

### Documents Needed to Complete Your Application

In addition to an interview, when you apply for FNS benefits, you need to give us certain documents. Your documents help show that what you provided in your application is correct. This letter is to tell you what documents we need based on your household situation and how to get copies to us.

#### **What do you need to do?**

Please look at the list below. See what documents you have. Give us copies of your documents with your application or within 10 days of the day of your interview to ensure we have all the information that we need to make a decision on your application.

We will need information for you and anyone in your household applying for FNS benefits. Your household is anyone who lives with you and purchases and prepares food with you. You need to give only <b>ONE</b> document for each type of information. Sometimes one document can serve more than one purpose. (For example, a driver's license can show your identity and your address.)	
<b>Name/Identity:</b>	<b>Address/Residency:</b>
<ul style="list-style-type: none"> <li>• Driver's License</li> <li>• Work/School/Health Benefit ID</li> </ul>	<ul style="list-style-type: none"> <li>• Voter Registration Card</li> <li>• Birth Certificate</li> </ul>
<ul style="list-style-type: none"> <li>• Voter Registration Card</li> <li>• Birth Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Voter Registration/Library Card</li> <li>• Utility Bill</li> <li>• Rent/Mortgage receipt</li> <li>• Mail received at your address</li> </ul>
<b>Social Security number:</b>	<b>Immigration status:</b>
<ul style="list-style-type: none"> <li>• Social Security number (not the card) or proof that you have applied for one. (Social Security numbers are not required for household members who are not applying for FNS. These people are known as "non-applicants.")</li> </ul>	<ul style="list-style-type: none"> <li>• Immigration and naturalization documents (These are not required if you are a U.S. citizen, or for "non-applicants".)</li> </ul>
<b>You may need to provide other documents depending on your situation.</b>	
<b>What you earn (wages or pay):</b>	<b>What you receive as unearned income or other income (Social Security, Veterans benefits, Child Support, Retirement)</b>
<ul style="list-style-type: none"> <li>• Check stubs</li> <li>• Letter or note from your Employer</li> <li>• Employee W-2</li> <li>• Income Tax Forms</li> <li>• Self-employment Bookkeeping Records</li> </ul>	<ul style="list-style-type: none"> <li>• Bank Statement</li> <li>• Benefit Award Letter/Benefit Payment Check</li> <li>• Child Support Agreement</li> <li>• Income Tax Forms</li> </ul>
<b>What you receive as disability payments:</b>	<b>What you have for rent or mortgage:</b>
<ul style="list-style-type: none"> <li>• Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) benefit documents</li> <li>• Veterans Administration (VA) disability benefits statement</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of Rent or Lease Agreement</li> <li>• Mortgage/Property Tax/Homeowner's Insurance on property statement</li> <li>• Property taxes</li> <li>• Day Care receipts</li> </ul>
<b>Bills of medical expenses for individuals age 60 or older or disabled:</b>	<b>What you pay for child support:</b>
<ul style="list-style-type: none"> <li>• Medical bills</li> <li>• Prescription bills or receipts</li> <li>• Explanation of Benefits (EOB) or other detailed receipts showing unreimbursed medical expenses</li> <li>• Receipts for medical equipment such as wheelchairs, hospital beds, or walkers</li> <li>• Receipts for transportation and lodging to obtain medical treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of court order showing your child support obligations</li> <li>• Income summary if child support is deducted from wages or income</li> <li>• Proof of child support payments made</li> </ul>

#### **What time periods should your documents cover?**

In general, the documents you provide to us should cover the last 30 days before you applied for FNS benefits. Medical expenses can be averaged over 1 year. Ask your worker for more information.

#### **How can you give us the documents we need?**

If you have an interview in the office, please bring the documents or copies with you. If not, please provide copies by mail, fax, electronically (if available in your county), or in-person.

#### **What will happen to your application?**

The sooner you can provide these documents, the sooner we can tell you if you can get FNS benefits. If you do not give us the documents within 30 days of applying, **we may have to deny your application.**

#### **What if you need more help?**

If you have trouble getting any of these documents or you have questions, we can help. We may be able to suggest other ways to verify this information. If you cooperate with us, we will do everything we can to help get the needed documents. Please contact your caseworker to request assistance.