DOCUMENTS NEEDED FOR YOUR SNAP APPLICATION

When you apply for SNAP, your DHS worker will ask for documents to verify the responses on your application. Below is a list of items you may need:

1) **Proof of identity and for immigrant applicants, verification of alien status (one of the below for each member of your household)**
   - Birth certificate
   - Drivers license,
   - Other Photo ID
   - US Passport
   - Visa
   - Resident alien card

2) **Social security number, or proof that an application for one has been made**

3) **Proof of Rhode Island residency and housing costs**
   - Rent or Mortgage receipts
   - Lease
   - Utility bills (gas, oil, electric)
   - House insurance
   - Property taxes
   - A/C Charge verification

4) **Proof of income (for each household member with income).**
   - Last 4 pay stubs
   - Federal income tax return,
   - Social Security Award Letter
   - Workers Compensation
   - TDI
   - Child support

5) **If you have someone else caring for your child while you work, proof of childcare costs**

6) **Proof of payment of court-ordered child support**
   - Cancelled checks
   - Money order receipts
   - Copy of the court order

7) **Proof of disability**
   - Letter from Social Security
   - A completed DHS form from your Doctor

8) **If over age 59 or disabled, proof of medical expenses not covered by health insurance**
   - Prescriptions
   - Co-payments
   - Premiums
   - Glasses, hearing aids, etc

Where should you mail documents or attend your interview? It depends on where you live:

**NEWPORT, 110 Enterprise Center, Middletown, RI 02842, 849-6000 (ph), 849-9066 (fax)** if you live in: Jamestown, Little Compton, Middletown, Newport, Portsmouth and Tiverton.

**PAWTUCKET, 24 Commerce St, Pawtucket, RI 02860, 729-5400 (ph), 729-5410 (fax)** if you live in: Barrington, Bristol, Central Falls, East Providence, Pawtucket, Warren.

**PROVIDENCE, 206 Elmwood Avenue, Providence, RI 02907, 222-7276 (ph), 222-7179 (fax)** if you live in: Cranston, Johnston Providence, Scituate

**WARWICK, 195 Buttonwoods Ave, Warwick, RI 02886, 736-6511 (ph), 737-6081 (fax)** if you live in: Charlestown, Coventry, East Greenwich, Exeter, Hopkinton, Narragansett, New Shoreham, North Kingstown, Richmond, South Kingstown, Warwick, Westerly, West Greenwich, West Warwick

**WOONSOCKET, 450 Clinton St, Woonsocket, RI 02895, 235-6300 (ph), 235-6479 (fax).** if you live in: Burrillville, Cumberland, Foster, Glocester, Lincoln, North Providence, North Smithfield, Smithfield, Woonsocket

The SNAP Outreach Project is a collaboration among the URI Feinstein Center for a Hunger Free America, RI Department of Human Services, US Department of Agriculture

The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action. What Happens Next/ Documents Needed/ May 2009
You’ve submitted an application for SNAP benefits.

What happens next?

After you’ve submitted your application, the Department of Human Services (DHS) has 30 days to complete an interview with you and determine your eligibility. If you have less than $100 in cash, and less than $150 in monthly earnings, or if your housing expenses exceed your monthly income DHS is required to review your application and make a decision within 7 days.

Soon after submitting your application to DHS, you will receive a notice. The notice will have the name of the person you are meeting with, their phone number, the address of the office and the date and time of the interview. (In Providence, there will be no worker name, just a date and time.)

- If you can not go to the interview at the time that is arranged – call immediately to re-schedule.
- You may request a telephone interview if you can not go to the office by calling the caseworker before your interview or writing your request on the application.
- If you can not leave your house to go to an interview, you may have selected an authorized representative on your application. That person will go to your interview, answer questions and sign forms for you.
- If you miss your interview, call immediately to reschedule it.

Before the interview, gather any documents you will have to bring with you (see list on other side). DHS needs to see these documents to verify your eligibility Photocopies are acceptable.

If you need a translator at your interview, please contact your caseworker before the day of your appointment to make sure they will have one available.

At the interview, the caseworker will review your SNAP application with you and ask to see documentation. If you were unable to get documentation, your caseworker may be able to help you. You will be given an EBT card and asked to select your Personal Identification Number (PIN). It will be activated when you have been found eligible. There will not be any benefits on it when you first receive it.

After your interview, if you were asked to get any more documents to the office, you have ten days to send them in. If you do not send in the documents within ten days, you will get a denial notice in the mail. You may still be eligible for SNAP benefits even after the denial notice. You should still send in your documents.

If you are denied benefits but believe you were eligible, you have a right to appeal the decision. To do that, contact your DHS caseworker. You may also ask to speak with the supervisor for that office.

After you receive SNAP benefits, you need to tell DHS caseworker if your address or phone number changes so they may contact you. Also, you must contact your caseworker if your income increases enough that you are no longer eligible to receive benefits.

For more information about the SNAP Program, contact the Food Stamp Outreach Project toll free at 866-306-0270.