

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

- You **must** complete an interview before your recertification can be processed. Failure to conduct the interview will result in termination of your benefits.
- **Do not delay** completing your recertification interview if you do not have information available now, 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 recertification process.

Not all items are required for every household.

You are not required to provide these items prior to completing your interview for recertification.

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

- You must provide Social Security numbers or proof that you have applied for a Social Security Number for all new members added to your household since your last recertification.
- Proof of earnings for all pays received in the month listed on page one of your recertification form for anyone in your household who works. Types of verification include but not limited to:
 - ✓ Paystubs from pays received last month to today.
 - ✓ Income tax return if you are self-employed
 - ✓ Statement from employer
 - ✓ Statement from employer if income has terminated.
 - ✓ Have employer fill out and sign verification in question 11.
 - ✓ All paystubs received to date for new income.
- Proof of all other income received in the month listed on page one of your recertification form by your household. Types of verifications include but not limited to:
 - ✓ Statement from anyone who gives you money regularly
 - ✓ Worker's Compensation statement or pay stub
 - ✓ Social Security Award Letter
 - ✓ Legal documents verifying amount of Child support received
 - ✓ Retirement statement or pay stub
- Proof of shelter costs that you pay if they have changed since your last recertification. Types of verifications include but not limited to:
 - ✓ Rent Receipt
 - ✓ House Insurance
 - ✓ Mortgage coupon
 - ✓ Property taxes
 - ✓ Lease
 - ✓ Utility Bills
- Proof of dependent care costs you pay if the amount and type of expenses have changed more than \$25 since your last recertification. 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 if they have changed since your last recertification. 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 if they have changed since your last recertification : Types of verifications include but not limited to:
 - ✓ Court order
 - ✓ Payroll deduction