**Supplemental Nutrition Assistance Program (SNAP) Documentation Guide**

In order for us to determine your eligibility for SNAP benefits, we need you to give us proof of the SNAP eligibility factors listed below. The suggested documentation and helpful tips in this guide will help you to give us the proof we need to determine your SNAP eligibility.

If we determine that you are eligible for SNAP under the expedited processing rules, we can issue you benefits even if you only verify your identity. However, before we can give you more SNAP benefits, you must verify the other eligibility factors for yourself and any other household members.

If you are applying for SNAP benefits by mail or fax, please send us copies of your documentation to help us determine your SNAP eligibility as fast as possible.

<table>
<thead>
<tr>
<th>Box</th>
<th>Eligibility Factor</th>
<th>Suggested Documentation</th>
<th>Helpful Tips</th>
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</thead>
</table>
| 1   | Identity           | • Photo I.D., Driver’s License  
               • U.S. Passport  
               • Naturalization Certificate  
               • Hospital/Doctor’s Records  
               • Adoption Papers  
               • Birth Certificate  
               • Baptismal Certificate  
               • Voter Registration Card | Any of these documents that lists the person’s date of birth can also be used to verify age. In addition, a U.S. Passport or Naturalization Certificate can also be used to verify citizenship if we ask you for proof. |
| 2   | Residence          | • Current lease  
               • Current rent receipt listing name and address of renter  
               • Statement from the Landlord or Primary Tenant  
               • Mortgage Records  
               • School Records | If a statement from the Landlord or Primary Tenant lists all the household members, it can also be used to document household composition. |
| 3   | Household Composition/Size | • Statement from Non-Relative Landlord  
               • Statement from Community Organization  
               • Statement from Non-Household Member | Statement should contain the names of all persons in the household and can also be used to prove residence. |
| 4   | Age                | • Birth Certificate  
               • Baptismal Certificate | A birth certificate can also be used to establish and document identity and citizenship status. |
| 5   | Social Security Number | • Social Security Card  
               • Official correspondence from the Social Security Administration (SSA) | If you give us the Social Security number for each person in your household, you do not need to provide a Social Security card. |
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| 6 | Citizenship | · Birth Certificate  
· Hospital Records  
· U.S. Passport  
· Military Service Records  
· Naturalization Certificate | Birth certificates, hospital records, U.S. Passport and Naturalization Certificate can also be used to prove identity and age. |
| 7 | Immigration Status | · USCIS Documentation (for example, a green card, stamped visa)  
· Evidence of continuous residence in the U.S. since prior to 1/1/72 | You should verify the income you received in the last 30 days. |
| 8 | Earned Income | · Current pay stubs  
· Pay envelopes  
· Letter from employer listing gross earnings, frequency, and number of hours worked  
· Current income tax returns  
· If self employed – records and related materials concerning earnings and expenses | If you or someone in your household is in receipt of Supplemental Security Income (SSI) no verification of SSI is required. |
| 9 | Unearned Income | · Statement from Family Court  
· Current Award letter  
· Official correspondence from SSA  
· Official correspondence from the Veterans Administration  
· Current benefit check or stub  
· Statement from bank or credit union  
· Statement from person providing support  
· Unemployment Insurance Benefit (UIB) statement | If you have resources but are not sure whether or not you are required to verify them, provide the verification. If you are required to verify resources, we will not have to wait in order to make an eligibility decision. |
| 10 | Resources | · Current bank or credit union records  
· Stock/bond certificate  
· Statement from financial institution  
· Burial plot agreement or deed  
· Property deed and/or appraisal  
· Life insurance  
· Vehicle registration/title | |
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Information that may affect your SNAP work registration requirements

Information that you told us about the categories below may exempt you from certain SNAP work registration requirements. It is important for you to give us proof of that information.

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| 11  | Disabled/ Incapacitated       | • Current SSA/SSI benefits statement  
• Signed and dated letter from Doctor or Medical professional, including a contact phone number |              |
| 12  | Referral                      | • Signed and dated letter or statement from provider of treatment with contact phone number, hours, and days of treatment  
• Signed and dated letter from employment service program, including contact person and phone number |              |
| 13  | School Attendance             | Affects work registration and earnings of children under 18.  
• Current School records (report card or school letter)  
• W-700E School Attendance Verification Letter  
• Letter or current school records from a College, University, or Institution of Higher Learning |              |
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Expenses that may affect your SNAP eligibility or benefit amount

If you have any of the expenses listed below, it is important for you to give us verification of that expense. In some instances, the expense can make you financially eligible to receive SNAP benefits and in many other instances, it can mean you will get more SNAP benefits.

<table>
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<tr>
<td>14</td>
<td>Shelter and/or Utility Expenses</td>
<td>• Current rent receipt&lt;br&gt;• Current lease&lt;br&gt;• Mortgage book/records&lt;br&gt;• Property and school tax records&lt;br&gt;• Landlord statement&lt;br&gt;• Sewer and water bills&lt;br&gt;• Homeowner’s insurance records&lt;br&gt;• Fuel bills&lt;br&gt;• Non-heating utility bills&lt;br&gt;• Telephone bills</td>
<td>As long as a household can establish that they have a shelter expense, credit for paying rent/mortgage and/or utilities will be given even if the household is not currently keeping up with the payments.</td>
</tr>
<tr>
<td>15</td>
<td>Medical Bills</td>
<td>• Copies of medical bills (paid and unpaid)&lt;br&gt;• Provider statement of health Insurance Premiums&lt;br&gt;• Medicare Prescription Drug Card</td>
<td>This refers to medical expenses that persons pay for out-of-pocket. Do not include documentation for any bills that are paid or supposed to be paid by someone not in the household.</td>
</tr>
<tr>
<td>16</td>
<td>Health Insurance</td>
<td>• Insurance Policy or Insurance Card&lt;br&gt;• Statement from insurance provider of coverage, including health insurance premium&lt;br&gt;• Medicare award letter</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Dependent Care Cost/Other Expenses</td>
<td>• Court order&lt;br&gt;• Statement from day care center or other child care provider&lt;br&gt;• Statement from aide or attendant&lt;br&gt;• Canceled checks or receipts</td>
<td></td>
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