite

The EI takes the pre-assigned QUEST cards to the itinerant site or home visit.

NOTE When interviewing at itinerant sites, take extra cards for potential expedite walk-in participants.

At the completion of the itinerant or homebound appointments, the EI turns in the EBT Card Issuance Log (FAA-1007A), and any unused QUEST cards to the designated local office staff. Pre-assigned cards to participants who fail to appear for their scheduled interview must be deactivated and destroyed. The designated local office staff indicates the card is void on the FAA-1007A and ensures that the card is statused 09 on EBCM.

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

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