



SNAP 103-7
APPLICATION PROCESSING
Authorized Representative

Supersedes: SNAP 103-7 (07/06/2022)

Reference: 7 CFR 273.2(n)

Overview: The OPA shall inform households who indicate difficulty completing the application process that any responsible adult SNAP household member may authorize a representative to act on its behalf. An Authorized Representative may be designated for application processing, may carry out household responsibilities during the certification process, may report changes in accordance with the household's reporting requirements, and may complete work registration forms for those household members required to work. The same or a different representative may be authorized to obtain and use SNAP benefits for the household.

Definition of Authorized Representative:

An adult non-household member may be designated as an Authorized Representative if:

1. They are designated in writing by any responsible adult household member participating in SNAP; and,
2. They are aware of relevant household circumstances.

If the only adult living with the household is not participating, such as a disqualified or an ineligible individual, they may be the Authorized Representative for the minor household members.

Authorized Representative Restrictions:

The following restrictions apply to Authorized Representatives:

1. Employees involved in the certification and/or issuance processes may **not** act as Authorized Representatives;
2. Retailers authorized to accept SNAP benefits may **not** be an Authorized Representative without written approval from the OPA Field Operations Manager. Retailers may be authorized only if it is determined no one else is available to be an Authorized Representative;
3. Homeless facilities providing meals (SNAP 0-4) may not act as Authorized Representatives for homeless SNAP households; and,
4. Individuals disqualified for Intentional Program Violation (IPV) may not be an Authorized Representative during the disqualification period **unless** the individual is the only adult

household member able to act on its behalf as determined by the OPA Field Operations Manager.

Designating an Authorized Representative for EBT:

The SNAP primary information (PI) person is sent a Montana Access Card (EBT). The SNAP Authorized Representative can also receive a card for the household if the household requires this.

The Authorized Representative's name must be documented in case notes as either receiving an EBT card or as an "information only" person.

Deactivating EBT Card for Authorized Representative:

If the Authorized Representative is not included in the SNAP household, any adult SNAP household member can call the EBT Customer Service phone number and request to have the Authorized Representative's EBT card deactivated. The EBT Customer Service Representative will deactivate the Authorized Representative's EBT card.

If the Authorized Representative is included in the SNAP household, another household member cannot deactivate the Authorized Representative's EBT card.

Disqualification of an Authorized Representative:

An individual may be disqualified from participating as a SNAP Authorized Representative for up to one year when the Authorized Representative provides false information pertaining to the household, or improperly used the household's benefits. Adequate written notification must be sent to the affected household and to the Authorized Representative 30 days prior to the date of disqualification.

SNAP households should be advised they are responsible for over issuances resulting from erroneous information provided by their Authorized Representative.

Signature on the Application:

The individual signing the application attests under penalty of perjury to the citizenship or alien status of each household member. Any responsible adult SNAP household member or the Authorized Representative is permitted to sign the application.

NOTE: Only one person is required to sign the application.

In the absence of any responsible adult member in the SNAP household, a legal guardian for any member of the household may sign the application. If there is no legal guardian appointed, the Authorized Representative may sign the application. The Authorized Representative shall be required to present all required documentation and other verification requested of the household.

Effective Date: May 23, 2024