

# Fax/Secure Email Cover Sheet for SNAP Applications

TO DTA Office: \_\_\_\_\_ Date: \_\_\_\_\_ No. Pages with cover sheet: \_\_\_\_\_

FROM: \_\_\_\_\_ (Name and Agency Name)

Contact's phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

SNAP Applicant Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

**The following verifications are attached:** Some documents may serve multiple items\*\*

**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:	
<input type="checkbox"/> Earned income or self-employment:	
<input type="checkbox"/> Unearned income (Soc Sec, UI, pension):	
<input type="checkbox"/> Rental income received & property expenses:	
<input type="checkbox"/> Self-employment & business expenses:	
<b>FOR INCOME DEDUCTIONS</b>	<b>TYPE or DESCRIPTION OF DOCUMENT</b>
<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 (can also be self-declared on app)	
<input type="checkbox"/> Child/dept care (can also be self-declared on app):	
<b>OTHER DOCUMENTS INCLUDED (list):</b>	
<input type="checkbox"/> Authorized Representation Form (signed client statement allowing helping agency to talk with DTA)	

**\*\* SNAP Verification Reminders** per SNAP regulations 106 CMR 361.610, and DTA Policy Guidance:

Proof of identity is required for head of household. Proofs include but are not limited to birth certificates, work or school ID, driver license, ID for health insurance or other social service program, wage stubs, voter registration card, immigrant documentation. DTA can also verify applicant identity for expedited issuance (emergency) SNAP applications by validating applicant SSNs through the SSA data base.

Proof of residence includes documents that contain applicant's current address -such as state ID or license, phone or utility bills, rent or mortgage statements, wage stubs, letters from SSA or other government agency, school ID or school records, letters from health insurance or government agencies. No single document can be required. DTA can make collateral contact (third party) if needed to get verification.

Proof of earned income includes wage stubs, letter from employer. Some missing wage information can be calculated using year-to-date earnings from the wage stubs available. DTA can make collateral contact to employer if more information needed or can access The Work Number for some employers.

Proof of rental income and/or self employment requires proofs such as tax returns, accounting records, banking statements. Be sure to include costs of doing business, including property ownership costs for rental income, and all business expenses for self-employment.

Proof of unearned income .DTA can directly verify some sources of unearned income via government data bases such as SSI, Social Security (RSDI), Unemployment Insurance, child support paid via the Department of Revenue. No other proofs needed unless the amount or start date of benefits is questionable. DTA usually does need proof for private retirement pensions, Workers Comp, VA benefits or other types of unearned income.

Shelter costs and child care/dependent care can be self-declared unless info is questionable. Dependent care includes private care mileage or public transportation. A statement on the SNAP application or a separate state written by the applicant should be acceptable.

Non-countable income sources need not be verified unless questionable. Examples include federal ed grants, work study, VISTA, SCSEP, loans, etc.