

**County of San Diego, Health and Human Services Agency (HHSA)
CalFresh Program Guide**

	Number	Page
Residents of Drug/ Alcohol Treatment and Rehabilitation Centers (D/ATC) and Group Living Arrangements (GLA)	63-123	1 of 5

Revision Date:

08/22/2019

Background:

Drug/Alcohol Treatment and Rehabilitation Centers (D/ATC) and Group Living Arrangements (GLA) must adhere to specific regulations in order to be eligible to apply and receive CalFresh benefits for their residents. This section is being updated to include information about sober living environments (SLEs).

Purpose:

This section describes the regulations and requirements that D/ATC and GLA must follow in order to apply and receive CalFresh benefits for residents who live in their center.

Policy:

63-123.1 D/ATC and GLA Facilities:

D/ATC

Residents who participate and reside in authorized D/ATC must apply for CalFresh through an Authorized Representative (AR). The AR must be an employee of the center and be designated by the center as the AR. These approved D/ATC facilities are authorized to apply for CalFresh benefits for their residents. Treatment centers must be authorized by FNS as a retailer or meet the definition of a drug addiction or alcoholic treatment and rehabilitation program under Part B, of Title 19, of the Public Health Services Act 42 U.S.C. Section 300(x), State Health code Section 11834.23 and provide meals to residents. FNS authorization is required for centers redeeming CalFresh benefits on site.

Refer to Eligibility Essentials for a list of approved D/ATC facilities and designated AR's.

GLA

GLA are public or private nonprofit residential settings that have no more than 16 residents. The GLA is licensed by the State Department of Social Services (SDSS). To be eligible for CalFresh, residents of the GLA must be blind or disabled and receiving benefits under Title II (Retirement, Survivors, Disability Insurance benefits) of the Social Security Act. The GLA must be authorized by Food and Nutrition Services (FNS) 254, CalFresh Authorization, or be licensed by the County as a group home. Refer to Eligibility Essentials for a list of approved GLA facilities. Residents of private for-profit GLA are ineligible to receive CalFresh benefits.

Sober Living Environments (SLE)

Sober living environments are residential living arrangements for individuals transitioning from drug or alcohol rehabilitation or treatment centers. SLEs are not licensed or certified by any state agency and cannot be considered a DATC for CalFresh. SLEs may be authorized by FNS as a retailer. Customers residing in SLE's are eligible to apply for CalFresh, provided they meet all eligibility requirements. Customers who receive a majority of meals (over 50% of three meals per day) as part of the service provided by the SLE, will be ineligible for CalFresh.

**County of San Diego, Health and Human Services Agency (HHSA)
CalFresh Program Guide**

	Number	Page
Residents of Drug/ Alcohol Treatment and Rehabilitation Centers (D/ATC) and Group Living Arrangements (GLA)	63-123	2 of 5

63-123.2 Application Overview:

D/ATC

Residents of the D/ATC must apply and be certified for the CalFresh program through an AR. The AR will be the Designated Alternate Card Holder (AC). Issue the AC an EBT card in the AR's name. Refer to Eligibility Policy and Procedure Guide (EPPG) Electronic Benefit Transfer (EBT) and Eligibility Operations Processing Guide (EOPG) EBT Procedures for additional information about AC.

GLA

Residents of the GLA may apply and be certified for the CalFresh program through an AR employed and designated by the GLA. The resident may also choose to apply on their own. The administrator of the GLA determines if the resident is physically or mentally able to apply on their own behalf or if an AR is needed.

Applications will be accepted for any individual applying as a one-person household, or for any group of residents applying as a household as defined in CFPG 63-101.1.

AR Requirements and Qualifications

- The D/ATC center may assign more than one employee to act as an AR
- An “*EBT Request For A Designated Alternate Card Holder/Authorized Representative*” TEMP 2201 form must be completed for each case
- The AR cannot represent a resident who has left the center

The following persons cannot be the AR unless there is no other person available. If one of the following persons is designated as the AR, the reason must be documented in case comments.

- HHSA employees who are involved in the certification and/or issuance process
- Meal providers for the homeless
- CalFresh retailers who are authorized to transact EBT cards
- Individuals serving a disqualification penalty for an IPV

D/ATC centers must provide the following when designating an AR:

- Written request on centers letterhead designating the AR
- Name of the designated AR
- Start date for the AR
- ID for AR

Designating Alternate AR for Center

If a center or group home wishes to designate a second AR, the center will contact the CalFresh Program Authorized Representative/Alcohol & Drug Section Coordinator (AR/ADSC) and request to add a second AR. The AR/ADSC will notify the Family Resource Center (FRC) of the change in AR.

63-123.3 Application:

Application Interview

The D/ATC is required to act as an AR for the resident. The designated AR must:

- Be interviewed
- Review, sign and date each CalFresh application
- Understand the resident's and AR rights and responsibilities and be aware of the residents circumstances

**County of San Diego, Health and Human Services Agency (HHSA)
CalFresh Program Guide**

	Number	Page
Residents of Drug/ Alcohol Treatment and Rehabilitation Centers (D/ATC) and Group Living Arrangements (GLA)	63-123	3 of 5

- Complete and sign the “*EBT Request For A Designated Alternate Card Holder/Authorized Representative*” form with the resident

Refusal by the AR to be interviewed or to sign the CalFresh application will result in the application for CalFresh being denied.

Whenever possible, the resident will participate in the interview process. When the resident cannot participate, attempt to contact the resident to ensure that the correct information has been included in the application. When the resident is physically or mentally unable to be interviewed, or if the interview will interfere with the treatment at the center, obtain a written statement from the AR stating the reason the resident cannot be interviewed.

Expedited Services (ES)

Residents who qualify for ES shall be issued benefits within the ES timeframes. If the AR is not available to attend the interview, it will be necessary to schedule the interview at the earliest possible time.

63-123.4 Designation of AR/Payee:

Residents must sign the “*EBT Request for A Designated Alternate Card Holder/Authorized Representative*” form before the D/ATC can act as the AR and apply for CalFresh for the resident. Refer to CFPG 63-113.

63-123.5 Certifications:

Residents of a DATC must be certified as a one-person household unless their children are living with them at the DATC facility, in which case their children must be included in the household. Residents of GLA who apply through an AR will be certified as a one-person household. Residents of a GLA who apply on their own behalf will be certified based on household size in accordance with 63-101.

Refer to Processing Guide 123-01 for the certification process.

63-123.6 Treatment of Income/Deductions:

Treat income of residents of D/ATC and GLA in the same manner as for other CalFresh applicants/recipients. Refer to Processing Guide 123-01.

63-123.7 Treatment Center & Group Home Responsibilities:

Reporting Changes

Treatment Center and Group Home are responsible for reporting the following:

- Changes in the resident’s circumstance
- Residents leaving the center
- D/ATC and GLA Reporting Requirements
- Reporting benefit losses or misuse

Reporting Changes/Residents Leaving the Center

The treatment center, group home, and/or group resident is responsible for reporting any changes in the resident’s income or household circumstances.

The Treatment Center AR must complete, sign and return the SAR 7.

When a resident leaves the center, group home, or ceases to participate in the treatment program, the Center/Group home will:

**County of San Diego, Health and Human Services Agency (HHSA)
CalFresh Program Guide**

	Number	Page
Residents of Drug/ Alcohol Treatment and Rehabilitation Centers (D/ATC) and Group Living Arrangements (GLA)	63-123	4 of 5

- Instruct the person to contact Access as soon as they leave the center
- Provide the resident with a change report to report the new address and other changes in circumstances after leaving the center
- Notify the Family Resource Center (FRC) that the client has left the center
- Return the AR Electronic Benefit Transfer (EBT) card after cutting the card in half, to the FRC. For confidentiality purpose, the FRC is to shred the card upon receipt
- Inform the resident that they are entitled to one-half of the monthly benefit if they leave the center or group home before the 16th of the month. The resident is to contact Access to request an EBT card or to reactivate their existing card, if they are still interested in receiving CalFresh benefits
- Tell the resident that they will not receive any benefits for the current month, if they leave on or after the 16th of the month as the benefits have already been issued and used
- Inform the resident that they are entitled to the full allotment if no benefits have been used
- GLA residents who apply on their own behalf will keep their EBT cards when they leave. If a group of residents have applied as one household, a pro-rata share of the remaining benefits will be provided to any departing household member

D/ATC and GLA Reporting Requirements

The Treatment Center/Group home is required to submit a list of active CalFresh residents residing in their center. This list will be sent each month to the CalFresh Program Authorized Representative/Alcohol & Drug Section (AR/ADS).

The list must be signed by a responsible center official, attesting to the validity of the list and must be emailed by the first week of each month.

If the center refuses to provide the list of residents or refuses to allow the AR/ADSC access to the center to verify the list, the County will terminate the participation of all certified households in the center for refusal to cooperate. Timely informing notices of termination will be sent to the residents. Once denied or terminated the residents can reapply but will be certified only when the center cooperates.

Losses or Misuse

The center or group home will be responsible for any misrepresentation or fraud which it knowingly commits in the certification of its residents.

The center or group home must be knowledgeable about household circumstances and should carefully review those circumstances with residents prior to applying on their behalf. The center or group home will be strictly liable for all losses or misuses of CalFresh held on behalf of resident households and for all over-issuances which occur while households are in the center.

63-123.8 Worker Responsibilities:

Refer to Processing Guide 123-01

Other Program Impact/s:

No impact

**County of San Diego, Health and Human Services Agency (HHSA)
CalFresh Program Guide**

	Number	Page
Residents of Drug/ Alcohol Treatment and Rehabilitation Centers (D/ATC) and Group Living Arrangements (GLA)	63-123	5 of 5

References:

ACL 19-51

ACL 18-90

MPP 63-503.47, MPP 63-402.64 MPP 63-402.621, MPP 63-402.61, MPP 63-503.48

Processing Guide 123-01

Sunset Date:

This policy will be reviewed for continuance on or by 08/31/2022

Approval for Release:



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