

# Supplemental Nutrition Assistance Program (SNAP) Special Living Arrangements

**Policy 24.06**

**Effective: July 01, 2019**

## Introduction

Tennessee Department of Human Services (TDHS) Family Assistance staff shall be able to identify the different types of special living arrangements and apply the policies related to each arrangement.

## Scope

The purpose of this policy is to provide guidance to staff in identifying a customer's living arrangement. Applying the appropriate policy to the different types of Supplemental Nutrition Assistance Program (SNAP) living arrangements ensures the customer receives the correct monthly benefit amount.

## Policy

### A. Absent Wage Earner

1. Absent wage earners are included as household (HH) members unless the absent wage earner and the HH can sufficiently establish that the absent wage earner is, in fact, a separate HH.
2. Staff shall refer to [Focused Interview Techniques for Determining an Absent Wage Earner](#) for ways to assist in determining if a HH member is an absent wage earner.

### B. Individuals Receiving Foster Care Board Payments

1. The Supplemental Nutrition Assistance Program (SNAP) HH has the option to include or exclude individuals and their income when foster care board payments are made for SNAP purposes.
2. The foster care individuals may be included (as HH members) or excluded from consideration (as boarders), but cannot participate as separate

SNAP HHs. Refer to Chapter 20: Income of the current [SNAP Policy Manual](#).

### C. Residents of Institutions

1. An individual is considered a resident of an institution when the institution provides the majority [over fifty percent (50%)] of their meals as a part of the institution's normal services, and the institution is not authorized to accept SNAP benefits.
2. Only residents of the following institutions are eligible to participate in SNAP:
  - a. Individuals who reside at a drug or alcohol treatment center in order to participate in a treatment program.
  - b. Disabled or blind individuals who are residents of a group living arrangement and who receive benefits under Title II (RSDI) or Title XVI (SSI) of the Social Security Act.
  - c. Residents of shelters for individuals of domestic violence.
  - d. Residents of non-profit shelters that provide meals to the homeless.

### D. Drug and Alcohol Treatment Centers

1. Drug and alcohol treatment centers must be authorized to receive and use SNAP benefits on behalf of eligible recipients/residents via an authorized representative (AR) employed by the treatment program.
2. Approved treatment programs must meet the following criteria prior to the certification of residents for SNAP by county TDHS office:
  - a. be licensed by the Tennessee Department of Mental Health and Substance Abuse Services

- (TDMHSAS) as a bona fide treatment program; or
- b. have a letter from the TDMHSAS acknowledging that the facility is operating for this purpose; and
  - c. have services conducted by a private non-profit organization or institution or a publicly operated center.
3. A listing of licensed treatment centers, by county, can be found on the Internet at [Substance Abuse Treatment Provider Directory](#). In addition, Corrections Corporation of America (CCA) also provides addiction treatment programs and that would be a credible source for rehabilitation.
  4. Eligibility for SNAP benefits will be determined for non-residents and residents of drug and alcohol treatment centers.
    - a. Non-residents may use SNAP benefits to purchase food prepared during the treatment program. The treatment program may be operated by a private non-profit organization or institution or a publicly operated community mental health center authorized by the TDMHSAS as a bona fide treatment center.
    - b. Residents of drug and alcohol treatment centers may voluntarily elect to participate in the SNAP program, but must do so through an AR.
      - i. Residents of drug and alcohol treatment centers must apply and be certified through the use of an AR who is an employee of and designated by the private non-profit organization or institution or the publicly operated center that is administering the treatment and rehabilitation program.
      - ii. The organization or institution must apply on behalf of the individual and receive and spend the SNAP benefits for food prepared by and/or served to that individual.
      - iii. Each center will be asked to sign [HS-3042 Letter of Agreement](#). This agreement outlines the responsibilities of TDHS and the respective center responsibilities in the certification and record keeping process.
  - c. Staff shall refer to [Processing SNAP Applications for Individuals Admitted to a Drug and/or Alcohol Treatment Center](#).
  5. Resident HHs have the same rights to notices as all other SNAP HHs.
    - a. Adverse action
    - b. Fair hearings
    - c. Loss of benefits
  6. A resident of a center has a right to same day filing. However, the interview, verification, and other certification procedures must be accomplished through the AR.
  7. Participants in drug or alcohol treatment rehabilitation programs, either on a residential or outpatient basis, are exempt from work registration requirements. See [Policy 24.11 SNAP Work Requirements](#).
  8. The regular participation of an individual in a treatment program may be verified through the organization or institution operating the program before granting the exemption, if the information is questionable.
  9. If the information provided on the application by the drug and/or alcohol treatment facility or the client is inconsistent, such information must be independently verified by the eligibility counselor prior to certification.
  10. Residents of treatment centers are certified usually for the period of time they are expected to be in the center program.
  11. Basis for Center Participation
    - a. Drug addiction or alcohol treatment and rehabilitation program means any drug addiction or alcohol treatment and rehabilitation program recognized as:
      - i. a tax exempt organization by the Internal Revenue Service or;
      - ii. non-profit by the Tennessee Department of Mental Health & Substance Abuse Services (TDMHSAS).
    - b. The Tennessee Department of Mental Health & Substance Abuse Services (TDMHSAS)

- must provide such an organization or institution with a license or issue a letter to the agency acknowledging that the facility is operating for this purpose.
- c. Agencies that meet certain criteria can be designated as providing treatment that can lead to the rehabilitation of an individual experiencing alcohol and substance abuse issues.
12. Each drug and/or alcohol treatment and rehabilitation center will be asked to provide the county with a certified list of currently participating residents signed by the center director.
    - a. The county office will require the listing on a monthly basis.
    - b. The treatment center's monthly report must contain the following information:
      - i. the name of each resident/recipient;
      - ii. the date of arrival at the center of each resident/recipient;
      - iii. the date of departure from the center of each resident/recipient (if applicable);
      - iv. the date of return of Electronic Benefit Transfer (EBT) cards, and/or benefits to departing resident/recipients or to the local certification office (if applicable);
      - v. the date changes were reported to the local certification office; and statement of justification if the number of residents/recipients exceeds the center's reported capacity.
  13. The SNAP benefits are redeemed at the facility and deposited into the institution's account.
    - a. This may be completed by point of sale terminals or manual EBT transaction processing.
    - b. This process will eliminate the need for the facility to handle multiple EBT cards while shopping for food.
    - c. Benefits due to a recipient leaving the facility can be accurately tracked.
  14. When the participant leaves the center, the treatment center must:
    - a. Provide resident HHs with their EBT card, and any benefits the HH is entitled to when the HH leaves the treatment center. If benefits have been deposited into the financial institution's account, benefits will be transferred into the recipient's account for any entitled benefits due the recipient.
    - b. The departing HH will receive its full allotment if issued and if no SNAP benefits have been spent on behalf of that individual HH. These procedures are applicable any time during the month.
    - c. When an individual leaves the treatment and rehabilitation program prior to the sixteenth (16th) day of the month, the treatment center will provide the HH with one-half of its monthly SNAP allotment if:
      - i. SNAP benefits have been issued for that month; and
      - ii. Any portion of those benefits has been spent on behalf of the individual.
    - d. If the HH leaves after the sixteenth (16th) day of the month and the benefits have already been issued and used, the HH is not due any benefits.
    - e. Once the HH leaves the treatment center, the center is no longer allowed to act as that HH's AR and that treatment center will return any EBT cards or benefits received on behalf of HHs which are no longer residents of the center.
    - f. The HH should be provided a [HS-2302 Change Report](#) with instructions to use to report their new address and other circumstances within ten (10) days after leaving the center.
  15. For reporting changes the treatment center will notify the county office, of changes in the HH's income or other HH changes in circumstances.
  16. The treatment center will be reminded to return the HH's EBT card and Personal Identification Number (PIN) mailer to the TDHS Office if received after the individual has left the center.
    - a. The organization or institution will be informed at each certification that it is responsible for any misrepresentation or intentionally withholding information

- concerning the HH in the certification of center residents.
- b. As an AR, the organization or institution must be knowledgeable about the HH's circumstances and should review carefully those circumstances with residents prior to applying on their behalf.
  - c. The organization or institution will be reminded that it is strictly liable for all losses or misuse of benefits held on behalf of residents and for all over issuances which occur while the HHs are residents of the treatment center.
17. The organization or institution will be informed that it may be penalized or disqualified by Food and Nutrition Services (FNS) if it is determined, either administratively or judicially, that benefits were misappropriated or used for purchases that did not contribute to a certified HH's meals.
- a. TDHS will notify the FNS Regional Office promptly when it has reason to believe that an organization or institution is misusing benefits in its possession.
  - b. TDHS will not take action against the organization or institution until notified by FNS of its determination.
18. FNS will notify the TDHS if FNS disqualifies an organization or institution as an authorized retail food store.
- a. TDHS will then suspend the AR status of that organization or institution for the same period.
  - b. Residents of substance abuse treatment centers that lose their FNS authorization to accept and redeem benefits or lose their certification through the Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) will not be eligible to participate.
  - c. The residents are not entitled to a Notice of Adverse Action but will receive a written notice explaining the termination and when it will become effective.
19. The county office will conduct semi-annual site visits to treatment centers to assure the accuracy of the listings and that the county's records are consistent and up-to-date.
- a. Questionable situations may demand a more frequent site review.
  - b. A centralized record of these visits will be maintained for Management Evaluation (ME) and audit purposes.
  - c. Appropriate corrective action will be taken on discrepancies noted.
- E. Group Living Arrangements**
1. Group living arrangements may purchase and prepare food to be consumed by eligible residents when:
    - a. Residents normally obtain their meals at a central location as part of the group living arrangement services; or
    - b. Meals are prepared at a central location for delivery to the individual residents.
  2. If residents purchase and/or prepare food for "home consumption" as opposed to communal dining, the group living arrangement should ensure that each resident's SNAP benefits are used for meals intended for that resident.
  3. The group living arrangement must be authorized by TDMHSAS or the Tennessee Department of Health (TDOH).
  4. The group home may request authorization as a wholesaler through FNS.
  5. The home does not have to be certified as a wholesaler to be approved for SNAP.
  6. The eligibility counselor must verify that the home is a non-profit residence or the contract agency that serves the home has non-profit status.
    - a. Non-profit status can be established by agencies such as the TDMHSAS or the TDOH, which has approved the home, or by proof of tax exempt status through the Internal Revenue Service (IRS).
    - b. The non-profit agency may in turn contract with service providers who are either for-profit or not-for-profit. This would not affect the home's eligibility.
  7. Blind or disabled residents of a group living arrangement may voluntarily apply for the SNAP Program.

8. Application Process for individuals in group living arrangements Residents of group living arrangements may apply and be certified in three ways:
  - a. Through use of an AR employed and designated by the group living arrangement;
  - b. on their own behalf; or
  - c. through an AR of their own choice.
9. The group living arrangement must determine if any resident can apply for SNAP on his or her own behalf; the determination should be based on the resident's physical and mental ability to handle his or her own affairs.
10. The group living arrangement is encouraged to consult with any other agencies providing services to individual residents prior to a determination.
11. All residents of the group living arrangement do not have to be certified either through an AR or individually in order for one or the other method to be used for SNAP benefits.
12. Applications will be accepted for any individual applying as one- person HH or for any grouping of residents applying as a HH.
13. If the resident applies using the facility as an AR, the group living arrangement may receive and spend the allotment for food prepared and served to the eligible resident or allow the eligible resident to use all or any portion of the allotment on his or her own behalf.
14. Each county office may appoint an eligibility counselor to serve as liaison and to certify the residents of the treatment centers and group living arrangements.
15. Residents are required to report changes.
  - a. If the resident has made application on his or her behalf, the HH is responsible for reporting changes to the county office in accordance with the provisions that apply to all other SNAP HHs as described in Chapter 41: Continued Responsibilities of the [SNAP Policy Manual](#).
  - b. If the group living arrangement is acting in the capacity of an AR, the group living arrangement will notify the county office of changes in the HH's income or other circumstances in accordance with the provisions that apply to all other SNAP HHs.
    - i. The group home must notify the county office when the individual leaves the group living arrangement.
    - ii. The group living arrangement must return the HH's benefits to the county office if they are received after the HH has left the group living arrangement.
16. Through a waiver from the United States Department of Agriculture (USDA), the facility will be permitted to act as a point of sale, for the SNAP benefits issued to participants.
  - a. The SNAP benefits will be redeemed at the facility and be deposited into the institution's account.
  - b. This may be completed by point of sale terminals or manual EBT transaction processing.
  - c. This process will prevent the facility from having to handle multiple EBT cards while shopping for food.
  - d. EBT benefits due a recipient leaving the facility can be accurately tracked.
17. When a resident leaves a group living facility the following should occur based on their circumstances.
  - a. If the facility is either acting as an AR or has retained use of the SNAP benefits on the behalf of a resident, the resident should be provided their EBT card (if applicable).
    - i. The departing HH must receive its full allotment if the monthly allotment has been issued and no benefits have been spent on behalf of that individual HH any time during the month.
    - ii. When an individual leaves the group living arrangement prior to the sixteenth (16th) day of the month and benefits have already been issued and any portion spent on behalf of the individual, the facility shall provide the HH with its EBT card (if applicable) and one-half of its monthly allotment.
  - iii. If the HH leaves after the sixteenth (16th) of the month and the benefits have

already been issued and used, the HH does not receive any benefits.

- iv. When a group of residents have been certified as one HH and have returned benefits to the facility to use, the departing residents shall be given a pro rata share of one-half of the HH's monthly benefits if leaving prior to the sixteenth (16th) day of the month.
- v. Once the resident leaves, the group living arrangement no longer acts as his or her AR.
- vi. The group living arrangement should provide the HH with a [HS-2302 Change Report](#) to report to the County Office the individual's new address and other circumstances after leaving the group living arrangement and advise the HH to return the form to the appropriate office in the county within ten (10) days.

- b. If a resident or a group of residents has applied for SNAP benefits on their own behalf and retained use of their own allotment, they are entitled to keep the benefits when they leave the group living arrangement.
  - i. If a group of residents have applied as one HH, a pro rata share of the remaining allotment should be provided to any departing HH member.
  - ii. The group living arrangement should provide the HH with a [HS-2302 Change Report](#) to report to the County Office the individual's new address and other circumstances after leaving the group living arrangement and advise the HH to return the form to the appropriate office in the county within ten (10) days.

18. Liabilities: When the facility is acting as an AR the following provisions apply:

- a. The same provisions regarding misrepresentation and fraud applicable to drug and alcoholic treatment centers also apply to group living arrangements when the facility is acting as an AR.
- b. These provisions are not applicable if a resident has applied on his or her own behalf.

- c. The resident applying on his or her behalf is responsible for over issuances of SNAP benefits.

- 19. The reporting responsibilities and reviews for drug and alcohol treatment centers also apply toward group living arrangements as described in this chapter.
- 20. Staff shall refer to [Shelter Expenses for Residents of Group Living Arrangements and Supportive Living Arrangements](#) to provide examples of allowable shelter and utility expenses for residents of group homes.

#### F. Supportive Living Arrangement

- 1. Supportive living arrangements will be certified by the appropriate state agency in the same manner as the group living arrangement. The supportive living arrangement agency subcontracts with individuals and/or agencies to manage these arrangements.
- 2. Individuals receiving supportive living services are living in property that they own and/or control (i.e. pays rent) and have certain services provided to them in their homes based on their specific needs.
- 3. These individuals make application for SNAP in the same manner as any other individual and they may have an individual acting as their AR.
- 4. The fact that there are some services provided to the individual in their home by a profit or nonprofit agency is irrelevant, if they are otherwise eligible.
- 5. To determine shelter costs for individuals living in supportive living arrangements staff shall refer to [Shelter Expenses for Residents of Group Living Arrangements and Supportive Living Arrangements](#).

#### G. Shelters for Battered Persons and Children

- 1. A shelter for battered persons and children must meet a specific program definition. See glossary.
- 2. If the facility has FNS Authorization to redeem benefits as a wholesaler, it is not required to determine whether the facility meets the program definition, the Running Record Comments (CLRC) should be appropriately documented.

3. Residents of shelters for battered persons and children can apply as separate HHs :
  - a. Through use of an AR employed and designated by the shelter;
  - b. On their own behalf; or
  - c. Through an AR of his or her own choice.
4. Shelter residents, who have left their home to escape an abuser, are exempted from the prohibition against participation in more than one county in any month.
  - a. Shelter residents who were previously in a certified HH (if otherwise eligible) can participate in the program as a separate HH if the certified HH contained the person who subjected them to abuse.
  - b. Shelter residents may receive an additional allotment only once in a given month.
  - c. Shelter residents whose former HHs were not certified for program participation prior to the member(s) entering the shelter may be certified for program benefits as a separate HH, if otherwise eligible. Such residents can receive only one allotment per month, regardless of the number of times they return to the former HH and are forced to return to the shelter.
5. Applications for residents of shelters for battered persons and their children may be processed under expedited or normal processing standards, whichever is applicable.
  - a. This provision may apply to residents of any shelter for battered persons and children regardless of whether the facility meets the definition of shelter for battered persons and children.
  - b. Residents of any shelter for battered persons and children not meeting the program definition may participate as individual HH units or as part of a group of individuals if their shelters do not provide meals.
  - c. However, only those individuals who participate as individual HHs will be processed under expedited provisions.
- d. Residents of such shelters who participate as part of a group already participating will be processed as a reported change.
- e. Residents who do not meet the criteria for expedited service must be processed under normal procedures.
- f. Certify residents of a shelter for battered persons and children who apply as separate HHs solely on the basis of their income and resources.
  - i. The only expenses that can be considered in determining deductions for the HH are the expenses for which they are responsible
  - ii. Consider resources held jointly with members of the former HH as inaccessible resources in accordance with [Policy 24.13 SNAP Treatment of Resources](#).
6. Reducing the Former Household's Benefits
 

Prompt action will be taken to ensure that the former HHs eligibility and/or allotment reflect the changes in HH composition. This is considered as a reported change and should be acted on.
7. All changes should be reported.
  - a. If the resident has made application on his/her own behalf, the HH is responsible for reporting changes to the county office in accordance with the provisions that apply to all other SNAP HHs as cited in Chapter 41 Continued Responsibilities of the SNAP Policy Manual.
  - b. If the shelter is acting as AR, it must notify the county office of changes in the HH's circumstances, etc. in accordance with the provisions that apply to all other SNAP HHs.
8. While the participant is in the facility, through a waiver from the USDA, the facility is permitted to act as a point of sale.
  - a. The SNAP benefits are redeemed at the facility and deposited into the institution's account.
  - b. This may be completed by point of sale terminals or manual EBT transaction processing.

- c. This process will eliminate the facility from having to handle multiple EBT cards while shopping for food.
9. When a HH leaves the shelter there are several actions:
    - a. The facility that has use of the benefits either acting as AR or retaining use of the benefits on the behalf of the residents must
    - b. provide the residents with their EBT card.
    - c. The departing HH must receive its full allotment if the monthly allotment has been issued and no benefits have been spent on behalf of that individual HH.
    - d. Once the resident leaves, the shelter no longer has the authority to act as the AR for the HH.
    - e. The shelter must return any HH's benefits, EBT cards and/or EBT card documents to the county office if they are received after the (HH) has left the shelter.
    - f. Households, which retain use of their own benefits, are entitled to keep the benefits when they leave the shelter.
  10. The reporting responsibilities and review requirements for drug and alcohol treatment programs also apply to shelters for battered women and children.
  11. Residents of shelters, which do not provide meals, may participate in the program, if otherwise eligible as any other HH.
    - a. Such residents are not considered as residing in an institution.
    - b. The special provisions in this section do not apply i.e., receiving more than one allotment in a given month.

#### H. Shelters for the Homeless

1. Prior to certification of any individual residing in a shelter for the homeless, it will be determined that the shelter is non-profit and provides meals to the homeless.
  - a. The shelter will be contacted to verify that meals are provided to the homeless without profit to the shelter.
  - b. If verification cannot be obtained through documentary evidence, the residents of the

shelter may not be certified because they will be considered as residents of an institution.

2. Applications for residents of a shelter will be processed under expedited or normal processing standards, whichever is applicable.
3. EBT cards will be mailed to the county office, or the HH's post office box, to ensure the recipient receives his/her benefits.
4. The shelter's employees may not act as AR for the residents of the shelter.
5. The residents may use their benefits to purchase food to prepare meals for their own consumption, or to purchase prepared meals served by the shelter, if the shelter has been approved by the USDA Food and Nutrition Service (FNS) to accept benefits.

#### I. Certification Periods

1. TDHS should assign each HH the longest certification period possible, consistent with its circumstances.
2. Households with unstable circumstances should be assigned certifications consistent with their circumstances but generally no less than three (3) months.
3. Households may be assigned one (1) or two (2) month certification periods when it appears likely that the HH will become ineligible for SNAP benefits in the near future.

#### J. Homeless Meal Providers

1. It is the county office's responsibility to establish that meal providers wanting FNS authorization to accept SNAP benefits are serving meals to the homeless. The meal provider or FNS will contact TDHS to substantiate that the provider serves meals to the homeless.
2. Each county may appoint one eligibility counselor to be responsible for determining that establishments serve meals to the homeless.
3. The eligibility counselor can verify that an establishment serves meals to the homeless through a site visit to the establishment.
4. Upon approval of the establishment, the eligibility counselor should complete [HS-2120 Meal Provider for the Homeless](#), in duplicate.

- a. One (1) copy goes to the establishment for submittal to FNS as part of the application process for accepting benefits; and
  - b. A second (2<sup>nd</sup>) copy is stored in a designated location in the county office.
5. No further action is required unless the provider stops providing meals to the homeless. If this occurs, the eligibility counselor should report to the local FNS official that the establishment is no longer serving meals to the homeless.

#### K. Communal Dining Establishments

1. Eligible HH members, sixty (60) years of age or over, or Social Security Income, (SSI) recipients, and their spouses, may use benefits issued to them to purchase meals prepared especially for them at communal dining facilities authorized by FNS for that purpose.
2. Communal dining facilities include senior citizen centers, apartments buildings occupied primarily by elderly people or SSI HHs, public or private non-profit establishments (eating or otherwise) that feed elderly persons or SSI recipients, and federally subsidized housing for the elderly at which meals are prepared for and served to the residents.
3. It also includes private establishments that contract with an appropriate state or local agency to offer meals at concessional prices to elderly persons, homeless, or SSI recipients.

#### L. Meals on Wheels

1. Eligible HH members sixty (60) years of age or over, or members who are housebound, feeble, have a physical disability, or otherwise disabled to the extent that they are unable to adequately prepare all their meals, and their spouses may use all or any part of the benefits issued to them

to purchase meals from a non-profit meal delivery service authorized by FNS.

2. Meal delivery service means a political subdivision, a private non-profit organization, or a private establishment with which the state or local agency has contracted for the preparation and delivery of meals at a concessional price to the people listed above and which is authorized by FNS.

#### Supporting Documents

[HS-2302e Change Report](#) ([instructions](#))

[HS-2302sp Change Report](#) (Spanish) ([instructions](#))

[HS-2302a Change Report](#) (Arabic) ([instructions](#))

[HS-2302s Change Report](#) (Somali) ([instructions](#))

[HS-3042 Letter of Agreement](#)

[HS-2120 Meal Provider For The Homeless](#) ([instructions](#))

[Focused Interview Techniques for Determining an Absent Wage Earner](#)

[SNAP Policy Manual](#), Chapter 20: Income

[Processing SNAP Applications for Individuals Admitted to a Drug and/or Alcohol Treatment Center](#)

[Policy 24.11 SNAP Work Requirements](#)

[Shelter Expenses for Residents of Group Living and Supportive Living Arrangements](#)

[Policy 24.13 SNAP Treatment of Resources](#)

[SNAP Policy Manual](#), Chapter 41: Continued Responsibilities

[Group Home Guidelines for SNAP Benefits](#)

[Group Home Policy PPT](#)

[Substance Abuse Treatment Provider Directory](#)

## Definitions/Acronyms

Term	Definition
<b>Absent Wage Earner</b>	An employed individual who temporarily resides away from the home because of work related travel, or distance from the employment site prevents the individual from living in the home.
<b>Communal Dining</b>	The practice of dining with others. The practice is centered on food and sharing time with the people who come together in order to share the meal and conversation.
<b>Contractor</b>	A person or entity performing specified tasks outlined in a written contract between themselves and the Tennessee Department of Human Services
<b>DHS Approved Substance Abuse Treatment Program</b>	A substance abuse treatment program licensed by the Tennessee Department of Mental Health and Substance Abuse Services.
<b>Drug and/or alcohol treatment and rehabilitation program</b>	Any drug addiction or alcoholic treatment and rehabilitation program recognized as a tax exempt organization by the Internal Revenue Service or as non-profit by the Department of Mental Health
<b>Establishment</b>	A business, organization, public institution, or household.
<b>Group Living Arrangements</b>	Public or private nonprofit residential settings that serve no more than sixteen (16) residents. A facility certified by the appropriate state agency or agencies under regulations issued under section 1616(e) of the Social Security Act or under standards determined by the Secretary of Health and Human Services to be comparable to these standards.
<b>Home Consumption</b>	Food being eaten by a household or group of individuals in a designated area.
<b>Homeless Individual</b>	An individual who lacks a fixed and regular nighttime residence or an individual who has a primary nighttime residence that is one of the following: <ol style="list-style-type: none"> <li>1. a supervised publicly or privately operated shelter designed to provide temporary living accommodations;</li> <li>2. an institution that provides a temporary residence for individuals intended to be institutionalized;</li> <li>3. a temporary accommodation for not more than ninety (90) days in the residence of another individual; or</li> <li>4. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ol>
<b>Non-Household Members</b>	Non-Residents are members of eligible households, including single person households, which include an individual who is experiencing narcotic or alcohol addiction and who regularly participate in a drug or alcohol treatment program on a non-resident basis.
<b>Resident Households</b>	A designated area that individual(s) occupy individually or as a group.
<b>Shelters for Battered Persons (women or men)</b>	Public or private non-profit facilities that serve battered persons and their children. If the facility serves other individuals, a portion of the facility must be set aside on a long-term basis to serve only battered persons and children to meet the criteria for eligibility in a shelter for battered persons and children.
<b>AR</b>	Authorized Representative

<b>CCA</b>	Corrections Corporation of America Authorized Representative
<b>CLRC</b>	Running Record Comments
<b>EBT</b>	Electronic Benefit Transfer
<b>FNS</b>	Food and Nutrition Services, a division of the USDA
<b>HH</b>	Household
<b>IRS</b>	Internal Revenue Service
<b>ME</b>	Management Evaluation
<b>SNAP</b>	Supplemental Nutrition Assistance Program
<b>TDHS</b>	Tennessee Department Human Services
<b>TDMHSAS</b>	Tennessee Department of Mental Health and Retardation Substance Abuse Services
<b>TDOH</b>	Tennessee Department of Health
<b>USDA</b>	United States Department of Agriculture

### Supersedes

SNAP Policy Manual Chapter 2 and Chapter 44

### Approval History

Approved By	Approver Title	Approved Date	Effective Date
Danielle Barnes	Commissioner	06/05/2019	07/01/2019

### Revision History

Date	Version	Location of Change	Description/Reason for Change
06/05/2019	07/01/2019	N/A	New Policy

<b>Approved By</b>		<b>Approval Date</b>	06/05/2019
<b>Authority</b>	7 CFR §273.1; 7 CFR §273.10; 7 CFR §273.11 Tenn. Comp. R. & Regs. 1240-1-2-.02(2)(d); 1240-1-2-.02(2)(e); 1240-1-31-.01-.04;	<b>Effective Date</b>	07/01/2019
<b>Application</b>	TDHS Family Assistance Staff and Contractors		