**Policy Clarification**

**SNAP – ALL**

**PFS-21446-511**

**Submitted: July 13, 2023 Agency: CAOs**

**Subject: Supplemental Nutrition Assistance Program (SNAP) Residents of Institutions**

**Question:** **Regarding the policy in SNAP Handbook (SHB) 511.4, can you clarify the following questions:**

1. Are residents of public or private **non-profit** halfway houses eligible for SNAP, even if the halfway house provides a majority of their meals?
2. For residents of **for-profit** halfway houses, does the County Assistance Office (CAO) have to request verification from the facility if the applicant states they “elect not to receive a majority of meals from the facility”? Or, is the client’s statement allowed to be taken as verification, if not questionable?
3. Does a halfway house/“work release” resident (i.e. – an individual who is housed in the halfway house due to being on state parole or county probation) need to have a center-appointed Authorized Representative (AR) to apply for SNAP?
   1. If both halfway house/“work release” residents and inpatient drug and alcohol (D&A) treatment patients are served at the same address (e.g., on different floors of the same building), do both the halfway house residents and the D&A patients have to apply through a center-appointed AR?
   2. If some residents are *not* required to have an AR in the above situation, how can the CAO verify which clients need to have a center-appointed AR (per SHB 511.6), and which do not?
4. Can individuals enrolled in Levels Two, Three, or Four of the Pennsylvania Department of Corrections’ [State Drug Treatment Program](https://www.cor.pa.gov/community-reentry/Documents/JRI%202/SDTP%20Brochure.pdf) (SDTP) be eligible for SNAP, or should their applications be denied due to incarceration? Are individuals housed in a facility required to apply through an AR during any of these Levels?

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| **Response By: DFPPM** | **Date: August 4, 2023** |  |  |

1. Residents of public or private non-profit halfway houses can be eligible for SNAP even if they receive a majority of their meals from the facility. These facilities are considered homeless shelters. See SNAP Handbook 511.2 and 511.4, fifth bullet.
2. If an individual at a for-profit facility is receiving less than half of their meals from the facility (see SHB 511.4, sixth bullet point), the individual is not considered a resident of an institution and could be entitled to SNAP if otherwise eligible. If the for-profit facility is known to provide more than 50 percent of meals (11 meals or more per week) to residents, the CAO should request a letter to verify that the applicant is not receiving the majority of their meals from the facility if the arrangement is questionable. Individuals may not receive 50 percent or more of their meals from a for-profit institution and receive SNAP.

1. A halfway house or “work release” resident does not need to have a center-appointed AR.
   1. If both halfway house/”work release” residents and inpatient D&A treatment patients are served at the same address, but on different floors of the building, the halfway house residents do not need a center-appointed AR. The CAO can verify this with documentation provided by the facility to the client or by collateral contact with the facility.
   2. The CAO may need to contact the facility if the situation is unclear. To determine if a facility is a certified D&A treatment center, follow the instructions in SHB 511.6. Some facilities serve as both a halfway house and a certified D&A treatment center. For example, Renewal Treatment Inc. at 704 Second Ave in Pittsburgh, PA is both a licensed D&A treatment center AND a halfway house. Individuals residing on the second and third floors are residents of the halfway house. Individuals residing on the fourth, fifth, sixth and eighth floors are residents of the D&A treatment center. Residents of the second and third floors may apply without an AR while residents of the fourth, fifth, sixth and eighth floors may only apply through an AR.
2. Individuals in SDTP Level One are clearly incarcerated and are not eligible for SNAP. Individuals in SDTP Level Two are residing in inpatient D&A facilities and could be SNAP eligible as long as the facility meets the requirements listed in SHB 511.6 and the application is submitted by an AR. Individuals in SDTP Level Three and Four are no longer in D&A facilities and their circumstances should be reviewed carefully. They may have moved to a halfway house or other homeless shelter, or they may be at a private address. In these situations, they likely do not require an AR but can apply on their own.