

Verifications Fax Cover Sheet: Boston Web Unit SNAP Applications

SNAP APPLICANT NAME: _____

TO: SNAP Web Unit: FAX # 617-889-7842 Date of fax: _____ Number of Pages _____

FROM: _____ (Name and Organization's Name)

Organization's phone: _____ - _____ - _____ (ext: _____)

DATE of SNAP Web Application: _____ Client Agency ID (if known): _____ or Last 4 Digits of SSN: _____

The following verifications are attached:

ELIGIBILITY FACTOR

TYPE or DESCRIPTION OF DOCUMENT

<input type="checkbox"/> Proof of Identity:	
<input type="checkbox"/> Proof of residence (address):	
<input type="checkbox"/> Non-citizen status (if not US citizen):	
<input type="checkbox"/> Earned income or self-employment:	
<input type="checkbox"/> Unearned income (Soc Sec, UI, pension, etc):	
<input type="checkbox"/> Rental income received & property expenses:	
<input type="checkbox"/> Self-employment & business expenses:	
FOR INCOME DEDUCTIONS	TYPE or DESCRIPTION OF DOCUMENT
<input type="checkbox"/> Child Support paid to child outside home:	
<input type="checkbox"/> Medical expenses for elder/disabled member:	
<input type="checkbox"/> Amount of rent or home ownership costs and type of utilities (self-attestation allowed):	
<input type="checkbox"/> Child/dependent care (self-attestation allowed):	

OTHER DOCUMENTS INCLUDED (list):

Authorized Representation Form (signed client statement allowing helping agency to talk with DTA)

Important verification reminders for helping agencies:

- One document can often serve as proof for multiple eligibility factors (for example, a pay stub can be used for identity, residence and wages). And no single document can be required by DTA.
- DTA can do third party "collateral contact" to verify missing information.
- Some information can be confirmed through data matches, such as Social Security, DOR Child Support and Unemployment. Some employer participate in the Work Number which DTA can use to verify wages.
- Some information can be supplied by a sworn statement unless questionable such as shelter costs, child/dependent care costs and U.S. Citizenship.