



CBPP SNAP Academy

Webinar 5: The Application Process

January 21, 2015

Agenda

- Introduce CBPP SNAP Team and Ohio Association of Foodbanks
- Overview of the Application Process.
- Application Rights, Verifications, Interview, and Timelines.
- Questions

Guest Presenter



Jason Elchert



OHIO
ASSOCIATION OF
FOODBANKS

Ohio's **LARGEST**
charitable
response to
hunger!




**THE OHIO
ASSOCIATION
OF FOODBANKS
NETWORK SERVES
2 MILLION
PEOPLE EACH YEAR**

OR

**MORE THAN
1 IN 6
PEOPLE
IN OHIO**

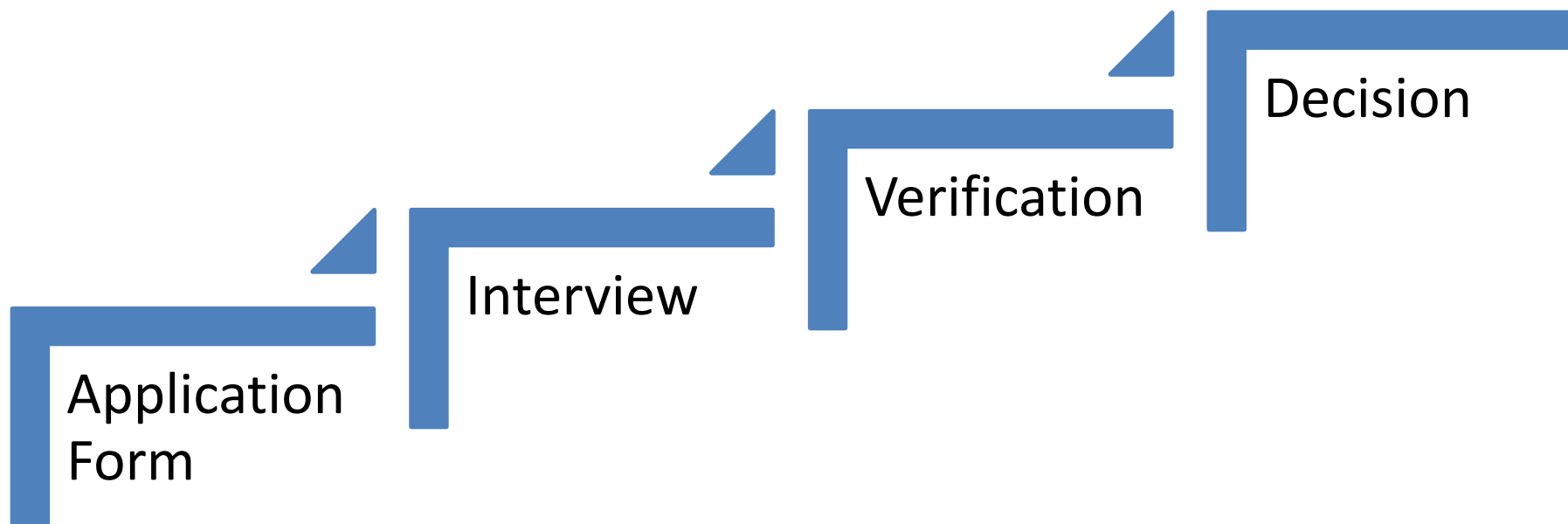
Read the executive summary of *Hunger
in Ohio 2014* to learn more >>

Application Process

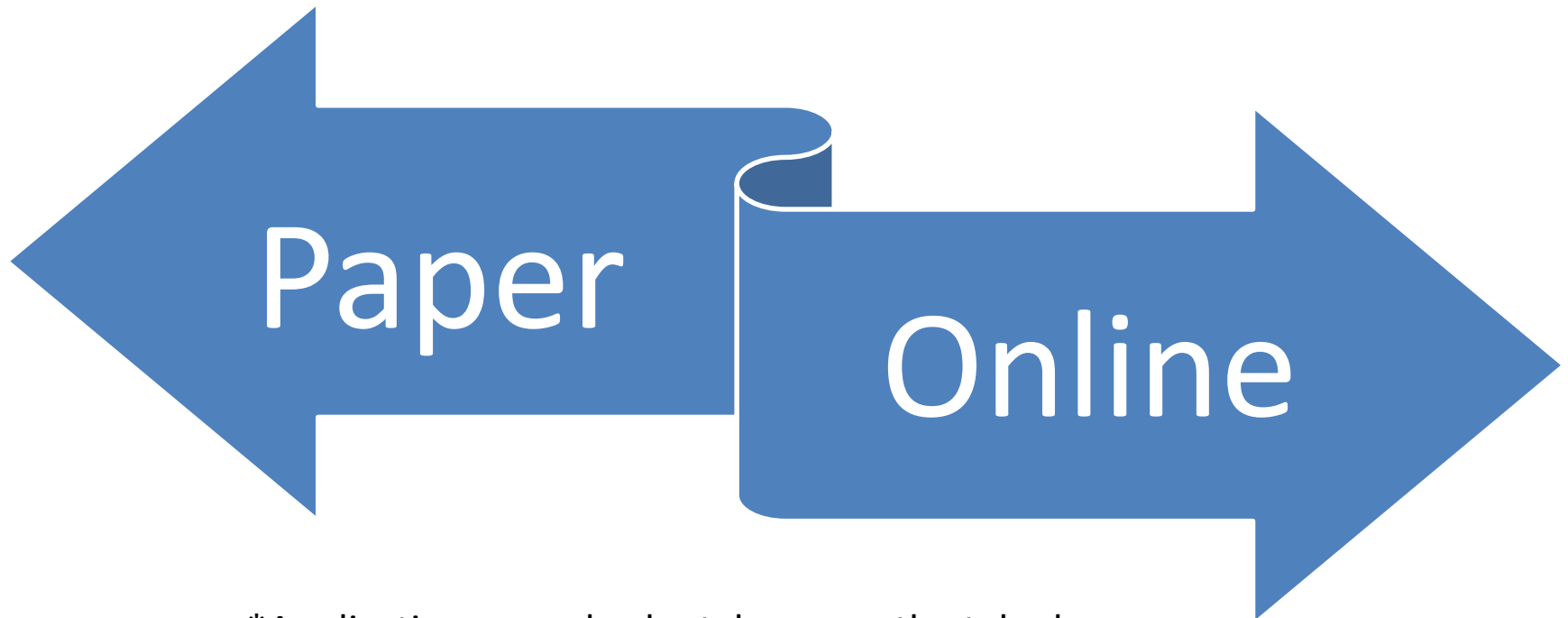
- Why is the application process important?
- What is different about the SNAP application process?
- How much time do individuals have to complete the process and their application to be approved or denied?
- Why is it important for us as advocates or assisters to engage in the application process?



SNAP Application Framework



SNAP Application Options



*Applications can also be taken over the telephone.

Rules for SNAP Applications

1. Filing date is date of eligibility.
2. Right to apply with just name, address, and signature.
3. Certain households are entitled to expedited service.
4. Assistance with process must be provided when needed.

The Date and Signature

- The application date is incredibly important as local offices will use that date for the start of the clock ticking.



Expedited SNAP

Expedited households are:

- Households with very limited means or
- Migrant/seasonal farmworker households,
and
- Entitled to a decision within 7 days of
application.

Expedited Screen Example

12%

Apply for Benefits

Expedited Food Stamps



Minnie

Check this box if you or anyone living with you is a migrant seasonal farm worker.

Has migrant/seasonal farm worker's income stopped Yes No

Income, Resources and Expenses

How much is your rent or mortgage this month?

How much are your monthly utility bills (electricity, propane, water, garbage, telephone, cell phone)

How much gross income will your household get this month?

How much money do you have? This includes money in bank accounts, in your home or any other places.

What if an Applicant Needs Help Applying?

- Local offices must provide assistance to applicants.
- Assistance can include:
 - Help with forms,
 - Help with verifications,
 - Answer questions, and
 - Explain terms.

Ensuring Access

Disabled

- SNAP rules and ADA rules require that those who need assistance receive it.
- Those that may be deaf, hard-of-hearing, blind or speech disabled may use a relay service to assist them in applying. This will most likely be a TTY/TDD number.

Limited English Proficient

- If an applicant does not speak English, local offices are required to provide translation services for the applicant.
- Depending on the number of individuals in a certain area, applications may be required to be translated and available in that language.

Authorized Representative

- Someone who can act on behalf of a household:
 - In the application process,
 - In obtaining SNAP benefits, and/or
 - In using SNAP benefits.

Application Submitted – Now What?

- Now that the application is complete
- The SNAP office provides the applicant with a list of proof to document your situation.
- This list of documents can vary by state.



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

CHECKLIST OF NEEDED VERIFICATIONS

Name
Address

Case Number	
Program(s)	Date
Worker	Telephone

In order to receive assistance, you must provide the information checked below. We will help you obtain the information. If you cannot provide the information, or if you need help in providing the information, contact your worker. Call collect, if necessary. IF YOU DO NOT PROVIDE THIS INFORMATION OR CONTACT THE AGENCY BY THE FOLLOWING DATES, YOUR APPLICATION MAY BE DENIED.

TANF:

SNAP:

MEDICAID:

OTHER:

1. INCOME (Earned and Unearned)
for _____

- Pay stubs
- Statement from employer
- Self-employment records
- Social Security/SSI benefits
- VA benefits
- Retirement income
- Child support, alimony payments
- Unemployment benefits
- Worker's Compensation benefits
- Loans (personal or education)
- Scholarships, (BEOG, PELL, SEOG, CSAP, or other)
- Work-study pay stubs
- Other _____

2. WORK OR SCHOOL EXPENSES

- Day care expenses for child or adult
- School expenses (tuition, fees, books, supplies, transportation, or other)
- Other _____

3. RESOURCES

- Checking, savings, credit union, Christmas Club account statements
- Stocks, bonds or CDs
- Pension plans, retirement

- Life insurance policies
- Other _____

4. SHELTER EXPENSES

- Rent or mortgage receipt
- Real estate taxes
- Homeowner's insurance
- Electric bill
- Gas/Kerosene/oil/wood bill
- Water/sewage bill
- Garbage bill
- Phone bill
- Initial installation charge
- Other _____

5. LEGALLY RESPONSIBLE RELATIVE

- Income verification
- Statement of contribution
- Child support or alimony
- Extraordinary expenses
- Proof of continued absence
- Copy of support order
- Other _____

6. WORK REGISTRATION

- Registration information

8. RESIDENCY, LIVING ARRANGEMENTS, SCHOOL ENROLLMENT

- Verification of residence
- Verification of child(ren) living in the home
- School enrollment
- Separate arrangements to buy and prepare food
- Other _____

9. DOCUMENTS

- SSN Cards/numbers
- Application for SSN card
- Declaration of citizenship
- Immigrant/Alien documentation
- Birth verification
- Verification of paternity
- Marriage certificate
- Divorce decree
- Death certificate
- Deprivation statement
- Other _____

10. MEDICAL INFORMATION

- Assignment of Rights form
- Medical form, statements
- Pregnancy statement
- Health insurance policies, cards

Application Process



Application

Interview

Verification

Decision

What is Verification?

Documents

- Written confirmation.
- Household responsible to provide.

Federal/State Databases

- SNAP office receives data from other sources.
- If questionable, household can resolve.

Collateral Contacts

- Oral confirmation with 3rd party.
- State option.

Mandatory Verification

Income

Identity

Immigrant Status
of Non-citizen
applicants

Residency

Utility expenses,
if claiming more
than SUA

Medical
Expenses

Hours Worked
(ABAWDs)

Child support
obligation

Verification – If Questionable



Dependent Care Expenses



Household Composition



Resources



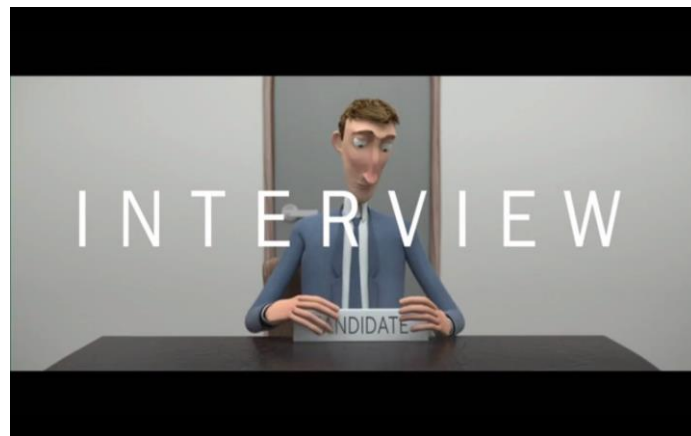
Shelter Expenses



Citizenship

Now, the Interview

- The interviewer will go over application information and explain applicants' rights and responsibilities.
- This is the time where the applicant can ask questions and make sure application is accurate and complete.

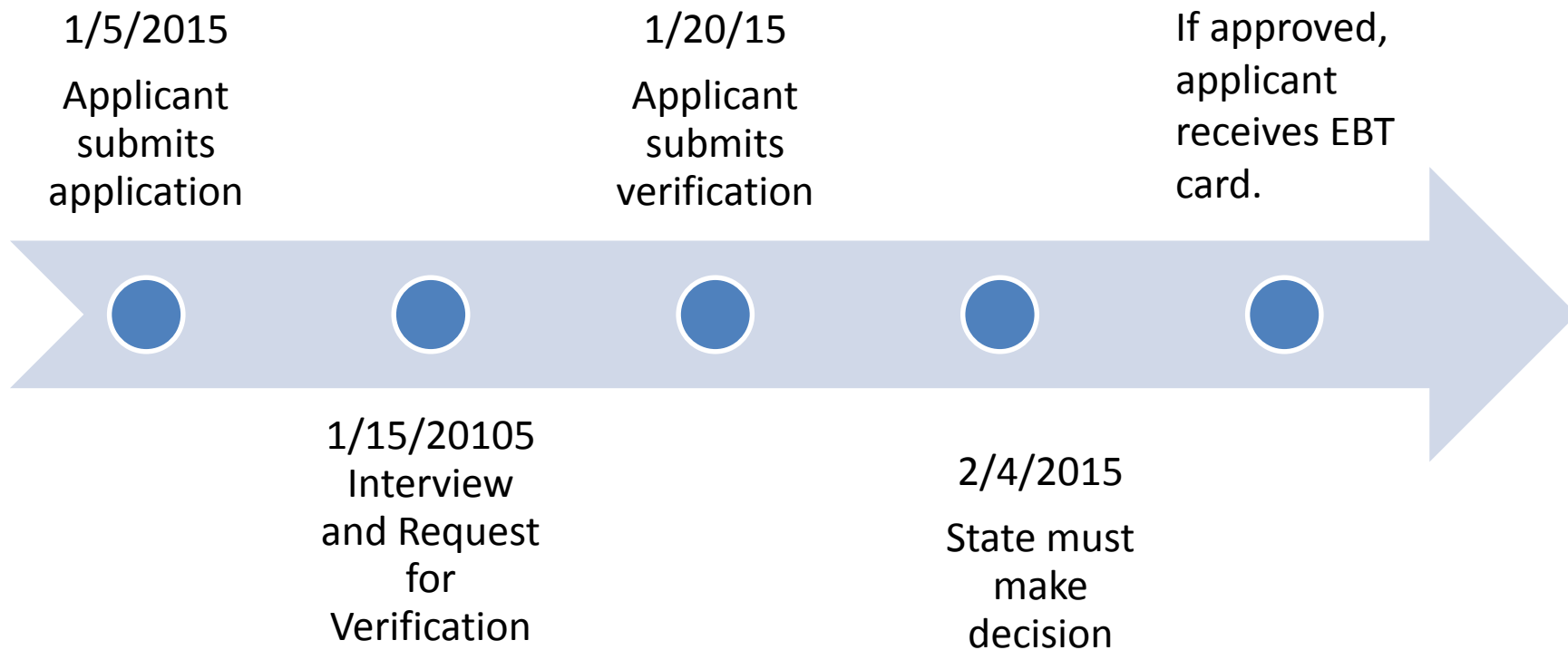


Decision

- The state is required to make a decision on a SNAP application within either 7 days for expedited applications or 30 days for regular applications.
- The State may have up to 45 days to provide you notification via mail.



Traditional Application Timeline



Faster is Possible



Approved!

- Once approved an Electronic Benefit Transfer card is issued.
- The applicant must make sure to follow through with all responsibilities over the coming months.



What if Denied?



- A denial is not the end.
- Applicants can request a hearing when they do not agree with the decision.
- A state hearing is a meeting with the applicant, the case worker and a hearing officer. At the hearing each party will have an opportunity to discuss the decisions made and the actions taken by the agency and the source of disagreement.

Why are YOU Important?

- You help make the application process less confusing.
- You are an important community partner to help people apply for benefits.
- You can help pull together documents.
- You can help the applicant understand their rights and responsibilities.
- You can help the applicant navigate the state hearing process.



Tips for Application Assistance

- Meet with your local office.
- Determine the best way to help and not make life more difficult.
- If there is an online system still provide help.
- The key is that you are helping, not slowing the process down.

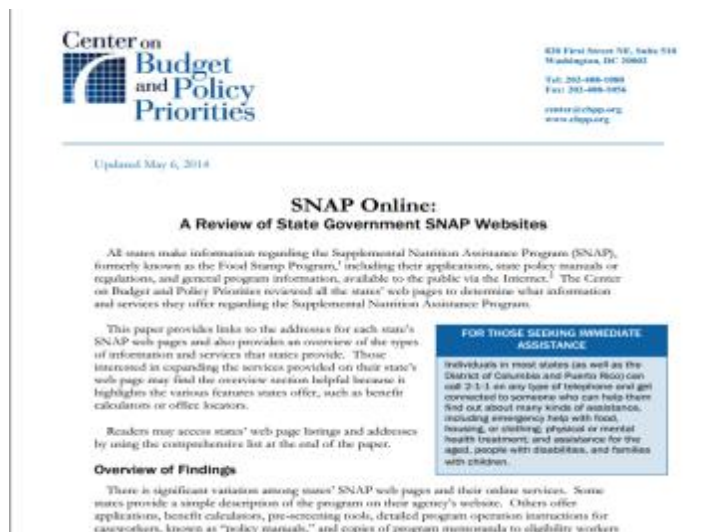


Additional Resources

- [FNS: SNAP Document Verification Checklist Template](#)
- [CBPP: SNAP Online: A Review of State Government SNAP Websites](#)

National Resources

CBPP Food Assistance Webpage



Center on Budget and Policy Priorities

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SNAP Online: A Review of State Government SNAP Websites

All states make information regarding the Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program, including their applications, state policy manuals or regulations, and general program information, available to the public via the Internet. The Center on Budget and Policy Priorities reviewed all the states' web pages to determine what information and services they offer regarding the Supplemental Nutrition Assistance Program.

This paper provides links to the addresses for each state's SNAP web pages and also provides an overview of the types of information and services that states provide. Those interested in expanding the services provided on their state's web page may find the overview section helpful because it highlights the various features states offer, such as benefit calculations or office locators.

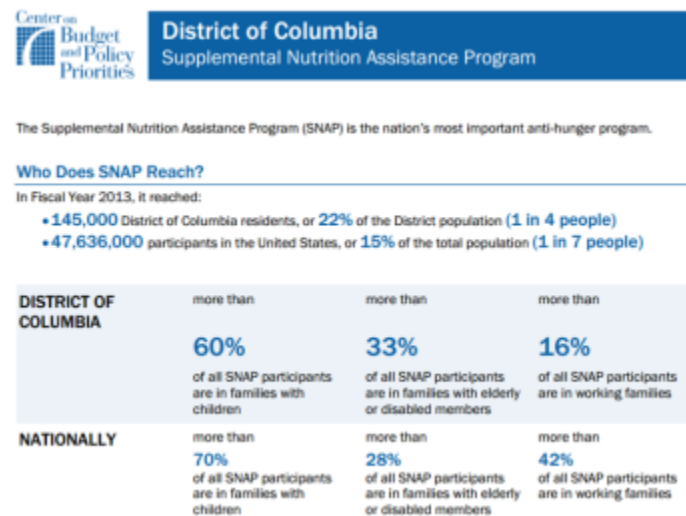
Readers may access states' web page listings and addresses by using the correspondence list at the end of the paper.

Overview of Findings

There is significant variation among states' SNAP web pages and their online services. Some states provide a simple description of the program on their agency's website. Others offer applications, benefit calculations, pre-screening tools, detailed program operation instructions for caseworkers, known as "policy manuals," and copies of program manuals to eligibility workers.

FOR THOSE SEEKING IMMEDIATE ASSISTANCE

Individuals in most states (as well as the District of Columbia and Puerto Rico) can call 2-1-1 on any type of telephone and get connected to someone who can help them find out about many kinds of assistance, including emergency help with food, housing, or clothing; physical or mental health treatment; and assistance for the aged, people with disabilities, and families with children.



Center on Budget and Policy Priorities

District of Columbia Supplemental Nutrition Assistance Program

The Supplemental Nutrition Assistance Program (SNAP) is the nation's most important anti-hunger program.

Who Does SNAP Reach?

In Fiscal Year 2013, it reached:

- **145,000** District of Columbia residents, or **22%** of the District population (**1 in 4** people)
- **47,636,000** participants in the United States, or **15%** of the total population (**1 in 7** people)

	more than	more than	more than
DISTRICT OF COLUMBIA	60% of all SNAP participants are in families with children	33% of all SNAP participants are in families with elderly or disabled members	16% of all SNAP participants are in working families
NATIONALLY	70% of all SNAP participants are in families with children	28% of all SNAP participants are in families with elderly or disabled members	42% of all SNAP participants are in working families

Additional Resources

- The Food and Nutrition Service (FNS)
- Food Research and Action Center (FRAC)

Partner Resources

- Alameda County Community Food Bank:
 - www.accfb.org
- Center for Civil Justice:
 - <http://www.ccj-mi.org/>
- Hunger Free Vermont
 - <http://www.hungerfreevt.org/>
- Massachusetts Law Reform Institute
 - <http://mlri.org/>
- Ohio Association of Food Banks
 - <http://www.benefits.ohiofoodbanks.org/>