

A Checklist to Help You Get Your Food and Nutrition Services (Food Stamps)

- You **must** complete an interview before your application can be processed. Failure to conduct the interview will result in denial of your application.
- **Do not delay** turning in your application if you do not have information with you today you will have additional time to provide this information.
- You may be interviewed in person or by telephone. Make sure you give DSS a phone number where you may be reached.
- You can also authorize someone who is familiar with your situation and that you trust to do the interview for you.

Providing any of the items listed below may help speed the application process.

Not all items are required for every household.

You are not required to provide these items to apply for benefits.

If you need assistance in obtaining this information, please discuss this with your worker at the time of the interview.

- Proof of Identity for the person making the application. Types of verification include but not limited to:
 - ✓ Birth Certificate
 - ✓ Driver's License
 - ✓ US Passport / Visa
 - ✓ Resident Alien Card
 - ✓ Work Photo ID
 - ✓ School Photo ID
- You must provide Social Security numbers or proof that you have applied for a Social Security Number for all members included in the application.
- Proof of earnings for anyone in your household who works. Types of verification include but not limited to:
 - ✓ Paystubs from pays received last month to today.
 - ✓ Statement from employer
 - ✓ Income tax return if you are self-employed
- Proof of all other income received by your household. Types of verifications include but not limited to:
 - ✓ Statement from anyone who gives you money regularly
 - ✓ Social Security Award Letter
 - ✓ Retirement statement or pay stub
 - ✓ Worker's Compensation statement or pay stub
 - ✓ Legal documents verifying amount of Child support received
- Proof of shelter costs that you pay. Types of verifications include but not limited to:
 - ✓ Rent Receipt
 - ✓ Mortgage coupon
 - ✓ Lease
 - ✓ House Insurance
 - ✓ Property taxes
 - ✓ Utility Bills
- Proof of dependent care costs you pay. Types of verifications include but not limited to:
 - ✓ Cancelled Check
 - ✓ Receipts
 - ✓ Statement from provider
- Proof of medical expenses that you pay out of your own pocket for household members that are 60 or older or disabled. Types of verifications include but not limited to:
 - ✓ Hospital / Doctor bills
 - ✓ Prescription receipts
 - ✓ Health Insurance premiums
- Proof of Child Support payments or obligations that anyone in your household pays: Types of verifications include but not limited to:
 - ✓ Court order
 - ✓ Payroll deduction