



Proof of Income

I'm having difficulty getting proof of employment from a previous employer (I no longer work there).

What can I do?

Request a form from DHS to give a statement that your former employer **WILL NOT** verify your past employment.

I'm an independent contractor (meaning a 1099 tax form is used to file taxes each year). So I don't have check stubs. How do I prove my income?

Provide a copy of your signed contract. The contract needs to have your rate of pay/income, your signature, the contractor's signature, organization's name and address, contact name and, contact's phone number.

Returning Documents to DHS

When I'm given the notice to bring back documents needed to process my SNAP application, how long do I have to return the SNAP required documents to DHS?

DHS gives an applicant 10 days to bring back documents requested at the SNAP interview, but DHS advises applicants that it can take up to 27 days from the date of application for it to be processed. **If you need more time obtaining documents, ask your SNAP case worker for more time.**

What if there's a change in my income or my phone number?

To update your household's address, income, or other information, go to your DHS county office and ask for a "Change Report". **Answer all questions that apply to your household, and sign it! We recommend asking for a second "Change Report". This makes sure you have a "Change report" handy in case you need to report changes again.**

Pregnancy

I'm pregnant, and mentioned this during my SNAP interview. Would my pregnancy require me to provide proof of pregnancy to finish processing my SNAP application?

Yes, if you inform DHS that you are pregnant, **DHS is required to ask for verification to know how to code or list your characteristics for your SNAP case. This could increase SNAP benefit amounts.** A pregnant applicant can sign up for WIC (Special Supplemental Nutrition Program for Women, Infants, and Children). **For more information, call the State WIC Office at 1-800-462-0599.**

Eligibility

I'm 19. Am I eligible for SNAP?

Maybe. If you are under 21 you must provide proof that you pay rent/mortgage and utilities by **giving a copy of your rent/lease agreement and utility bills in your name.** If you pay someone (i.e. parents, guardian, roommate, or landlord) for a room, you must provide a written letter from the person you make payments to. The letter needs to state how much you pay in rent and utilities each month and have the signature of the person (i.e. parent, guardian, or roommate(s) you make payments to.