



## Supplemental Nutrition Assistance Program (SNAP) Documentation Guide (COVID-19)

In order for us to determine your eligibility for SNAP benefits, you need to give us proof of the SNAP eligibility factors listed below. The suggested documentation and helpful tips in this guide will help you to give us the proof we need to determine your SNAP eligibility and benefit amount.

If we determine that you are eligible for SNAP under the expedited processing rules, we can issue you benefits even if you only verify your identity. However, before we can give you more SNAP benefits, you must verify the other eligibility factors for yourself and any other household members.

If you are applying for SNAP benefits by mail or fax, please send us copies of your documentation to help us determine your SNAP eligibility as fast as possible.

Eligibility Factor	Suggested Documentation	Helpful Tips
<p><b>Identity</b></p> <p>Must be established and documented for the person listed on or applying for benefits.</p>	<ul style="list-style-type: none"> <li>● Photo I.D., Driver's License</li> <li>● U.S. Passport</li> <li>● Naturalization Certificate</li> <li>● Hospital/Doctor's Records</li> <li>● Adoption Papers</li> <li>● Birth Certificate</li> <li>● Baptismal Certificate</li> <li>● Voter Registration Card</li> <li>● Validated Social Security Number</li> </ul>	<p>Any of these documents that lists the person's date of birth can also be used to verify <b>age</b>. In addition, a U.S. Passport or Naturalization Certificate can also be used to verify citizenship if we ask you for proof.</p>
<p><b>Residence</b></p> <p>Must prove that the applicant for SNAP benefits resides at the address listed on the application.</p>	<ul style="list-style-type: none"> <li>● Current lease</li> <li>● Current rent receipt listing name and address of renter</li> <li>● Statement from the Landlord or Primary Tenant</li> <li>● Mortgage Records</li> <li>● School Records (can be anything within the past year that has the child's name and address)</li> </ul>	<p>If a statement from the Landlord or Primary Tenant lists all the household members, it can also be used to document <b>household composition</b>.</p>
<p><b>Household Size</b></p> <p>Must provide verification of how many persons reside in the household.</p>	<ul style="list-style-type: none"> <li>● Statement from Non-Relative Landlord</li> <li>● Statement from Community Organization</li> <li>● Statement from Non-Household Member</li> <li>● Statement from someone you live with but who you are not applying with</li> </ul>	<p>Statement should contain the names of all persons in the household and can also be used to prove <b>residence</b>.</p>
<p><b>Age</b></p> <p>Must provide verification of age for <u>all</u> persons applying for SNAP benefits.</p>	<ul style="list-style-type: none"> <li>● Birth Certificate</li> <li>● Baptismal Certificate</li> <li>● School ID with date of birth</li> <li>● IDNYC (14 and over)</li> </ul>	<p>A birth certificate can also be used to establish and document <b>identity</b> and <b>citizenship status</b>.</p>
<p><b>Social Security Number</b></p> <p>Must provide a Social Security number (or proof of applying for one) for <u>each</u> person in your household who is applying for SNAP benefits</p>	<ul style="list-style-type: none"> <li>● Social Security Card</li> <li>● Official correspondence from the Social Security Administration (SSA)</li> </ul>	<p>If you give us the Social Security number for each person in your household, you do not need to provide a Social Security card.</p>

**(Turn page)**

**Supplemental Nutrition Assistance Program (SNAP)**  
**Documentation Guide (COVID-19)**

Eligibility Factor	Suggested Documentation	Helpful Tips
<p><b>Citizenship</b></p> <p>Citizenship must be documented only if it is questionable.</p>	<ul style="list-style-type: none"> <li>● Birth Certificate</li> <li>● Hospital Records</li> <li>● U.S. Passport</li> <li>● Military Service Records</li> <li>● Naturalization Certificate</li> </ul>	<p>Birth certificates, hospital records, U.S. Passport and Naturalization Certificate can also be used to prove <b>identity</b> and <b>age</b>.</p>
<p><b>Immigration Status</b></p> <p>Immigration status must be documented for noncitizens applying for SNAP benefits.</p>	<ul style="list-style-type: none"> <li>● USCIS Documentation (for example, a green card, stamped visa)</li> <li>● Evidence of continuous residence in the U.S. since prior to 1/1/72</li> </ul>	
<p><b>Earned Income</b></p> <p>If <u>any</u> of the household members applying for SNAP benefits are employed, the gross earnings (before any deductions), frequency and <u>number of hours</u> worked must be documented.</p>	<ul style="list-style-type: none"> <li>● Current pay stubs</li> <li>● Pay envelopes</li> <li>● Letter from employer listing gross earnings, frequency, and number of hours worked</li> <li>● Current income tax returns</li> <li>● If self employed – records and related materials concerning earnings and expenses</li> <li>● If employer/place of business is closed, a signed statement from <u>you</u> with contact information for your former employer/place of business</li> </ul>	<p>You should verify the income you received in the last 30 days.</p> <p>If you recently lost your job, you do not have to submit proof of earnings.</p>
<p><b>Unearned Income</b></p> <p>If <u>any</u> of the household members applying for SNAP benefits are in receipt of unearned income, the type of income, amount, and frequency must be documented.</p>	<ul style="list-style-type: none"> <li>● Current Award letter</li> <li>● Official correspondence from SSA</li> <li>● Official correspondence from the Veterans Administration</li> <li>● Current benefit check or stub</li> <li>● Statement from bank or credit union</li> <li>● Screenshot or image of online bank or credit union statement</li> <li>● Statement from person providing support</li> <li>● Unemployment Insurance Benefit (UIB) statement</li> <li>● Screenshot or image of UIB statement from Department of Labor website</li> </ul>	<p>If you or someone in your household is in receipt of Supplemental Security Income (SSI) no verification of SSI is required.</p> <p>If you recently lost your job and have not been approved for UIB yet, you do not have to submit proof of unemployment income.</p>

**(Turn page)**

**Supplemental Nutrition Assistance Program (SNAP)**  
**Documentation Guide (COVID-19)**

<b>Eligibility Factor</b>	<b>Suggested Documentation</b>	<b>Helpful Tips</b>
<p><b>Resources</b></p> <p>Resources do not affect the eligibility of most households applying for SNAP benefits. However, some resource information is used to determine if you qualify for expedited processing of your SNAP application.</p>	<ul style="list-style-type: none"> <li>● Current bank or credit union records</li> <li>● Stock/bond certificate</li> <li>● Statement from financial institution</li> <li>● Burial plot agreement or deed</li> <li>● Property deed and/or appraisal</li> <li>● Life insurance</li> <li>● Vehicle registration/title</li> <li>● Screenshot or image of online bank statement</li> </ul>	<p>If you have resources but are not sure whether or not you are required to verify them, provide the verification. If you are required to verify resources, we will not have to wait in order to make an eligibility decision.</p>
<p><b>Disabled/ Incapacitated</b></p>	<ul style="list-style-type: none"> <li>● Current SSA/SSI benefits statement</li> <li>● Signed and dated letter from Doctor or Medical professional, including a contact phone number</li> </ul>	<p>If someone applying for SNAP is disabled or incapacitated, you will need to submit documentation.</p>

**(Turn page)**

**Supplemental Nutrition Assistance Program (SNAP)**  
**Documentation Guide (COVID-19)**

**Expenses that may affect your SNAP eligibility or benefit amount**

If you have any of the expenses listed below, it is important for you to give us verification of that expense. In some instances, the expense can make you financially eligible to receive SNAP benefits and in many other instances, it can mean you will get more SNAP benefits.

<b>Eligibility Factor</b>	<b>Suggested Documentation</b>	<b>Helpful Tips</b>
<p><b>Medical Bills</b></p> <p>This is only for elderly or disabled persons who incur this expense.</p>	<ul style="list-style-type: none"> <li>● Copies of medical bills (paid and unpaid)</li> <li>● Provider statement of health Insurance Premiums</li> <li>● Medicare Prescription Drug Card</li> </ul>	<p>This refers to medical expenses that persons pay for out-of-pocket. Do not include documentation for any bills that are paid or supposed to be paid by someone not in the household.</p>
<p><b>Dependent Care Cost/ Other Expenses</b></p>	<ul style="list-style-type: none"> <li>● Court order</li> <li>● Statement from day care center or other child care provider</li> <li>● Statement from aide or attendant</li> <li>● Canceled checks or receipts</li> </ul>	