



## **SOMETHING YOU SHOULD KNOW** **VERIFICATION CHECKLIST**



In order to process your application for SNAP, we will need the following items. If you have not had your interview, these items should be brought to the Food Stamp Office at the time of your interview. If you have already had your interview, you should submit these items as soon as possible. The sooner these items are received, the sooner a determination on your application can be made. Your eligibility worker will advise you of any additional verification or information that is needed.

1. **IDENTITY** – The identity of the applicant and the authorized representative if any must be verified. A driver's license, work or school identification card, voter's registration card, birth certificate, permanent resident card, or collateral contact can be used to verify identity.
2. **RESIDENCY**- Your place of residency will normally be verified. Rent or mortgage receipts, utility bills, library cards or collateral contact may be used to verify residency.
3. **ALIEN STATUS**- If anyone in your household is not a citizen of the United States you must provide some verification of this person's alien status. Documents from the Immigration and Naturalization Service (such as an I-551, INS Re-entry Permit) are the best types of verification.
4. **INCOME**- All income whether earned (received from jobs) or unearned (such as social security, government pensions, child support or educational benefits) must be verified. If you are not self-employed, usually your **MOST RECENT** pay stubs (4-if paid BI-WEEKLY or TWICE A MONTH; 8-if paid WEEKLY; 1-if paid MONTHLY) will be sufficient to verify earned income.
5. **SHELTER AND UTILITY EXPENSES**- If you want your shelter and/or utility bills deducted from your income, you must provide most recent rent/mortgage receipts, real estate tax, insurance, fuel, water, electric and telephone bills.
6. **RESOURCES**- You must provide verifications of all resources, such as bank accounts (both checking and savings) stocks, bonds, savings certificates, certificates of deposit(CDs) and vehicles (car, truck, boat, motorcycle, recreational)
7. **SOCIAL SECURITY NUMBER**- You must provide proof of social security numbers for yourself and everyone in your household.
8. **MEDICAL EXPENSES**-If you or another member of your household is 60 years or older, or receives social security or veterans disability, medical expenses you have may result in a deduction. You must provide proof of medical bills (doctor, dentist, prescription drugs, ect.) and also proof of any insurance, which might cover all, or part of the bills. You should discuss this with your eligibility worker.

**OTHER VERIFICATION**- We need to process your application:

STANDARDS OF PARTICIPATION IN THE FOOD STAMP PROGRAM ARE THE SAME FOR EVERYONE WITHOUT REGARD TO AGE, SEX, COLOR, HANDICAP, RELIGIOUS CREED, NATIONAL ORIGIN OR POLITICAL BELIEFS. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATION AGAINST, WRITE IMMEDIATELY TO THE SECRETARY OF AGRICULTURE, WASHINGTON, D.C. 20250.