

## **SNAP HELP CENTER FREQUENTLY ASKED QUESTIONS**

### **Proof of Income**

- ✓ 1Q - What if I'm having difficult of providing proof that I no longer work for a former employer?
- ✓ 1A – Request from DHS, (a DHS form) a form for SNAP applicants to use as a way to provide a statement (proof) that a former employer **WILL NOT** provide proof of past employment.
- ✓ 2Q – I'm an independent contractor; 1099 is the tax form I use, and do not have a check stub. How do I proof income?
- ✓ 2A – Provide copy of the signed contract made, it needs to include your agreed income along with the organizations contact name and phone number.

### **Returning Documents**

- ✓ 1Q – When I'm given notice to bring back documents needed to process my SNAP application, how long does the client have to return required documents?
- ✓ 1A – DHS gives an applicant a 10 days to bring back documents requested at the SNAP interview, but DHS advises applicants that it can take up to 27 days from date of application for it to be processed.
- ✓ 2Q – What if there's a change in my income or my phone number?
- ✓ 2A – To update your address, income, or other information, go to the county office and ask for a **“Change Report”**. Fill out the questions on **the front page** and any other sections where your information has changed. **Be sure to sign the back of the form on page 4.** We recommend asking for a second “Change Report” so you have on handy next time changes occur in your case

### **Pregnancy**

- ✓ 1Q – I'm pregnant, and mentioned this at my SNAP interview, would this causes a require DHS provide proof of pregnancy in order to process my application?
- ✓ 1A – If a client tells us they are pregnant then DHS needs verification to know how to code or list her characteristic. Doing this could increase SNAP benefit, the applicant can sign up for WIC, DHS will know how long of a cert period that client it eligible for to know exactly to input when we key the case.

### **Eligibility**

- ✓ 1Q – I'm 19, am I eligible for SNAP?
- ✓ 1A – For those under 21, you must provide proof to DHS (proof is - a rent agreement and utility bills in your name or a parent , guardian or roommat must write a letter stating how much you pay in shelter cost and utility bills along with their signature) that you pay rent and utilities to be eligible for SNAP.