

DOCUMENT CHECKLIST: Applying for SNAP Benefits

BOLD items are required

PROOF OF IDENTITY:

ONE of the following:

- Birth Certificate
- Driver's License or state ID
- Health benefits ID card
- School or work ID
- Voter registration card

Social security number for all household members

RESIDENCY:

- Utility bills (such as electric, gas, water)
- Rental agreement or mortgage statement that shows address

IMMIGRATION STATUS: *Not required for persons born in the United States

- Immigration or Naturalization papers

CHILDCARE & CHILD SUPPORT:

If you are paying for childcare so you can work, go to job training, or look for a job, please have a signed and dated letter from your childcare provider with the -name of child care provider, hourly fee, and number of hours per week that they provide child care.

If you are under a court order to pay child support and you are paying it, please provide proof of who you pay and the name(s) of the child(ren).

EARNED INCOME:

- Pay stubs
- Statement from employer regarding gross wages
- Income tax forms
- Self-employment book keeping records

UNEARNED INCOME:

- Bank statements showing direct deposit
- Agency letter showing money received (ex: Social Security, Supplemental Security Income (SSI), Veterans Affairs benefits (VA), child support, alimony, unemployment, and retirement)

EXPENSES:

- Mortgage Statement
- Home Owner's Insurance (if not included in mortgage)
- Phone bill
- Water/sewer bill
- Quarterly real estate bill
- Medical bills that are paid on a regular basis* (only for people over 60 or disabled)

RESOURCES:

- Bank account numbers and balances (savings/checking)
- Savings bonds
- Trust fund
- Money in a credit union
- IRA or other investments



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