



OFFICE OF POLICY, PROCEDURES, AND TRAINING


James K. Whelan, Executive Deputy Commissioner

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #16-01-OPE

(This Policy Bulletin Obsoletes PB #09-37-OPE)

INTRODUCTION OF THE ACTION IS REQUIRED! YOU MUST SUBMIT DOCUMENTS FOR YOUR SNAP CASE (FIA-1146); REVISIONS TO THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) DOCUMENTATION GUIDE (W-129G)

Date: January 5, 2016	Subtopic(s): W-113K, W-129G, FIA-1138
<p> This procedure can now be accessed on the FIAweb.</p> <p>FIA-1146 – new notice.</p> <p>NCA SNAP no longer uses the W-113K.</p>	<p>The purpose of this policy bulletin is to introduce Non-Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) staff and Cash Assistance SNAP Separate Determination Liaisons to the new notice ACTION IS REQUIRED! YOU MUST SUBMIT DOCUMENTS FOR YOUR SNAP CASE (FIA-1146) and the revised Supplemental Nutrition Assistance Program (SNAP) Documentation Guide (W-129G). This policy bulletin is informational for all other staff.</p> <p>The FIA-1146 notice has been developed for NCA SNAP cases and SNAP separate determinations when additional documentation is required at application and/or recertification to determine eligibility for SNAP benefits and/or properly calculate the SNAP benefit amount. The applicant/participant must be given ten (10) calendar days to submit required documentation.</p> <p>NCA SNAP no longer uses the Documentation Requirements and/or Assessment Follow-Up (W-113K) to request documentation from applicants/participants.</p> <p>Note: Individuals that receive SNAP benefits as part of a Cash Assistance (CA) case will continue to receive the W-113K for required documentation.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Some notable differences between the **FIA-1146** and **W-113K** include:

Differences between the **FIA-1146** and **W-113K**.

- Eligibility factors are broken down into more specific categories, which provide applicants and participants with a clearer understanding of what documentation is needed. (For example: If the individual stated that s/he receives foster care payments, Foster Care Payments is listed instead of Unearned Income.);
- Multiple household members are listed in the same row for the category of required documentation, which eliminates the need for multiple rows for the same category; and
- The list of common documentation is tailored for each category, which minimizes the individual's need to check the **W-129G** against the **FIA-1146** for each category.

FIA-1146 – page 1.

The first page of the **FIA-1146** contains the following:

Information

Refer to [PB #15-109-OPE](#).

- The due date to return the required documents;
- A phone number to call if the individual needs more time or help getting documents;

Note: If the interview is conducted over the phone, the Paperless Office System (POS) populates the Telephone Interview Processing Services (TIPS) phone number for the TIPS location that conducted the interview. If the interview is conducted in-person, POS populates the Infoline phone number 718-722-8013. If a separate determination is conducted, POS populates the general phone number for the case's responsible Job Center.

- A warning that failure to provide documents or contact HRA by the due date can lead to a denial, discontinuance, or reduction of SNAP benefits; and
- The various methods that can be used to return documents, including fax, upload via smart phone or tablet, mail, and in-person at either a SNAP Center or a neighborhood organization.

Instructions

- To print the name and case number on the copy of each document returned;
- To provide one document for each household member listed in each category; and
- To use the **W-129G** for additional types of documents that can be provided for eligibility factors, if needed.

FIA-1146 – pages 2 and 3.

The second and third pages of the **FIA-1146** each contain a table, with four (4) columns and four (4) rows, and a legend:

- **Unlabeled column** – contains either an **M** for mandatory or an **O** for optional, based on the Category that is listed in that row (For example: An **M** precedes Age and an **O** precedes Housing Expenses – Rent because documentation for these eligibility factors are mandatory and optional, respectively);
 - **M** indicates that the information requested is required to make a decision on their application; and
 - **O** indicates that the information requested may affect if their household is eligible for SNAP benefit or the amount of SNAP benefits they will receive.

Note: The **M** or **O** value assigned to each category is based on the TA/Supplemental Nutrition Assistance Program (SNAP) Documentation/Verification Desk Aid (**LDSS-3666**).

- **Category** – contains the eligibility factor for which required documentation is needed (Examples include: Age, Immigration Status, and Housing Expenses – Rent);

Note: There are five (5) categories that contain an instruction to “See box (number) on form W-129G.” These are categories that have additional examples of documents listed on the **W-129G** that can be used to prove the category. The five categories that include this instruction on the **FIA-1146** are Identity, Home Address, Members of the Household/ Household Size, U.S. Citizenship, and Income from Employment.

- **Household Member(s)** – contains the name of each household member for whom documentation must be provided for the listed category;
- **Common Documentation** - lists one (1) to three (3) documents that can be used to prove a category; and
- **Legend** – provides descriptions for what the **M** and **O** values, in the unlabeled column, signify.

Refer to the [PB #06-18-ELI](#).

Refer to
[PB #15-41-OPE](#).

The **FIA-1146** is pre-populated by POS based on the information that is entered during the Application Interview, Recertification Interview, and SNAP Sep Det – Eligibility Decision activities in POS. The **FIA-1146** will always print with the **W-129G** and the Do you have documents to submit to the Human Resources Administration (HRA)? (**FIA-1138**) form. The **FIA-1138** provides individuals with a list of Community Based Organizations (CBOs) that accept documentation for NCA SNAP cases on behalf of HRA. The combination of the **FIA-1146**, **W-129G** and **FIA-1138** is sometimes referred to as the **FIA-1146** mail package.

Generating the
FIA-1146.

The Worker must generate an **FIA-1146** if at least one eligibility factor is being deferred. To do this, the Worker must click Yes next to the **FIA-1146** on the **Form Data Entry** window. When the **FIA-1146** window opens, POS prefills the due date field with the first business day that is at least ten (10) calendar days in the future. The pre-filled due date generated by POS can be changed to a later date; however, it cannot be changed to an earlier date. A Saturday due date can only be selected if the SNAP Center is open on Saturdays. Additionally, the due date cannot fall on a Sunday or holiday.

The **FIA-1146** can contain up to eight (8) categories of required documentation.

The **FIA-1146** can contain up to eight (8) categories of required documentation. If the household has fewer than eight (8) categories of required documentation, the rows of boxes that are not needed are left blank. If the household has more than eight (8) categories of required documentation, a second **FIA-1146** is generated and sent in a separate envelope.

Note: A message will not appear inside the blank row of boxes to indicate that they were intentionally left blank.

Printing the **FIA-1146**.

The way in which the **FIA-1146** prints is based on how the POS activity is conducted, as follows:

Telephone interviews and SNAP Separate Determinations.

- Telephone and SNAP Separate Determinations – POS sends a message to Management Information Systems (MIS) to print the **FIA-1146** mail package when the Worker suspends the POS activity after the **Print Forms** window. On the next business day, MIS mails the **FIA-1146** mail package to the applicant/participant through the Print-to-Mail (PTM) process.

In-person interviews

- In-person – the Worker highlights the **FIA-1146** in the **Print Forms** window and selects the *Print* button, which prints the **FIA-1146**, **W-129G** and **FIA-1138**. The Worker then gives the notice and forms to the applicant/participant.

Printed **FIA-1146** stored in the **Correspondence Notices** folder.

The **FIA-1146** is automatically indexed into the HRA OneViewer when it is printed. It is stored in the **Correspondence/Notices** folder.

Revisions to the SNAP Documentation Guide

The Supplemental Nutrition Assistance Program (SNAP) Documentation Guide (**W-129G**) has been revised as follows:

Revisions to form **W-129G**.

- The note regarding the name change from Food Stamps to SNAP has been removed;
- A column has been added at the far left labeled **Box**. The numbers in this column correspond to directions that appear in the five previously mentioned categories on the **FIA-1146** (See the note under **Category** on page 3);
- The following eligibility factors were changed from:
 - *Household Composition* to Household Composition/Size; and
 - *Alien Status* to Immigration Status;
- The following eligibility factors related to work registration requirements were added:
 - Disabled/Incapacitated;
 - Referral; and
 - School Attendance;
- The column heading for the eligibility factors related to expenses was changed from **Expense** to **Eligibility Factor**; and
- Health Insurance was added to the eligibility factors related to expenses.

Effective Immediately

Reference:

12-INF-06

Related Items:

[PB #15-109-OPE](#)

[PB #15-41-OPE](#)

[PB #06-18-ELI](#)

🖨 Please use Print on Demand to obtain copies of forms.

Attachments:

- FIA-1146 (E)** Action is Required! You Must Submit Documents for Your Case
- FIA-1146 (S)** Action is Required! You Must Submit Documents for Your Case (Spanish)
- FIA-1138 (E)** Do you have documents to submit to the Human Resources Administration (HRA)? (Rev. 11/24/2015)
- FIA-1138 (S)** Do you have documents to submit to the Human Resources Administration (HRA)? (Spanish) (Rev. 11/24/2015)
- W-129G (E)** Supplemental Nutrition Assistance Program (SNAP) Documentation Guide (Rev. 12/08/15)
- W-129G (S)** Supplemental Nutrition Assistance Program (SNAP) Documentation Guide (Spanish) (Rev. 12/08/15)

Date: _____
Case Number: _____
Case Name: _____
Center Number: _____
SNAP Filing Date: _____

ACTION IS REQUIRED!
YOU MUST SUBMIT DOCUMENTS FOR YOUR SNAP CASE

Please see the list of documents in this notice needed to make a decision on your SNAP case.

SAMPLE
Documents are due by: _____

If you need help getting your documents, or more time, call us immediately at _____.

If you don't give us the documents we need, or if you don't contact us by the due date, your request for SNAP benefits will be denied or your benefits may be reduced.

Please print your full name and case number on ALL copies of the documents you send us.
Here are five ways you can provide documents:

- Fax them to _____.
- Upload them using your smart phone or tablet at www.nyc.gov/hradocs.
- Mail copies using the envelope provided.
- Bring them to a SNAP Center (Self-service options are available at select centers).
- Bring them to one of the neighborhood organizations on the list included with this letter.

We need one document for each household member listed in each category. Please see the enclosed Supplemental Nutrition Assistance Program (SNAP) Documentation Guide (**W-129G**) for additional documents that you can give us.

SEE THE NEXT PAGE(S) FOR REQUIRED DOCUMENTATION

	<u>Category</u>	<u>Household Member(s)</u>	<u>Common Documentation</u>

SAMPLE

Legend
M - This information is required to make a decision on your application. O - This information may affect if you are eligible for SNAP or the amount you will receive.

	<u>Category</u>	<u>Household Member(s)</u>	<u>Common Documentation</u>

SAMPLE

Legend
M - This information is required to make a decision on your application. O - This information may affect if you are eligible for SNAP or the amount you will receive.

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Número del Centro: _____
Fecha de Solicitud de SNAP: _____

**¡USTED DEBE TOMAR UNA MEDIDA!
USTED DEBE PRESENTAR DOCUMENTOS PARA SU CASO DE SNAP**

Por favor vea la lista de documentos de este aviso, los cuales se necesitan para tomar una decisión sobre su caso de SNAP.

Fecha límite de recibir los documentos: _____

Si usted necesita ayuda en obtener los documentos, o si necesita más tiempo, llámenos de inmediato al _____.

Si no presenta la documentación solicitada o no se comunica con nosotros para la fecha límite, se denegará su solicitud de beneficios de SNAP o se puede reducir la cantidad de los mismos.

Por favor escriba en letra de molde su nombre y apellido, y el número de caso en TODAS las copias de los documentos que usted nos envíe. Los siguientes son cinco modos por los cuales usted puede proporcionar los documentos:

- Faxearlos al _____.
- Subirlos mediante un teléfono inteligente o tableta al www.nyc.gov/hradocs.
- Enviar por correo las copias en el sobre adjuntado.
- Traerlos a un Centro de SNAP. (Las opciones de autoservicio están disponibles en centros seleccionados.)
- Traerlos a una de las organizaciones comunitarias en la lista incluida con esta carta.

Necesitamos un documento por cada miembro del hogar listado en cada categoría. Para documentos adicionales que usted puede darnos, por favor remítase a la Guía de Documentación del Programa de Asistencia de Nutrición Suplementaria (SNAP) en adjunto (**W-129G [S]**).

**REMÍTASE A LA(S) SIGUIENTE(S) PÁGINA(S)
PARA LA DOCUMENTACIÓN SOLICITADA**

	<u>Categoría</u>	<u>Miembro(s) del Hogar</u>	<u>Documentación Común</u>

SAMPLE

Clave
M - Esta información es necesaria para tomar una decisión sobre su solicitud.
O - Esta información puede afectar su elegibilidad de SNAP o la cantidad de beneficios que usted recibirá.

	<u>Categoría</u>	<u>Miembro(s) del Hogar</u>	<u>Documentación Común</u>

SAMPLE

Clave
M - Esta información es necesaria para tomar una decisión sobre su solicitud. O - Esta información puede afectar su elegibilidad de SNAP o la cantidad de beneficios que usted recibirá.

Do you have documents to submit to the Human Resources Administration (HRA)?

You don't need to go to your Supplemental Nutrition Assistance Program (SNAP) Center to hand in documents. Visit any one of the locations below instead. It may be more convenient than going to your SNAP center. All of these locations will accept your documents on HRA's behalf.

For more information, please call one of your local Community Based Organizations (CBO's) listed below.

BRONX

KINGSBRIDGE HEIGHTS COMMUNITY CENTER
538 East Fordham Road
Bronx, NY 10458
(646) 276-4904
Thursday: 9AM-5PM
Friday: 9AM-2PM

BRONXWORKS
2925 Grand Concourse
Bronx, NY 10468
(718) 295-7160
Wednesday:
9AM-4:30PM

BRONXWORKS –TOWNSEND
1477 Townsend Avenue
Bronx, NY 10452
(718) 588-3839
Tuesday and Thursday: 9AM-5PM
(212) 894-8060
Wednesday: 9AM-4PM

PHIPPS
3125 3rd Avenue
Bronx, NY 10451
(212) 894-8060
Monday, Wednesday
and Friday: 9AM-4:30PM

PART OF THE SOLUTION
2759 Webster Ave
Bronx, NY 10458
(718) 220-4892
Monday-Friday:
9AM-5PM

MANHATTAN

COMMUNITY KITCHEN OF WEST HARLEM
252 West 116 Street
New York, NY 10026
(212) 894-8060
Monday-Thursday: 9AM-3PM
Friday: 9AM-6PM

NEW YORK COMMON PANTRY
8 East 109 Street
New York, NY 10029
(917) 720-9705
Thursday and Friday:
2PM-4PM
Saturday: 9AM-2PM

BROOKLYN

UNITED JEWISH ORGANIZATION OF WLBG
32 Penn Street
Brooklyn, NY 11211
(718) 643-9700
Monday-Thursday: 9AM-5PM

REACHING OUT COMMUNITY SERVICES
7708 New Utrecht Avenue
Brooklyn, NY 11214
(718) 373-4565
Tuesday-Thursday: 9AM-5PM

BORO PARK JCC
4912 14th Avenue
Brooklyn, NY 11219
(718) 972-6600
Monday-Thursday:
9AM-5PM

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL
145 East 98th Street
Brooklyn, NY 11212
(917) 819-3200
Monday and Tuesday: 9AM-5PM

BED-STUY WIC CENTER
20 New York Avenue
Brooklyn, NY 11216
(212) 453-9532
Monday and Tuesday:
9AM-5PM

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL
184 Wyckoff Avenue
Brooklyn, NY 11237
(718) 366-1830
Monday-Friday: 9AM-5PM

COMMUNITY SERVICE CENTER OF GREATER WILLIAMSBURG
378 Flushing Avenue
Brooklyn, NY 11205
(718) 865-8278
Monday-Thursday: 10AM-5PM

CAMBA
885 Flatbush Avenue
Brooklyn, NY 11226
(718) 287-0010
Monday-Friday:
9AM-5PM

SHOREFRONT JEWISH COMMUNITY COUNCIL
128 Brighton Beach, 4th Floor
Brooklyn, NY 11235
(718) 743-0575 Ext. 7501
Monday-Wednesday: 9AM-5PM

STATEN ISLAND

PROJECT HOSPITALITY/ EL CENTRO
1546 Castleton Avenue
Staten Island, NY 10302
(718) 420-6466
Friday: 10AM-12PM

COMMUNITY HEALTH ACTION OF STATEN ISLAND (CHASI)
23 Hyatt Street
Staten Island, NY 10301
(718) 808-1800
Monday-Friday: 9AM-3PM

QUEENS

DEPARTMENT OF LABOR FLUSHING
138-60 Barclay Avenue
2nd Floor
Queens, NY 11355
(212) 894-8060
Tuesday-Thursday:
9AM-4:30PM

URBAN UPBOUND LONG ISLAND CITY
38-84 13th Street
Queens, NY 11101
(718) 784-0877
Tuesday: 10AM-6PM
Wednesday: 9AM-3:30PM
Friday: 10AM-6PM
Saturday: 10AM-3PM

RIVER FUND
8911 Lefferts Boulevard
Queens, NY 11418
(718) 441-1125
Monday-Friday: 9AM-5PM



for an updated list of locations



¿Tiene usted documentos para presentar a la Administración de Recursos Humanos (HRA)?

No es necesario que usted se presente a su centro del Programa de Asistencia de Nutrición Suplementaria (SNAP) para entregar documentos. En vez de ello, visite a cualquiera de los locales listados a continuación. Puede que esto resulte más conveniente que acudir a su centro de SNAP. Todos estos locales aceptarán sus documentos de parte de la HRA.

Para más información, por favor llame a una de sus Organizaciones Comunitarias (CBO) locales listadas a continuación.

BRONX

KINGSBRIDGE HEIGHTS COMMUNITY CENTER
538 East Fordham Road
Bronx, NY 10458
(646) 276-4904
jueves: 9AM-5PM
viernes: 9AM-2PM

BRONXWORKS
2925 Grand Concourse
Bronx, NY 10468
(718) 295-7160
miércoles:
9AM-4:30PM

BRONXWORKS –TOWNSEND
1477 Townsend Avenue
Bronx, NY 10452
(718) 588-3839
martes y jueves: 9AM-5PM
(212) 894-8060
miércoles: 9AM-4PM

PHIPPS
3125 3rd Avenue
Bronx, NY 10451
(212) 894-8060
lunes, miércoles y
viernes: 9AM-4:30PM

PART OF THE SOLUTION
2759 Webster Ave
Bronx, NY 10458
(718) 220-4892
lunes a viernes:
9AM-5PM

MANHATTAN

COMMUNITY KITCHEN OF WEST HARLEM
252 West 116 Street
New York, NY 10026
(212) 894-8060
lunes a jueves: 9AM-3PM
viernes: 9AM-6PM

NEW YORK COMMON PANTRY
8 East 109 Street
New York, NY 10029
(917) 720-9705
jueves y viernes:
2PM-4PM
sábado: 9AM-2PM

BROOKLYN

UNITED JEWISH ORGANIZATION OF WLBG
32 Penn Street
Brooklyn, NY 11211
(718) 643-9700
lunes a jueves:
9AM-5PM

REACHING OUT COMMUNITY SERVICES
7708 New Utrecht Avenue
Brooklyn, NY 11214
(718) 373-4565
martes a jueves: 9AM-5PM

BORO PARK JCC
4912 14th Avenue
Brooklyn, NY 11219
(718) 972-6600
lunes a jueves:
9AM-5PM

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL
145 East 98th Street
Brooklyn, NY 11212
(917) 819-3200
lunes y martes: 9AM-5PM

BED-STUY WIC CENTER
20 New York Avenue
Brooklyn, NY 11216
(212) 453-9532
lunes y martes:
9AM-5PM

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL
184 Wyckoff Avenue
Brooklyn, NY 11237
(718) 366-1830
lunes a viernes: 9AM-5PM

COMMUNITY SERVICE CENTER OF GREATER WILLIAMSBURG
378 Flushing Avenue
Brooklyn, NY 11205
(718) 865-8278
lunes a jueves: 10AM-5PM

CAMBA
885 Flatbush Avenue
Brooklyn, NY 11226
(718) 287-0010
lunes a viernes:
9AM-5PM

SHOREFRONT JEWISH COMMUNITY COUNCIL
128 Brighton Beach, 4th Floor
Brooklyn, NY 11235
(718) 743-0575 Ext. 7501
lunes a miércoles: 9AM-5PM

STATEN ISLAND

PROJECT HOSPITALITY/ EL CENTRO
1546 Castleton Avenue
Staten Island, NY 10302
(718) 420-6466
viernes: 10AM-12PM

COMMUNITY HEALTH ACTION OF STATEN ISLAND (CHASI)
23 Hyatt Street
Staten Island, NY 10301
(718) 808-1800
lunes a viernes: 9AM-3PM

QUEENS

DEPARTMENT OF LABOR FLUSHING
138-60 Barclay Avenue
2do piso
Queens, NY 11355
(212) 894-8060
martes a jueves:
9AM-4:30PM

URBAN UPBOUND LONG ISLAND CITY
38-84 13th Street
Queens, NY 11101
(718) 784-0877
martes: 10AM-6PM
miércoles: 9AM-3:30PM
viernes: 10AM-6PM
sábado: 10AM-3PM

RIVER FUND
8911 Lefferts Boulevard
Queens, NY 11418
(718) 441-1125
lunes a viernes:
9AM-5PM



Marque 311 para una lista actualizada de locales.



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.

Box	Eligibility Factor	Suggested Documentation	Helpful Tips
1	Identity Must be established and documented for the person making the application.	<ul style="list-style-type: none"> • 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 Must prove that <u>each</u> person who is applying for SNAP benefits resides at the address listed on the application.	<ul style="list-style-type: none"> • 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 Must provide verification of how many persons reside in the household.	<ul style="list-style-type: none"> • 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 Must provide verification of age for <u>all</u> persons applying for SNAP benefits.	<ul style="list-style-type: none"> • Birth Certificate • Baptismal Certificate 	A birth certificate can also be used to establish and document identity and citizenship status .
5	Social Security Number Must provide a Social Security number for <u>each</u> person in your household who is applying for SNAP benefits, or proof that one has been applied for.	<ul style="list-style-type: none"> • 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.

Supplemental Nutrition Assistance Program (SNAP) Documentation Guide

Box	Eligibility Factor	Suggested Documentation	Helpful Tips
6	<p>Citizenship</p> <p>Citizenship must be documented only if it is questionable.</p>	<ul style="list-style-type: none"> ● Birth Certificate ● Hospital Records ● U.S. Passport ● Military Service Records ● Naturalization Certificate 	<p>Birth certificates, hospital records, U.S. Passport and Naturalization Certificate can also be used to prove identity and age.</p>
7	<p>Immigration Status</p> <p>Immigration status must be documented for noncitizens applying for SNAP benefits.</p>	<ul style="list-style-type: none"> ● USCIS Documentation (for example, a green card, stamped visa) ● Evidence of continuous residence in the U.S. since prior to 1/1/72 	
8	<p>Earned Income</p> <p>If <u>any</u> of the household members applying for SNAP benefits are employed, the gross earnings (before any deductions), frequency and <u>number of hours worked</u> must be documented.</p>	<ul style="list-style-type: none"> ● 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 	<p>You should verify the income you received in the last 30 days.</p>
9	<p>Unearned Income</p> <p>If <u>any</u> of the household members applying for SNAP benefits are in receipt of unearned income, the type of income, amount, and frequency must be documented.</p>	<ul style="list-style-type: none"> ● 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 	<p>If you or someone in your household is in receipt of Supplemental Security Income (SSI) no verification of SSI is required.</p>
10	<p>Resources</p> <p>Resources do not affect the eligibility of most households applying for SNAP benefits. However, some resource information is used to determine if you qualify for expedited processing of your SNAP application.</p>	<ul style="list-style-type: none"> ● 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 	<p>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.</p>

Supplemental Nutrition Assistance Program (SNAP) Documentation Guide

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.

Box	Eligibility Factor	Suggested Documentation	Helpful Tips
11	Disabled/ Incapacitated	<ul style="list-style-type: none"> • Current SSA/SSI benefits statement • Signed and dated letter from Doctor or Medical professional, including a contact phone number 	
12	Referral	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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 	

Supplemental Nutrition Assistance Program (SNAP) Documentation Guide

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.

Box	Eligibility Factor	Suggested Documentation	Helpful Tips
14	Shelter and/or Utility Expenses	<ul style="list-style-type: none"> ● Current rent receipt ● Current lease ● Mortgage book/records ● Property and school tax records ● Landlord statement ● Sewer and water bills ● Homeowner's insurance records ● Fuel bills ● Non-heating utility bills ● Telephone bills 	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.
15	Medical Bills This is only for elderly or disabled persons who incur this expense.	<ul style="list-style-type: none"> ● Copies of medical bills (paid and unpaid) ● Provider statement of health insurance Premiums ● Medicare Prescription Drug Card 	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.
16	Health Insurance	<ul style="list-style-type: none"> ● Insurance Policy or Insurance Card ● Statement from insurance provider of coverage, including health insurance premium ● Medicare award letter 	
17	Dependent Care Cost/ Other Expenses	<ul style="list-style-type: none"> ● Court order ● Statement from day care center or other child care provider ● Statement from aide or attendant ● Canceled checks or receipts 	

Guía de Documentación del Programa de Asistencia de Nutrición Suplementaria (SNAP)

A fin de nosotros determinar su elegibilidad para beneficios de SNAP, necesitamos que usted nos proporcione prueba de los factores de elegibilidad para SNAP más abajo. La documentación sugerida y consejos útiles en esta guía le ayudarán a que nos proporcione la prueba que necesitamos para determinar su elegibilidad para SNAP.

Si determinamos que usted es elegible para SNAP conforme a las reglas del trámite acelerado, le podemos expedir sus beneficios aun si sólo comprueba su identidad. Sin embargo, antes de poder darle más beneficios de SNAP, usted tiene que comprobar los otros factores de elegibilidad para usted y cualesquier otros miembros del hogar..

Si usted está solicitando beneficios de SNAP por correo o por fax, favor de incluir copias de su documentación para ayudarnos a determinar su elegibilidad para SNAP tan pronto posible.

Caja	Factor de Elegibilidad	Documentación Sugerida	Consejos
1	Identidad Debe establecerse y documentarse para el solicitante.	<ul style="list-style-type: none"> Identificación con foto, licencia de conducir Pasaporte de EE.UU. Certificado de Naturalización Expedientes hospitalarios/médicos Documentos de adopción Acta de nacimiento Acta de bautismo Tarjeta de registro de votantes 	Cualquiera de estos documentos que indiquen la fecha de nacimiento de la persona, también puede usarse para comprobar la edad . Además, si le pedimos prueba, el pasaporte de EE.UU. y certificado de naturalización se pueden usar como comprobante de la ciudadanía.
2	Domicilio Tiene que comprobar que <u>cada</u> persona que solicite beneficios de SNAP reside en la dirección listada en la solicitud.	<ul style="list-style-type: none"> Contrato de arrendamiento actual Recibo actual de alquiler con nombre y dirección del inquilino Declaración del casero o inquilino principal Documentos hipotecarios Expedientes académicos 	Si la declaración del casero o del inquilino principal lista a todas las personas en el hogar, también se puede usar para documentar la composición del hogar .
3	Composición del Hogar/ Número de Integrantes Tiene que proporcionar prueba de cuántas personas residen en el hogar.	<ul style="list-style-type: none"> Declaración del casero no familiar Declaración por parte de una organización comunitaria Declaración de parte del miembro no del hogar 	La declaración debe incluir todos los nombres de las personas en el hogar y también puede usarse para comprobar el domicilio .
4	Edad Tiene que proporcionar prueba de la edad de <u>todas</u> las personas que soliciten beneficios de SNAP.	<ul style="list-style-type: none"> Acta de nacimiento Acta de bautismo 	El acta de nacimiento también se puede usar para establecer y documentar la identidad y el estado de ciudadanía .
5	Número de Seguro Social Tiene que proporcionar un Número de Seguro Social para <u>cada</u> persona en su hogar que solicite beneficios de SNAP o prueba de que ya se ha solicitado dicho número.	<ul style="list-style-type: none"> Tarjeta de seguro social Correspondencia oficial de parte de la Administración de Seguro Social (SSA) 	Si usted nos proporciona el número de seguro social de cada persona en su hogar, no tiene que proporcionar tarjeta de seguro social.

Guía de Documentación del Programa de Asistencia de Nutrición Suplementaria (SNAP)

Caja	Factor de Elegibilidad	Documentación Sugerida	Consejos
6	<p>Ciudadanía</p> <p>La ciudadanía tiene que documentarse, sólo si resulta dudosa.</p>	<ul style="list-style-type: none"> ● Acta de nacimiento ● Expedientes hospitalarios ● Pasaporte de EE.UU. ● Expedientes de servicio militar ● Certificado de naturalización 	<p>Actas de nacimiento, expedientes hospitalarios, pasaporte de EE.UU. y certificado de naturalización también se pueden usar para comprobar la identidad y la edad.</p>
7	<p>Estado de Inmigración</p> <p>El estado de extranjero debe documentarse para los no ciudadanos que soliciten beneficios de SNAP.</p>	<ul style="list-style-type: none"> ● Documentación de USCIS (por ejemplo, una tarjeta verde o visa con sello) ● Prueba de residencia continua en los EE.UU. antes de 1/1/72 	
8	<p>Ingreso Salarial</p> <p>Si <u>cualquier</u> miembro del hogar quien solicite beneficios de SNAP esté empleado, debe documentarse el ingreso bruto (antes de cualquier deducción), la frecuencia de las ganancias y <u>el número de horas</u> trabajadas.</p>	<ul style="list-style-type: none"> ● Talones de paga actuales ● Sobres de paga ● Carta del empleador que liste el ingreso bruto, la frecuencia de las ganancias y el número de horas trabajadas ● Declaración tributaria actual ● Si trabaja por cuenta propia—todos los expedientes y materiales relacionados con ingresos y gastos 	<p>Usted debe aportar prueba del ingreso recibido en los últimos 30 días.</p>
9	<p>Ingreso No Salarial</p> <p>Si <u>cualquier</u> miembro del hogar quien solicite beneficios de SNAP percibe ingreso no salarial, tienen que documentarse el tipo de ingreso, la cantidad, y la frecuencia del mismo.</p>	<ul style="list-style-type: none"> ● Declaración por parte del Tribunal Familiar ● Carta de concesión actual ● Correspondencia oficial de parte de la SSA ● Correspondencia oficial de la Administración de Veteranos ● Cheque de beneficios o talón de paga actual ● Extracto bancario o de cooperativa de crédito ● Declaración por parte de la persona que proporcione la manutención ● Extracto de Beneficio de Seguro de Desempleo (UIB) 	<p>No es necesario el comprobante de Ingreso de Seguridad Suplemental (SSI), si usted o alguien en su hogar lo recibe</p>
10	<p>Recursos</p> <p>Los recursos no afectan la elegibilidad de la mayoría de los hogares que solicitan beneficios de SNAP. No obstante, alguna información sobre recursos se utiliza para determinar si usted califica para el trámite acelerado de su solicitud de SNAP.</p>	<ul style="list-style-type: none"> ● Expedientes bancarios o de cooperativa de crédito actuales ● Certificado de acciones/bonos ● Extracto de parte de institución financiera ● Acuerdo o escritura de lote de entierro ● Escritura y/o tasación de la propiedad ● Seguro de Vida ● Matrícula/título de vehículo 	<p>Si usted tiene recursos pero no está seguro(a) si los tiene que documentar, proporcione los comprobantes. Si a usted se le requiere probar recursos, nosotros no tendremos que esperar para tomar una decisión de elegibilidad.</p>

Guía de Documentación del Programa de Asistencia de Nutrición Suplementaria (SNAP)

Información que puede afectar sus requisitos de inscripción al trabajo de SNAP

La información proporcionada por usted respecto a las categorías más abajo puede eximirle de ciertos requisitos de inscripción al trabajo de SNAP. Es importante que usted nos proporcione prueba de esa información.

Caja	Factor de Elegibilidad	Documentación Sugerida	Consejos
11	Discapacitado(a)/Incapacitado(a)	<ul style="list-style-type: none"> ● Extracto actual de beneficios de SSA/SSI ● Carta firmada y fechada de parte de médico o profesional de salud, incluido el número de teléfono de contacto 	
12	Derivación médica	<ul style="list-style-type: none"> ● Carta o declaración firmada y fechada de parte del proveedor de tratamiento incluidos el número de teléfono de contacto, las horas y los días de tratamiento ● Carta firmada y fechada de parte del programa de servicio de empleo, incluidos la persona y el número de teléfono de contacto 	
13	Asistencia Escolar Afecta la inscripción al trabajo y las ganancias de niños menores de 18 años de edad.	<ul style="list-style-type: none"> ● Expedientes escolares actuales (boletín de calificaciones o carta escolar) ● School Attendance Verification Letter (Carta de Verificación de Asistencia Escolar – W-700E) ● Carta o el expediente académico actual de parte de la universidad o el establecimiento de educación superior 	

Guía de Documentación del Programa de Asistencia de Nutrición Suplementaria (SNAP)

Gastos que pueden afectar su elegibilidad para SNAP o la cantidad de beneficios de SNAP

Si usted incurre en cualquiera de los gastos listados a continuación, es importante que nos proporcione comprobante de ese gasto. En algunos casos, el gasto le puede otorgar elegibilidad económica para beneficios de SNAP, y en muchos otros casos, la cantidad de beneficios de SNAP recibida por usted puede aumentar.

Caja	Factor de Elegibilidad	Documentación Sugerida	Consejos
14	Gastos de Albergue y/o de Servicios Públicos	<ul style="list-style-type: none"> ● Recibo actual del alquiler ● Contrato de arrendamiento actual ● Libro/expediente de hipoteca ● Expedientes tributarios sobre la propiedad y del impuesto escolar ● Declaración por parte del casero ● Facturas de alcantarilla y de agua ● Expedientes de seguro de la propiedad del dueño ● Facturas de combustible ● Facturas de servicios públicos aparte de la calefacción ● Facturas de teléfono 	Siempre que el hogar pueda probar que incurre en gastos de albergue, se otorgarán crédito para pagar el/la alquiler/hipoteca y/o servicios públicos, aun si los pagos del hogar no estén al día.
15	Facturas Médicas Sólo para los ancianos y los discapacitados que incurren en este gasto	<ul style="list-style-type: none"> ● Copias de facturas médicas (pagadas e impagadas) ● Extracto del proveedor de primas de seguro de salud ● Tarjeta de Medicare para medicamentos recetados 	Esto se refiere a gastos médicos que se pagan por cuenta propia. No incluya documentación para ninguna cuenta pagada o pagadero por alguien que viva en el hogar.
16	Seguro Médico	<ul style="list-style-type: none"> ● Póliza de seguro o tarjeta de seguro ● Declaración del proveedor de seguro de la cobertura, incluida la prima de seguro médico ● Carta de concesión de Medicare 	
17	Costos de Cuidado de Dependientes/ Otros Gastos	<ul style="list-style-type: none"> ● Orden judicial ● Declaración de parte de guardería de niños u otro proveedor de cuidado infantil ● Declaración de parte de auxiliar o asistente ● Cheques cancelados o recibos 	