

#7 CREDIT CARD/FOOD STAMP/BRIDGE CARD/GIFT CARD USE POLICY

Home Managers in conjunction with payees and CMH case managers are responsible for applying for and maintaining the food stamp assistance that each resident is entitled to. Upon admission to a facility, the resident/designated representative will need to give authorization for VRSI to apply for food stamps on the resident's behalf. A copy of the resident's birth certificate, social security card, bank statement, etc. may be required in order for the resident to be eligible. Notify the resident's legal guardian for assistance in obtaining the necessary paperwork.

Food stamp deposits and withdrawals are tracked individually, with receipts for all expenditures available. Foods purchased will be compatible with the required items on the posted menu, or resident needs according to physician's orders. Food stamp/bridge card balances will be checked prior to each use.

If a resident with a feeding tube that is NPO (nothing by mouth) and the formula/boost/liquid nutrition they receive is paid for by insurance the Home Manager must notify the MDHHS caseworker and maintain documentation of that notification.

A reduction in a resident's food stamp allowance must be reviewed immediately with the food stamp case worker and the VRSI Director. Report changes in income also.

A monthly Food Stamp Report will be forwarded to the VRSI office for accounting records.

Managers will complete timely applications, as required, to maintain food stamp eligibility including the semi-annual reviews.