GLA/DAA CBMS PROCEDURE DOCUMENT

THE PURPOSE OF THIS DOCUMENT IS TO PROVIDE CORRECT DATA ENTRY TO ENSURE THE PROPER METHOD OF PAYMENT WHEN USING AN AUTHORIZED REPRESENTATIVE TO ISSUE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) BENEFITS FOR INDIVIDUALS RESIDING IN GROUP LIVING ARRANGEMENT (GLA) OR DRUG AND ALCOHOL (DAA) FACILITIES.

1. Navigate to the *Authorized Representative* page.

2. Enter all mandatory fields using F1 for assistance. *If this is a change to the AR or GLA/DAA, you must enter a new Effective Begin Date.*

3. For the *Type* field, select FA_Authorized Representative. This selection allows CBMS to send payment as an Electronic Benefit Transfer (EBT) to the resident's EBT card. Selecting *Group Home Rep* from the drop down will set up the payment to be paid as an EFT which is not supported by the ebtEDGE system.

4. Select the appropriate *Role* that will be granted to the AR. You may select one or more for SNAP purposes.

5. Run EDBC, Initiate Wrap Up, Start Queue.

6. Once you have checked all wrap up pages, review the *Authorize Eligibility Program Benefit* page to ensure the benefits will be paid to the client's EBT card and not the GLA/DAA facility.

7. Once the case is authorized, navigate to the *Maintain Issuance Detail* page and select the *Issuance Detail* button at the bottom of the page.

8. Ensure the *Issuance Type* shows EBT.

9. Scroll down the *Maintain Issuance Detail* page and ensure the *Payee Name* is the client's name and not the GLA/DAA.