



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #18-27-OPE

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) DEFERRAL DESK GUIDE

Date: April 30, 2018	Subtopic(s): SNAP
<p>Refer to PB #16-04-OPE</p> <p>Refer to PB #16-28-OPE and PB #17-24-OPE</p>	<p>The purpose of this policy bulletin is to inform Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff of the SNAP Deferral Desk Guide (FIA-1146a) form. This policy bulletin is informational for all other staff.</p> <p>Applicants/participants applying or recertifying for SNAP benefits may be asked to provide verification of eligibility factors such as identity, residence, household composition, social security number, citizenship status, income, resources, etc., if applicable. Information on acceptable documentation to verify the various eligibility factors can be found in the Supplemental Nutrition Assistance Program (SNAP) Documentation Guide (W-129G) form.</p> <p>The FIA-1146a form is a tool to assist Workers on whether an applicant/participant needs to submit documentation to verify any eligibility factors, and if a deferral is necessary. The FIA-1146a form also provides the Worker with verification options to verify the eligibility factors, if applicable, to ensure that the applicant/participant's application or recertification is not delayed.</p> <p>When additional documentation is needed, the Worker must provide the ACTION IS REQUIRED! YOU MUST SUBMIT DOCUMENTS FOR YOUR SNAP CASE (FIA-1146) form to the applicant/participant to return the needed documentation. The FIA-1146 form will always print with the W-129G form and the Do you have documents to submit to the Human Resources Administration (HRA)? (FIA-1138) form. The FIA-1138 form provides individuals with a list of Community Based Organizations (CBOs) that accept documentation for NCA SNAP cases on behalf of HRA.</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

Refer to [PB #08-21-OPE](#)

Applicants/participants must not be asked to submit documentation that is not subject to change and that is already on file, such as:

- Identity
- Date of Birth (DOB)
- Social Security Number (SSN)
- Relationship to other household members
- Citizenship status

Note: Household composition and citizenship status can be attested to by the applicant/participant, and the Worker does not need verification as long as the information is not questionable. If citizenship status changes, documentation must be submitted. If an individual is added to the household, verification is needed.

Refer to [PB #16-04-OPE](#)

The Worker must review the HRA OneViewer for applicable documentation, to determine if a document is already on file before asking for it. When applicants/participants are unable to provide acceptable documentation, it is the duty of the Worker to assist the applicant/participant with obtaining the documentation.

The Worker has access to various systems (ex: State Online Query System, Systematic Alien Verification for Entitlements) to obtain information that may be verified upon receipt. The Worker should not defer or reject an applicant/participant's application or recertification due to missing documentation, if the information can be obtained from another system or through self-attestation, if applicable.

Effective Immediately

Related Items:

[PB #08-21-OPE](#)

[PB #16-04-OPE](#)

[PB #16-28-OPE](#)

[PB #17-24-OPE](#)

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

Attachments:

- FIA-1146a** Supplemental Nutrition Assistance Program (SNAP) Deferral Desk Guide
- FIA-1146 (E)** ACTION IS REQUIRED! YOU MUST SUBMIT DOCUMENTS FOR YOUR SNAP CASE (Rev. 12/7/15)
- FIA-1146 (S)** ACTION IS REQUIRED! YOU MUST SUBMIT DOCUMENTS FOR YOUR SNAP CASE (Spanish) (Rev. 12/7/15)
- FIA-1138 (E)** Do you have documents to submit to the Human Resources Administration (HRA)? (Rev. 5/23/17)
- FIA-1138 (S)** Do you have documents to submit to the Human Resources Administration (HRA)? (Spanish) (Rev. 5/23/17)
- W-129G** Supplemental Nutrition Assistance Program (SNAP) Documentation Guide (Rev. 12/8/15)
- W-129G (S)** Supplemental Nutrition Assistance Program (SNAP) Documentation Guide (Spanish) (Rev. 12/8/15)

Supplemental Nutrition Assistance Program (SNAP) Deferral Desk Guide

Eligibility Factor	Purpose	* Documentation on file should be less than _____ days old.	Is Deferral Necessary?	Can the applicant/participant attest?	Other Verification Options
Identity	To establish identity of applicant/participant.	Identity does not change.	No	No	Systematic Alien Verification for Entitlements (SAVE) can be used to verify identity.
Marital Status	To determine potential source of income.		Only if there is a change in marital status.	No	If the applicant/participant is divorced, then remarries, verification is needed.
Social Security Number	All applicants/participants must apply for a SSN.	SSN does not change.	No	No	SDX/State Online Query (SOLQ) system can be used to verify SSN. If SSN was pending at application, it must be verified at the next recertification period.
Household Composition	To determine who lives in the household, and/or potential income source.	60	No	Yes	Verification is only needed if questionable. Verification is needed if adding a person to the household.
Residence	To establish that the applicant/participant lives in NYC.	60	No	No	If there is a change in residence, verification is needed.
Citizenship	U.S. citizens are eligible for SNAP.	Citizenship does not change.	No	Yes	If citizenship is questionable, it must be verified.
Non-Citizen Status	Certain non-citizens are not eligible for SNAP.		No	No	SAVE is required for SNAP, so check SAVE first.

* The worker must access the HRA OneViewer for applicable documentation to determine if a document is already on file.

(Turn Page)

Supplemental Nutrition Assistance Program (SNAP) Deferral Desk Guide

Eligibility Factor	Purpose	* Documentation on file should be less than _____ days old.	Is Deferral Necessary?	Can the applicant/participant attest?	Other Verification Options
Earned Income	Helps determine benefit amount and Able-Bodied Adult Without Dependents (ABAWD) compliance.	30	No	No	At recertification, if the change in income is greater than \$50, verification is required.
Unearned Income	Helps determine benefit amount and ABAWD compliance.	60	No	No	Resource File Integration (RFI)/ SDX/SOLQ
Resources	Required for households that are not categorically eligible for SNAP.	60	No	No	Most SNAP households are categorically eligible, and therefore are not subject to a resource test.
Student	Some students are not eligible for SNAP.	Must be verified every semester.	No	No	Verification must be done every semester.
Shelter Expenses	This expense could increase the SNAP grant.	60	No	Yes	If there is a change in shelter expenses, verification is required.
Utility Expenses	This expense could increase the SNAP grant.	60	No	Yes	N/A
Medical Expenses	This expense could increase the SNAP grant.	60	No	No	If there is a change in medical expenses greater than \$25, verification is required.

* The worker must access the HRA OneViewer for applicable documentation to determine if a document is already on file.

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
<p>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.</p>

	<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 (CBOs) listed below.

BRONX

PHIPPS

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

PART OF THE SOLUTION

2759 Webster Avenue
Bronx, NY 10458
(718) 220-4892
Monday, Tuesday, Wednesday and Friday:
9 AM - 3 PM

MANHATTAN

COMMUNITY KITCHEN OF WEST HARLEM

252 West 116th Street
New York, NY 10026
(212) 894-8060
Monday - Friday: 9 AM - 4 PM

NEW YORK COMMON PANTRY

8 East 109th Street
New York, NY 10029
(917) 720-9705
Thursday and Friday: 3 PM - 4 PM
Saturday: 12 PM - 2 PM

BROOKLYN

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL

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

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL

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

COMMUNITY SERVICE CENTER OF GREATER WILLIAMSBURG

3784 Flushing Avenue
Brooklyn, NY 11205
(718) 865-8278
Monday - Thursday: 10 AM - 5 PM

STATEN ISLAND

PROJECT HOSPITALITY/ EL CENTRO

1546 Castleton Avenue
Staten Island, NY 10302
(718) 447-5483
Friday: 10 AM - 12 PM

COMMUNITY HEALTH ACTION OF STATEN ISLAND (CHASI)

23 Hyatt Street
Staten Island, NY 10301
(718) 808-1800
Monday - Friday: 9 AM - 4 PM

QUEENS

URBAN UPBOUND OF LONG ISLAND CITY

12-15 40th Ave.
LIC, NY 11101
(718) 784-0877 ext. 318
Tuesday and Friday: 10 AM - 1:30 PM

RIVER FUND

89-11 Lefferts Boulevard
Queens, NY 11418
(718) 441-1125
Monday - Friday: 9 AM - 3 PM



for an updated list of locations



Human Resources
Administration
Department of
Social Services

Family Independence
Administration

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

No es necesario presentarse a su centro del Programa de Asistencia de Nutrición Suplementaria (SNAP) para entregar documentos. En vez de ello, visite cualquiera de los locales listados a continuación. Esto puede resultarle más conveniente que acudir a su centro de SNAP. Todos estos locales aceptan documentos de parte de la HRA.

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

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Bronx, NY 10451
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miércoles: 9 AM - 4:30 PM

PART OF THE SOLUTION
2759 Webster Avenue
Bronx, NY 10458
(718) 220-4892
lunes, martes, miércoles y viernes:
9 AM - 3 PM

MANHATTAN

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OF WEST HARLEM**
252 West 116th Street
New York, NY 10026
(212) 894-8060
lunes - viernes: 9 AM - 4 PM

**NEW YORK
COMMON PANTRY**
8 East 109th Street
New York, NY 10029
(917) 720-9705
jueves - viernes: 3 PM - 4 PM
sábado: 12 PM - 2 PM

BROOKLYN

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

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

**COMMUNITY SERVICE CENTER
OF GREATER WILLIAMSBURG**
3784 Flushing Avenue
Brooklyn, NY 11205
(718) 865-8278
lunes - jueves: 10 AM - 5 PM

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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>

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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 	

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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 	