



SNAP (formerly the Food Stamp Program) BENEFITS APPLICATION

SNAP BENEFITS OVERVIEW

What is SNAP?

The Supplemental Nutrition Assistance Program or SNAP is a nutrition program. Eligible households receive a debit-like card to purchase food items at supermarkets, convenience stores and pharmacies. SNAP benefits give low-income households extra monies for food so that cash can be spent on other necessary items such as fuel and medicine.

Who is Eligible?

Low-income households containing certain citizens and legal non-citizens may be eligible for SNAP benefits.

Steps in the Application Process:

1. Once the application is received by DTA, it will be reviewed and assigned to a case worker.
2. An application package containing SNAP brochures and information materials will be mailed to the applicant.
3. The case worker will attempt to contact the applicant by phone within 48 hours to schedule an application interview.

Note: If there is no phone number or the case worker cannot reach the applicant by phone, an appointment letter will be mailed.

4. The applicant must complete an application interview with the case worker. During the interview, the case worker will review the information received and ask additional questions.
5. The case worker will screen the application for expedited benefits.
6. The case worker will issue an EBT card if required.
7. The case worker will tell the applicant what proofs will be needed to complete the application. A letter requesting necessary proofs will also be mailed to the applicant.
8. Within 30 days, the case worker will make a decision on the application.
 - If the applicant is eligible for SNAP benefits, an approval letter will be mailed.



- If the applicant is not eligible for SNAP benefits, did not complete the application process or did not submit mandatory verifications a denial letter will be mailed to the applicant.
- If the application is denied for failure to submit mandatory verifications. The applicant has an additional 30 days to submit the missing verifications

What Proofs Will Be Needed?

- ✓ Identification of the head of household
- ✓ Proof of residence
- ✓ Social Security Numbers for all household members applying.
- ✓ Proof of student status for any household member attending school beyond the secondary level
- ✓ Proof of Income
 - DTA will request the last four pay stubs, direct deposit slips, copies of checks, or an official statement of the amount and frequency of payments.
- ✓ Expense Information (*optional but will help to maximize benefits*)
 - Statement of child care costs for children or adult dependents that cannot care for themselves.
 - Receipts for housing costs including rent or mortgage and utilities.
 - Medical receipts for household members who are seniors (*age 60 or older*) or disabled.
 - Court ordered child support payments for children not in the home
- ✓ Proof of Non-citizen Status

For more information about SNAP

Call the Food Stamp Benefits Hotline at:

1-866-950-3663

Or

Visit: www.gettingfoodstamps.org