



## SNAP 0-3

# Introduction

**Supersedes:** SNAP 0-3 (04/01/10)

### **PURPOSE & SCOPE**

The Supplemental Nutrition Assistance Program (SNAP) formerly known as the Food Stamp Program was established to aid in ending hunger and improve nutrition and health. SNAP benefits assist low-income households in purchasing the food they need for a nutritionally adequate diet and provides crucial support to needy households.

Congress passed the Food and Nutrition Act of 2008 in order to provide eligible households an opportunity to obtain a more nutritious diet by supplementing their food budget.

SNAP enables eligible households to purchase food with the use of SNAP benefits issued each month in their Electronic Benefit Transfer (EBT) account. The amount of the allotment a household receives is determined by income, allowable expenses, and the household size.

Participating households may purchase food with their Montana Access (EBT) card at retail food stores authorized to accept them by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS). Only eligible foods or food products intended for home consumption and seeds and plants for a home garden may be purchased with SNAP benefits. Alcoholic beverages, household products, cigarettes, hot foods ready to eat, and pet food cannot be purchased with SNAP benefits. A limited number of participants who meet specific eligibility and residence criteria may use their SNAP benefits to buy prepared meals e.g. authorized meal delivery service, authorized communal dining facility for elderly or SSI households, etc.

### **ADMINISTRATION RESPONSIBILITIES**

SNAP is administered by joint cooperation between Federal and State governments. The State of Montana is responsible for the certification of applicants and issuance of benefits. This is accomplished cooperatively through the Offices of Public Assistance (OPA) providing the daily client contact under the rules disseminated by the State. The Federal government provides guidelines for State operations and is

responsible for authorization and supervision of participating retailers, institutions and meal delivery services.

The Department of Public Health and Human Services (DPHHS) must fulfill the following requirements and responsibilities in the operation of SNAP:

1. Certify applicant households.
2. Issue, control and account for SNAP benefits.
3. Develop, conduct and evaluate training.
4. Develop and maintain complaint procedures.
5. Conduct performance-reporting reviews.
6. Submit accurate and timely financial and program reports as required by USDA, FNS.

#### **OPA STAFF RESPONSIBILITIES**

The policies and procedures throughout this manual are intended to be a guide for SNAP certification and are written within the limits imposed by the Food and Nutrition Act and Regulations. The policies contained in this manual are intended to be sufficiently flexible to allow eligibility staff to exercise reasonable judgment in executing their responsibilities.

In this regard, the concept of the 'prudent' worker can be helpful. The term refers to the reasonableness of the judgments made by an individual worker in a given situation.

In making a certification decision, eligibility staff should be conscientious about making a decision that is reasonable, based on their knowledge of and experience with SNAP policy.

If eligibility staff encounter a problem in a specific case that is felt to be outside the ordinary policy and procedure, the problem should be resolved through administrative channels.

If existing policy guidelines generally address the problem, eligibility staff should make a judgment that can be defined as reasonable and prudent.

**EFFECTIVE DATE:** April 1, 2019