

DOCUMENTS NEEDED FOR YOUR SNAP APPLICATION

When you apply for SNAP, your DHS worker will ask for documents to verify the responses on your application. Photocopies are acceptable. Below is a list of items you may need:

1) Proof of identity and for immigrant applicants, verification of alien status (one of the below for each member of your household).

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| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> US Passport |
| <input type="checkbox"/> Drivers license, | <input type="checkbox"/> Visa |
| <input type="checkbox"/> Other Photo ID | <input type="checkbox"/> Resident alien card |

2) Social security number.

If you never had a card or don't know your number you will need to apply for a Social Security card.

3) Proof of Rhode Island residency and housing costs. (all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Rent or Mortgage receipts | <input type="checkbox"/> House insurance |
| <input type="checkbox"/> Lease | <input type="checkbox"/> Property taxes |
| <input type="checkbox"/> Utility bills (gas, oil, electric) | <input type="checkbox"/> A/C Charge verification |

4) Proof of income (all that apply, for each household member with income).

- | | |
|---|---|
| <input type="checkbox"/> Last 4 pay stubs | <input type="checkbox"/> Workers Compensation |
| <input type="checkbox"/> Income tax return if self employed | <input type="checkbox"/> TDI / Unemployment |
| <input type="checkbox"/> Social Security Award Letter | <input type="checkbox"/> Child support |

5) Proof of payment for child or adult day care expenses incurred while you work.

- Receipt of payment or letter from your provider

6) Proof of payment of court-ordered child support. (one of below)

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|---|--|
| <input type="checkbox"/> Cancelled checks | <input type="checkbox"/> Copy of the court order |
| <input type="checkbox"/> Money order receipts | |

7) Proof of disability (one of below).

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| <input type="checkbox"/> Letter from Social Security | <input type="checkbox"/> A completed DHS form from your Doctor |
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8) If over age 59 or disabled, proof of medical expenses not covered by health insurance (all that apply).

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|--|--|
| <input type="checkbox"/> Prescriptions | <input type="checkbox"/> Premiums |
| <input type="checkbox"/> Co-payments | <input type="checkbox"/> Glasses hearing aids, etc |

Where should you mail documents or attend your interview? It depends on where you live:

NEWPORT, 110 Enterprise Center, Middletown, RI 02842, 851-2100 (ph), 851-2105(fax) if you live in: Jamestown, Little Compton, Middletown, Newport, Portsmouth and Tiverton.

PAWTUCKET, 24 Commerce St, Pawtucket, RI 02860, 721-6600 (ph), 721-6659(fax) if you live in: Barrington, Bristol, Central Falls, East Providence, Pawtucket, Warren.

PROVIDENCE, 206 Elmwood Avenue, Providence, RI 02907, 415-8200 (ph), 415-8349 (fax) if you live in: Cranston, Johnston Providence, Scituate

WAKEFIELD, 4808 Tower Hill Rd, South Kingstown, RI 02880, 782-4300 (ph), 782-4316 (fax) if you live in: Charlestown, Coventry, East Greenwich, Exeter, Hopkinton, Narragansett, New Shoreham, North Kingstown, Richmond, South Kingstown, Westerly, West Greenwich

WARWICK, 195 Buttonwoods Ave, Warwick, RI 02886, 736-1400 (ph), 736-1443 (fax) if you live in: Warwick, West Warwick

WOONSOCKET, 450 Clinton St, Woonsocket, RI 02895, 235-6200 (ph), 235-6237 (fax). if you live in: Burrillville, Cumberland, Foster, Glocester, Lincoln, North Providence, North Smithfield, Smithfield, Woonsocket

You've submitted an application for SNAP benefits. What happens next?

After you've submitted your application, the Department of Human Services (DHS) has **30 days** to complete an interview with you and determine your eligibility. If you have less than \$100 in cash, and less than \$150 in monthly earnings, or if your housing expenses exceed your monthly income DHS is required to review your application and make a decision within 7 days.

Soon after submitting your application to DHS, you will receive a notice. The notice will have the name of the person you are meeting with, their phone number, the address of the office and the date and time of the interview. (In Providence, there will be no worker name, just a date and time.)

- If you can not go to the interview at the time that is arranged – call immediately to re-schedule.
- You may request a *telephone interview* if you can not go to the office by calling the caseworker before your interview or writing your request on the application.
- If you can not leave your house to go to an interview, you may have selected an *authorized representative* on your application. That person will go to your interview, answer questions and sign forms for you.
- If you miss your interview, call immediately to reschedule it.

Before the interview, gather any documents you will have to bring with you (see list on other side). DHS needs to see these documents to verify your eligibility. Photocopies are acceptable.

If you need a translator at your interview, please contact your caseworker before the day of your appointment to make sure they will have one available.

At the interview, the caseworker will review your SNAP application with you and ask to see documentation. If you were unable to get documentation, your caseworker may be able to help you.

You will be given an EBT card and asked to select your Personal Identification Number (PIN). It will be activated when you have been found eligible. There will not be any benefits on it when you first receive it.

After your interview, if you were asked to get any more documents to the office, you have ten days to send them in. If you do not send in the documents within ten days, you will get a denial notice in the mail. You may still be eligible for SNAP benefits even after the denial notice. You should still send in your documents.

If you are denied benefits but believe you were eligible, you have a right to appeal the decision. To do that, contact your DHS caseworker. You may also ask to speak with the supervisor for that office.

After you receive SNAP benefits, you need to tell DHS caseworker if your address or phone number changes so they may contact you. Also, you must contact your caseworker if your income increases enough that you are no longer eligible to receive benefits.

For more information about the SNAP Program, contact the SNAP Food Stamp Outreach Project toll free at 866-306-0270.