

Quick Guide

SNAP Verifications

Missing, incomplete, or hard-to-read documents can delay your SNAP application. Use this guide to check your proofs before you submit them.



Find What You Need



- **Income Proofs**
- **Expense Proofs**
- **Document Quality Check**
- **Ways to Submit**



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Assistance

Income

Status of Proofs	Income Type	What You Can Provide
☐ Have ☐ Need ☐ Does Not Apply	Earned income and number of hours worked for all household members	Your most recent 4 weeks' pay stubs or payroll screenshots; or signed letter from employer showing gross income and hours worked for the last 4 weeks. Paystubs must also include employer name, employee name and dates worked.
☐ Have ☐ Need ☐ Does Not Apply	Other income for all household members	Benefit letter; check or record of payment; signed letter showing gross* amount and pay frequency. DTA may verify some income through available systems. Examples of other income include Workers' compensation, Paid Family Leave, Veterans benefits, pension, child support, alimony, and income from someone else to help you pay your bills.

* The gross amount (or gross pay) is the total amount of money you earn during a pay period before any taxes, benefits, or other deductions are withheld.

Expenses for Your Household

You will be asked about expenses for your household. If you report these expenses, you may need to provide proof.



Providing this information helps DTA determine and maximize your benefits.



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Status of Proofs	Expense Type	What You Can Provide
☐ Have ☐ Need ☐ Does Not Apply	Housing costs	Do you rent or are you staying with friends or family? Provide a rent receipt, lease, landlord statement, or a signed letter from the person you are paying that shows what you are responsible for paying. Do you own your home? Provide your mortgage receipt, or mortgage-If a utility related bills such as property taxes, homeowners insurance, or homeowners association fees.
☐ Have ☐ Need ☐ Does Not Apply	Utility costs	Utility bills such as gas, electricity or phone. Or a lease that shows the utilities you are responsible for. If you have utilities that are not in your name, provide a signed letter from the person you are paying that shows what specific utilities you are responsible for. <i>Tip: To maximize your utility deduction, please include (or tell us) if your electric bill includes costs for heat, an air conditioner (AC), or if you pay an AC fee.</i>
☐ Have ☐ Need ☐ Does Not Apply	Dependent care costs	Provider letter showing amount and frequency or receipts
☐ Have ☐ Need ☐ Does Not Apply	Medical costs (elderly or disabled)	Pharmacy printouts, bills, or receipts

No bill, lease, or receipt in your name?

If you pay someone directly for housing, utilities, dependent care, or another expense, ask that person to write and sign a short letter. The letter should include:

- what the payment is for;
- the amount you pay;
- how often you pay it; and
- what is included in the payment.

This can help DTA understand the expense if you do not have a bill, lease, receipt, or other document in your name.

June 22, 2026

To: MA DTA

Gina Smith lives with me at
123 Oak St, Springfield, MA.

She pays me \$1,200/month
for her share of the rent.

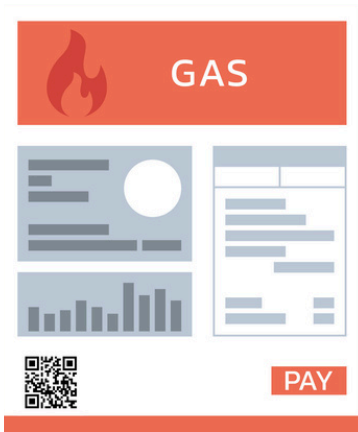
Trash and water included.

Sincerely,

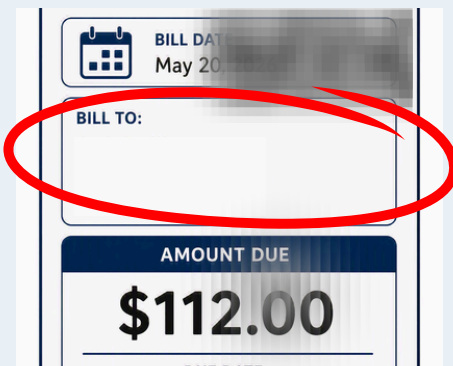
Maria Lopez
(Gina Smith's sister)

Before you submit, check:

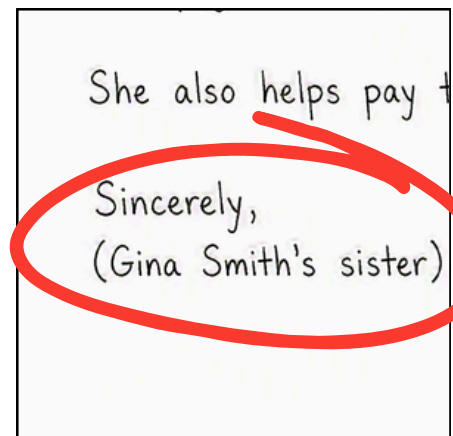
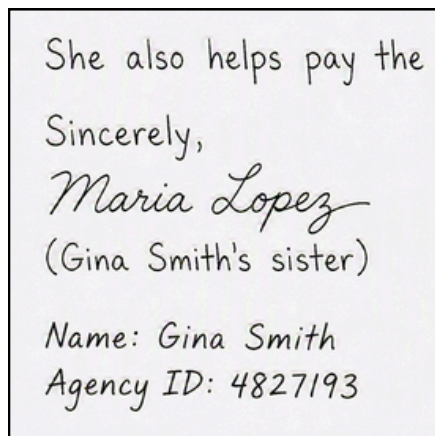
Is your document clear and easy to read?



Are names, dates, and amounts included and visible?



Are statements or letters signed and complete?



Before you submit, check:

Can all information be seen (nothing cut off?)



PINE RIDGE ELECTRIC
Powering Our Community

BILL DATE
May 20, 2026

BILL TO:
Jack Smith
123 Maple Street
Oak Hill, MA 01755

AMOUNT DUE
\$112.00

DUE DATE
June 6, 2026

Thank you for being a valued customer!



PINE RIDGE ELECTRIC
Powering Our Community

BILL DATE
May 20, 2026

TO:
: Smith
Maple Street
Hill, MA 01755

AMOUNT DUE
\$112.00

DUE DATE
June 6, 2026

Thank you for being a valued customer!

Do paystubs or employer documents show required details (name, employer, dates, hours)?



PAY STUB

EMPLOYEE:	EMPLOYER:	PAY PERIOD:
Jack Smith	Good Eats	May 12 - May 18, 2026

DESCRIPTION	HOURS	RATE	CURRENT AMOUNT
Hours Worked	5.00	\$20.28	\$101.40
Tips			\$50.00

GROSS PAY **\$151.40**



PAY STUB

EMPLOYEE:	EMPLOYER:	PAY PERIOD:

DESCRIPTION	HOURS	RATE	CURRENT AMOUNT
Hours Worked	5.00	\$20.28	\$101.40
Tips			\$50.00

GROSS PAY **\$151.40**

If mailing or faxing, did you put your name and Agency ID on each page?



She also helps pay the elect

Sincerely,
Maria Lopez
(Gina Smith's sister)

Name: Gina Smith
Agency ID: 4827193



She pays me for her sha

She also helps pay the elec

Sincerely,
(Gina Smith's sister)

How to Send Your Proofs to DTA



Online: Upload using the DTA Connect App or website



Mail: DTA Document Processing Center,
PO Box 4406, Taunton, MA 02780



Fax: (617) 887-8765



In person: Drop off at a local DTA office

DTA may follow up if information is missing, unclear, or does not match other data.



If you think you need help, just ask!

If you are a SNAP applicant or recipient,
call the DTA Assistance Line at **(877) 382-2363**.



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