**Section 121.1 Application for Assistance**

a) An application for Supplemental Nutrition Assistance Program (SNAP) benefits is a written or spoken request containing the client's name, address and signature. An electronic signature, obtained pursuant to 89 Ill. Adm. Code 10.410, is created when an application is submitted and received on the internet or telephonically. An electronic signature may be accepted by the phone interview system for redeterminations.

b) An application is required for initial certification and subsequent certification. For subsequent certifications see Section 121.120.

c) An application for SNAP participation may be made by the head of the household, spouse, another household member or an adult non-household member designated by the household as an authorized representative. When a SNAP household also files an application for a Public Assistance cash grant under TANF (Temporary Assistance for Needy Families), AABD (Aid to the Aged, Blind or Disabled), or Refugee Program, the grantee for the Public Assistance case shall be the head of the SNAP household.

d) If other household members are not available to make application due to employment, health problems, transportation problems, care of a household member, etc., a responsible adult outside the household may be designated as an authorized representative if the following conditions exist:

1) The head of household, spouse or other responsible family members cannot be interviewed;

2) The authorized representative has been designated in writing by the head of the household or the spouse, and is sufficiently aware of relevant household circumstances.

e) The head of the household shall be held liable for any overissuance which results from erroneous information given on an application by the authorized representative except in instances of participants in drug addiction or alcoholic treatment centers. The center is responsible for misrepresentation or fraud which it knowingly commits in the certification of center residents.

f) For residents of public or private non-profit drug addiction or alcoholic treatment centers, or residents of small group living arrangements, the facility will assign an authorized representative to apply in behalf of each resident. This provision is applicable only when the facility has been authorized by the United States Department of Agriculture to accept SNAP benefits in accordance with 7 CFR 278.1 and 278.2(g) (2005, with no later additions or amendments).

g) When the eligible members of a household are all unemancipated minors and the only adult is an ineligible alien, the ineligible alien may make application as head of the household in behalf of the eligible minors in the household. (Ineligible aliens applying as head of household will be responsible for any misrepresentation or fraud committed in the certification of the household and will sign the application as head of household, not as authorized representative.)

h) Homeless meal providers cannot act as an authorized representative for homeless SNAP applicants or recipients.

(Source: Amended at 38 Ill. Reg. 5382, effective February 7, 2014)