

## Supplemental Nutrition Assistance Program (SNAP) Documentation Guide

**NOTE:** As of August 29, 2012, any reference to the SNAP Program in this notice shall mean the Supplemental Nutrition Assistance Program (SNAP), and any reference to SNAP shall mean SNAP benefits.

In order for us to determine your eligibility for SNAP benefits, we need you to give us proof of the SNAP eligibility factors listed below. The suggested documentation and helpful tips in this guide will help you to give us the proof we need to determine your SNAP eligibility.

If we determine that you are eligible for SNAP under the expedited processing rules, we can give you a SNAP benefit even if you only verify your identity. However, before we can give you more SNAP, you must verify the other eligibility factors for yourself and any other household members.

If you are applying for SNAP by mail or fax, please send us copies of your documentation to help us determine your SNAP eligibility as fast as possible.

Eligibility Factor	Suggested Documentation	Helpful Tips
<p><b>Identity</b></p> <p>Must be established and documented for the person making the application.</p>	<ul style="list-style-type: none"> <li>• Photo I.D., Driver's License</li> <li>• U.S. Passport</li> <li>• Naturalization Certificate</li> <li>• Hospital/Doctor's Records</li> <li>• Adoption Papers</li> <li>• Birth Certificate</li> <li>• Baptismal Certificate</li> <li>• Voter Registration Card</li> </ul>	<p>Any of these documents that lists the person's date of birth can also be used to verify <b>age</b>. In addition, a U.S. Passport or Naturalization Certificate can also be used to verify citizenship if we ask you for proof.</p>
<p><b>Residence</b></p> <p>Must prove that <u>each</u> person who is applying for SNAP benefits resides at the address listed on the application.</p>	<ul style="list-style-type: none"> <li>• Current lease</li> <li>• Current rent receipt listing name and address of renter</li> <li>• Statement from the Landlord or Primary Tenant</li> <li>• Mortgage Records</li> <li>• School Records</li> </ul>	<p>If a statement from the Landlord or Primary Tenant lists all the household members, it can also be used to document <b>household composition</b>.</p>
<p><b>Household Composition</b></p> <p>Must provide verification of how many persons reside in the household.</p>	<ul style="list-style-type: none"> <li>• Statement from Non-Relative Landlord</li> <li>• Statement from Community Organization</li> <li>• Statement from Non-Household Member</li> </ul>	<p>Statement should contain the names of all persons in the household and can also be used to prove <b>residence</b>.</p>
<p><b>Age</b></p> <p>Must provide verification of age for <u>all</u> persons applying for SNAP benefits.</p>	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Baptismal Certificate</li> </ul>	<p>A birth certificate can also be used to establish and document <b>identity</b> and <b>citizenship status</b>.</p>
<p><b>Social Security Number</b></p> <p>Must provide a Social Security number for <u>each</u> person in your household who is applying for SNAP benefits, or proof that one has been applied for.</p>	<ul style="list-style-type: none"> <li>• Social Security Card</li> <li>• Official correspondence from the Social Security Administration (SSA)</li> </ul>	<p>If you give us the Social Security number for each person in your household, you do not need to provide a Social Security card.</p>

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<p><b>Citizenship</b></p> <p>Citizenship must be documented only if it is questionable.</p>	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Hospital Records</li> <li>• U.S. Passport</li> <li>• Military Service Records</li> <li>• Naturalization Certificate</li> </ul>	<p>Birth certificates, hospital records, U.S. Passport and Naturalization Certificate can also be used to prove <b>identity</b> and <b>age</b>.</p>
<p><b>Alien Status</b></p> <p>Alien status must be documented for noncitizens applying for SNAP benefits.</p>	<ul style="list-style-type: none"> <li>• USCIS Documentation (for example, a green card, stamped VISA)</li> <li>• Evidence of continuous residence in the U.S. since prior to 1/1/72</li> </ul>	
<p><b>Earned Income</b></p> <p>If <u>any</u> of the household members applying for SNAP benefits are employed, the gross earnings (before any deductions), frequency and <u>number of hours</u> worked must be documented.</p>	<ul style="list-style-type: none"> <li>• Current pay stubs</li> <li>• Pay envelopes</li> <li>• Letter from employer listing gross earnings, frequency, and number of hours worked</li> <li>• Current income tax returns</li> <li>• If self employed – records and related materials concerning earnings and expenses</li> </ul>	<p>You should verify the income you received in the last 30 days.</p>
<p><b>Unearned Income</b></p> <p>If <u>any</u> of the household members applying for SNAP benefits are in receipt of unearned income, the type of income, amount, and frequency must be documented.</p>	<ul style="list-style-type: none"> <li>• Statement from Family Court</li> <li>• Current Award letter</li> <li>• Official correspondence from SSA</li> <li>• Official correspondence from the Veterans Administration</li> <li>• Current benefit check or stub</li> <li>• Statement from bank or credit union</li> <li>• Statement from person providing support</li> <li>• Unemployment Insurance Benefit (UIB) statement</li> </ul>	<p>If you or someone in your household is in receipt of Supplemental Security Income (SSI) no verification of SSI is required.</p>
<p><b>Resources</b></p> <p>Resources do not affect the eligibility of most households applying for SNAP benefits. However, some resource information is used to determine if you qualify for expedited processing of your SNAP application.</p>	<ul style="list-style-type: none"> <li>• Current bank or credit union records</li> <li>• Stock/bond certificate</li> <li>• Statement from financial institution</li> <li>• Burial plot agreement or deed</li> <li>• Property deed and/or appraisal</li> <li>• Life insurance</li> <li>• Vehicle registration/title</li> </ul>	<p>If you have resources but are not sure whether or not you are required to verify them, provide the verification. If you are required to verify resources, we will not have to wait in order to make an eligibility decision.</p>

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### Expenses that may affect your SNAP eligibility or benefit amount

If you have any of the expenses listed below, it is important for you to give us verification of that expense. In some instances, the expense can make you financially eligible to receive SNAP and in many other instances, it can mean you will get more SNAP.

Expense	Suggested Documentation	Helpful Tips
<b>Shelter and/or Utility Expenses</b>	<ul style="list-style-type: none"> <li>• Current rent receipt</li> <li>• Current lease</li> <li>• Mortgage book/records</li> <li>• Property and school tax records</li> <li>• Landlord statement</li> <li>• Sewer and water bills</li> <li>• Homeowner's insurance records</li> <li>• Fuel bills</li> <li>• Non-heating utility bills</li> <li>• Telephone bills</li> </ul>	As long as a household can establish that they have a shelter expense, credit for paying rent/mortgage and/or utilities will be given even if the household is not currently keeping up with the payments.
<b>Medical Bills</b> This is <u>only</u> for <u>elderly</u> or <u>disabled</u> persons who incur this expense.	<ul style="list-style-type: none"> <li>• Copies of medical bills (paid and unpaid)</li> <li>• Provider Statement of Health Insurance premiums</li> <li>• Medicare Prescription Drug Card</li> </ul>	This refers to medical expenses that persons pay for out-of-pocket. Do not include documentation for any bills that are paid or supposed to be paid by someone not in the household.
<b>Dependent Care Cost/Other Expenses</b>	<ul style="list-style-type: none"> <li>• Court order</li> <li>• Statement from day care center or other child care provider</li> <li>• Statement from aide or attendant</li> <li>• Canceled checks or receipts</li> </ul>	