

# DOCUMENTS NEEDED FOR YOUR SNAP APPLICATION

When you apply for SNAP, DHS will ask for documents to verify the responses on your application. Copies are recommended; do not mail original documents to DHS. Below is a list of items you may need. If you have questions about any documents you may need to provide, you can call the **URI SNAP Outreach Project at 1-866-306-0270**. **Please note that as of October 1, 2017, DHS no longer requires documentation to verify housing, utility and/or dependent care expenses.**

**1) Proof of identity for household members (note: only one type of ID is required per person):**

- Birth certificate       US Passport / Certificate of naturalization       Military ID       Health benefits card  
 License / State ID       Voter registration card       Work / school ID       Library card

**2) Proof of immigration status for all non-U.S. citizens who are applying for benefits:**

- Resident alien card       Visa

**3) Social security number, for each person applying:**

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

**4) Proof of Rhode Island residency:**

Provide documentation that shows your home address such as a lease, bank statement, personal check, a bill or other mail with your address on it.

**5) Proof of earned and unearned income (all that apply, for each household member with income):**

- Last 4 pay stubs from job / employer letter       TDI/Unemployment/Workers Comp       Rental income  
 Income tax return if self-employed       Social Security Award letter       Child support / alimony  
 Proof that income recently ended (e.g., last day of work letter)

**6) Proof of payment of court-ordered child support:**

- Cancelled checks or money order receipts       Copy of the court order

**7) Proof of disability (one of below, for each person with disability).**

- Letter from Social Security       A completed DHS form from your doctor

**8) For applicants who are 60 years or older or disabled, proof of medical expenses that not covered by insurance (all that apply)**

- Prescriptions       Co-payment receipts       Premiums       Receipts for prescribed medical supplies  
 Receipts for prescribed medical equipment       Receipts for other expenses, e.g. service animals, home care

---

## Where do I send my application or additional documents?

You can choose to drop-off or fax your application to the location most convenient for you, or you can mail it to the DHS mail center address below. As of September 13, 2016, DHS is operating under a "no wrong door" policy, which means clients can utilize the office most convenient to them.

**Mail applications and additional documents to:**

RI Department of Human Services  
P.O. Box 8709, Cranston, RI 02920

**Drop-off or fax applications to:**

**Middletown:** 31 John Clarke Rd, Middletown, RI 02842 **Fax:** 851-2105

**Pawtucket:** 249 Roosevelt Ave, Pawtucket, RI 02860 **Fax:** 721-6659

**Providence:** 206 Elmwood Ave, Providence, RI 02907 **Fax:** 415-8349

**Wakefield:** 4808 Tower Hill Rd, Suite G1, Wakefield, RI 02880 **Fax:** 782-4316

**Warwick:** 195 Buttonwoods Ave, Warwick, RI 02886 **Fax:** 736-1443

**Woonsocket:** 800 Clinton St, Suite 201, Woonsocket, RI 02895 **Fax:** 768-3131



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



By law the Department of Human Services (DHS) has **30 days** to determine your eligibility. If your household has less than \$150 in monthly income and less than \$100 in cash or savings, DHS is required to determine your eligibility within **7 days**. If you go into a DHS office to apply, you may be able to receive benefits the **same day**.

In order to determine eligibility, an interview with DHS is required.

Soon after you send in your application, a worker from DHS may try to call you to see if you are available for your interview. If you are not available to take the phone call, or do not receive a call, DHS will mail you an appointment for a scheduled interview. If you requested a telephone interview, DHS will call you at the date and time on the letter. If you requested a face-to-face interview, the date and time on the letter is when you have your appointment at the DHS office.

**How should I prepare for my interview?** Before the interview, gather any documents you need to submit. The back side of this paper lists most of the documents you may need. DHS needs to see these documents to verify your eligibility. Photocopies are recommended. If you need an interpreter at your interview, please contact DHS before the day of your interview to make sure they will have one available.

**What happens at the interview?** The DHS worker will review your SNAP application with you and any supporting documents you provided. If you were unable to get certain documents, ask the worker for help. If your interview is at the office, you will be given an EBT card and asked to select your Personal Identification Number (PIN). It will be activated when DHS approves your eligibility. There may not be any benefits on it when you first receive it. If you have a telephone interview, an EBT card will be mailed to you.

**What if I couldn't get all my documents in time for the interview?** If you were asked submit more documents, you have 10 days to get them in to DHS. If you do not send in the documents within 10 days, you will get a denial notice in the mail. Even after receiving a denial notice, you may still be eligible for SNAP and you should still send in your documents.

**What if I missed my interview?** If you missed your phone interview, DHS will send you a notice with an interview time. If you need to reschedule your interview time, call the DHS Call Center right away to reschedule, 1-855-697-4347.

**What if I am denied?** If your application was denied but you believe you should have been found eligible, you have a right to appeal the decision. To do that, complete a DHS "Request for Hearing Form." You can also call your office and request to speak to a supervisor if you have questions about your denial.

**What happens when I am approved?** You should have received an EBT card in the mail, or in-person if you went to DHS for your interview. You need to set up a PIN to use the card. Once your card is active and your PIN is set, you can use your EBT card to shop for food at any stores that have a "SNAP" icon or a sign that says they accept EBT. When you receive mail from DHS be sure to open it and read it, it will contain information important to your case. If you move, change your phone number, or your income goes up or down, you need to report those changes to DHS.

**What happens if I need to replace my EBT card?** If your EBT card is lost or damaged, you can request a new card by calling the EBT customer service line: 1-888-979-9939

**Questions? Call the URI SNAP Outreach Project: 1-866-306-0270**  
**[www.eatbettertoday.com](http://www.eatbettertoday.com)**