

The purpose of this attachment is to provide guidance for providers of Residential Habilitation or Life Sharing services that will be assisting with the application for Supplemental Nutrition Assistance Program (SNAP) benefits. Please note, this guidance aligns with the Office of Income Maintenance's (OIM) current policy regarding Group Living Arrangements (GLA). It is advised that providers review OIM's policy when assisting with the application for SNAP benefits; this guidance was created as a high-level overview.

Step 1:

➤ **Applying as a GLA, if applicable:**

A provider **must** apply for GLA status (which is a certification that applies to the address of the home) by completing and submitting the [PA 1869 form](#) to the County Assistance Office (CAO) that the GLA is located in, if:

1. The provider's agency is nonprofit;
2. The home has no more than 16 individuals living in the house;
3. The home is licensed; and
4. Individuals must be receiving disability benefits such as Social Security Income (SSI), Social Security Disability Insurance (SSDI) or Retirement, Survivors, and Disability Insurance (RSDI).

(Please note: if the residential provider does not meet all of the criteria above, the provider does not need to apply as a GLA.)

- If there is a home that is not a GLA, but there are individual(s) in the home that pay for their own food, each individual can apply and *may* be eligible for SNAP benefits.
- If there is a home that is not a GLA and the individuals do not pay for their own food, the residents of the home should not apply for SNAP benefits as SNAP benefits will be denied.

Once the PA 1869 form is submitted, the CAO will review and determine the status. The CAO will notify the provider agency of this status and then the individual can proceed with applying for SNAP benefits (Step 2).

Step 2:

➤ **Applying for SNAP benefits:**

If the provider applies and is granted GLA status, the next step is for the individuals to apply for SNAP benefits (with their provider's assistance, if needed, as required by 55 Pa. Code § 6100.685). If an individual within that GLA home:

- Needs assistance from the provider with the SNAP application and with using their benefits, the individual must have an Authorized Representative (AR).¹ If an AR is needed, the provider should confirm that the selected AR can handle that individual's benefits and must inform the individual that the AR will be responsible for handling their benefits.
- Is fully capable of handling their own application and using their own benefits and, applies for SNAP benefits on their own without assistance from their provider, an AR would not be required.

Each individual who is applying for SNAP benefits should have their own application submitted; this will ensure each individual has their own Electronic Benefits Transfer (EBT) card.

- When each individual receives their own SNAP benefits, the provider is responsible for ensuring that the benefits are used for the individual who was approved for the benefit as well as for keeping appropriate documentation to show how and when the SNAP benefits were used.

The PA 600 Application for Benefits (either the paper version or the online version), which can be used to apply for SNAP benefits, can be found at COMPASS HHS Home (state.pa.us) or by clicking on this [link](#).

Please note:

- The CAO makes the determination about SNAP benefits. The provider should reach out to the individual's CAO with any questions regarding the determination.

Examples:

1. Carmen, Susan, Michael, and Robert all live in a licensed Residential Habilitation home, which was NOT granted GLA status because it is a for-profit home. Carmen, Susan and Michael pay Room and Board while Robert only pays Room. Because Carmen, Susan, and Michael pay for Room and Board, they would not be eligible for SNAP benefits. Robert may be eligible for SNAP benefits because he is paying for his own food. Robert would need to apply for SNAP benefits.
2. Luke, Kyle, Oliva, and Sydney all live in a licensed Residential Habilitation home, which was granted GLA status. The provider agency determined that Luke is able to handle his

¹ As referenced in SNAP Handbook Chapter 511.7, section 511.76 GLA Responsibilities, the AR may be someone known by the individual outside the provider's agency, an employee from the provider agency, or may be the provider agency's business name. If the individual wants to use the provider agency's AR, the provider agency is responsible for submitting the application on behalf of the individual, reporting any changes to the CAO on behalf of the individual, and using the benefits on behalf of the individual. If the AR leaves the provider agency, the provider agency must report that the AR has left within 10 days of the AR leaving and make sure the individual has access to their SNAP benefits.

own affairs and therefore Luke applied for SNAP benefits without help. The provider agency determined that Kyle, Olivia, and Sydney need assistance with applying for SNAP benefits, so an employee of the provider sat down with each person individually to help them apply. The employee designated themselves as the AR on Kyle's, Olivia's, and Sydney's application. Each individual was approved for SNAP benefits. Luke received his EBT card in his name, and the provider agency received separate EBT cards for Kyle, Olivia, and Sydney in the AR's name. The provider agency must track how the benefits are used for meals/food for that specific individual. The provider agency must report any changes in Kyle's, Olivia's, or Sydney's situation to the CAO since the provider is their AR. Luke is responsible for reporting his own changes to the CAO.