

## Application for SNAP

### What Is SNAP?

The Supplemental Nutrition Assistance Program (SNAP) is a program to help you buy food for good health. The benefits you receive from SNAP are called food benefits.

### How Do I Get SNAP Benefits?

**Step 1.** Fill out an application.

Anyone may fill out an application. Answer as many questions as you can. **If you are applying for SNAP and can't fill out all 8 pages of the application today, be sure to fill out this page, sign it, and turn it in. But, then please fill out and turn in the rest of the application (pages 2-8) as soon as you can.**

**Step 2.** Return the application to us.

You can fax or mail your application to a local Department for Community Based Services (DCBS) office. Or, you can bring your application to a local DCBS office when it is open. When we get your application, an interview will be set up with you. You have the right to know soon whether you will get benefits. **The date we get this page with your name, address and signature starts the time that we have to determine if you are eligible for SNAP benefits. It is also the start date of SNAP benefits for you if you are eligible for benefits.**

**Step 3.** Talk with us.

At your interview, you will need to show us:

- Proof of who you are, such as your driver's license, social security card or alien documentation; **\*See notice on page 3 about providing your social security number.**
- Proof of who lives in your home, such as a lease or written statement;
- Proof that you live in Kentucky;
- Proof of child care costs or child support paid; and
- Proof of money you have gotten in the past 60 days, including any check stubs.
- **\*If you can't bring everything, come to the interview anyway. We will help you.**

### Tell Us About You

**Legal Name:**

\_\_\_\_\_  
(Last) (First) (Middle Initial) (Social Security Number)  
\_\_\_\_\_  
(Date of Birth) (Mailing Address) (City) (State) (Zip code)

County of Residence \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_  Yours  Nearby

*If your street address is different from your mailing address, write it below:*

\_\_\_\_\_  
(Street Address) (City) (State) (Zip code)

Signature/Mark (X)

Witness (If signed by X)

Today's Date

/ /

Do you have a physical or mental condition that requires you to have special accommodations, such as needing a sign language interpreter, during your application interview?  Yes  No  
If yes, what do you need? \_\_\_\_\_

We can get a free interpreter for your interview if you have trouble speaking English. Do you need an interpreter during your interview?  Yes  No If yes, what language? \_\_\_\_\_

### When Will I Get SNAP Benefits?

**You may be able to get SNAP benefits by the 5th day after you apply.** This is called Expedited Benefits. If you qualify for this, we need more than this page. See below about Expedited Benefits or ask us about this.

To get SNAP benefits, you will need to fill out all of this application. We need the **whole** application to decide if you are eligible, even if you are eligible for Expedited Benefits. The more information you give us the better job we can do. Give us all the information you can. If you need help, ask us and we will help you. You also need to turn in a copy of your ID such as your driver's license, social security card, or alien documentation.

#### **Expedited Benefits – SNAP Benefits in 5 days**

**This is who can get SNAP benefits within 5 days:**

- Households with less than \$150 in gross monthly income and assets; or
- Households with rent, mortgage and utilities that are more than the household's gross monthly income and assets; or
- Households with a migrant or seasonal farm worker and with assets of \$100 or less whose income is stopping or starting.

#### **SNAP Benefits in 30 days:**

If you don't get Expedited Benefits, you will get either a letter telling you:

- You are eligible for SNAP benefits and how much, or
- You are not eligible and why you are not eligible for SNAP benefits

### Can I Choose to Have Someone Help Me?

You can choose to have someone help you. You don't have to do this. But, if you do, this person can fill out your application, answer questions for you, give information at your interview, and buy your food with an EBT card. We will be able to share information with this person.

**Note:** In-patient Drug and Alcohol Rehabilitation Centers **must** designate an employee to apply for any residents.

**Representative :**

\_\_\_\_\_  
(Last Name) (First Name) (M.I.)

\_\_\_\_\_  
(Mailing Address) (City) (State) (Zip Code)

(\_\_\_\_\_) \_\_\_\_\_  
Phone Number

### Information About Alien Status

You can apply for SNAP benefits for part of your household even if some members may not be eligible because of their immigration status. For example, parents who do not have legal immigrant status may apply for SNAP benefits for their children who are U.S. citizens or qualified legal immigrants. **Do not apply for people who don't have legal immigrant status.** We will not contact the U.S. Citizenship and Immigration Services (USCIS) about the people you don't apply for. We must use their income and assets to see if the rest of the household can get SNAP benefits. You don't have to give us the immigrant documents for the people you do not want SNAP benefits for. **Do not apply for people who are in the country illegally, but list their**

**name, relationship and birth date in the table on Page 3.** We check the immigration status of immigrants you apply for through the Systematic Alien Verification System operated by the USCIS. The information we receive may affect your SNAP benefits.

### Information About Social Security Numbers

You can choose to give us the Social Security Number of each person in your household. We can give SNAP benefits only to the people who give us their Social Security Number or proof that they have applied for a Social Security Number. You don't have to give us the Social Security Number for the people you do not want SNAP benefits for.

### You Will Not Be Discriminated Against

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 1400 Independence Ave SW, Washington D.C. 20250-9410 or call (800) 795-3272 (Voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

### Tell Us About the People in Your Home

A SNAP household is a person or a group of people who live together **and** buy food and fix meals together. The group does not need to be related. **The following people must be one SNAP household if they live together even if they do not buy and fix meals together:**

- Yourself and your husband or wife,
- Your children who are under 22 (even if they have children of their own),
- Any parent of children under age 22,
- Other children under 18 who you take care of, and
- All other people who buy food and fix meals with you.

**Instructions:**

On the chart below, fill in the boxes for each of the people who live in your home. If you do not want to get benefits for someone, answer "no" to the first question below and fill in only their name, their relationship to you, and their date of birth.

*If you choose to answer the questions about race and ethnicity, use the following coding:*

**\* Ethnicity**

H = Hispanic or Latino  
N = Not Hispanic or Latino

**\*\*Race (Choose all that apply)**

B = Black or African American    N=Native Hawaiian/other Pacific Islander  
W = White    A=Asian  
I =American Indian or Alaskan Native

Apply for? Yes/No	First Name, M. I., Last Name	Social Security Number (#)	Relationship to you	Birth Date MM/DD/YY	Sex M or F	*Ethnicity	**Race	Citizen Yes/No
1.			<b>SELF</b>	/ /				
2.				/ /				
3.				/ /				
4.				/ /				
5.				/ /				
6.				/ /				
7.				/ /				
8.				/ /				

**Note: By signing on page 7, I agree that all members of my household that are required will follow the work and training rules.**

Is anyone a fleeing felon?     Yes  No    Who? \_\_\_\_\_

Has anyone been convicted of a drug felony since 8/22/96?     Yes  No    Who? \_\_\_\_\_

Is anyone getting food assistance from another state?     Yes  No    What state? \_\_\_\_\_

Does anyone have a Kentucky EBT card?     Yes  No    Who? \_\_\_\_\_

List anyone age 18 or over who is in college or trade school: \_\_\_\_\_

### **What Expenses Does Your Household Have?**

To get the most SNAP benefits you can, tell us about your bills. Failure to report or give proof of any expenses will be seen as a statement by your household that you do not want to receive a deduction for the unreported expenses. Below, tell us about the bills your household pays.

#### **Shelter and Utilities**

How much is **your household's share** of the following expenses:

Rent:            \$\_\_\_\_\_ per month

Lot Rent:       \$\_\_\_\_\_ per month

Mortgage:      \$\_\_\_\_\_ per month

If you pay taxes or insurance **separate** from your mortgage, list amounts below:

Property Taxes:        \$\_\_\_\_\_ per \_\_\_\_\_

Homeowner's Insurance: \$\_\_\_\_\_ per \_\_\_\_\_

Check the boxes next to the utility bills you have to pay:

- |   |   |                                 |
|---|---|---------------------------------|
| <input type="checkbox"/> Lights/Electricity   | <input type="checkbox"/> Water                            | <input type="checkbox"/> Sewage |
| <input type="checkbox"/> Gas                  | <input type="checkbox"/> Garbage/Trash                    |                                 |
| <input type="checkbox"/> Telephone            | <input type="checkbox"/> Extra charges from your landlord |                                 |
| <input type="checkbox"/> Other, explain _____ |   |                                 |

- Check here if any of the utility bills you have to pay are for heating or air conditioning.
- Check here if you got energy assistance (LIHEAP) in the past year at your current address.

#### **Medical Expenses**

If you have medical costs not paid by insurance for anyone who is disabled or over age 59, tell us. These could be doctor or hospital bills, medicine, transportation, health insurance premiums, or other medical expenses.

Who pays: \_\_\_\_\_ Amount: \$\_\_\_\_\_ per month

#### **Day Care**

If you have day care expenses for a child or an adult who lives with you, tell us.

Who gets care: \_\_\_\_\_ Who pays for the care: \_\_\_\_\_

Amount: \$\_\_\_\_\_ per month

#### **Child Support**

If anyone is paying **court-ordered** child support, tell us.

Who pays: \_\_\_\_\_ Amount: \$\_\_\_\_\_ per month

**Help Paying Expenses**

If you get help with any of your expenses, tell us:

Which Expense Was Paid?	Who Paid?	Amount Paid?

**What Money Do People in Your Household Get?**

List the person's name and the monthly amount. If you leave a space blank, we will take that to mean there is no money of this kind. Attach another sheet if needed.

Where the Money Comes From	Who Gets The Money	Amount per Month	Employer (if applicable)
Money From Work Before Taxes (Gross)			
Money From Work Before Taxes (Gross) 2nd Job			
Self-Employment or Odd Jobs			
Tips			
Social Security or SSI			
Veterans Benefits, Pensions or Retirement			
Unemployment or Worker's Compensation			
Child Support or Alimony			
Money from Friends or Relatives			
Other			

Has anyone been hired for a job but not paid yet?     Yes  No    Who? \_\_\_\_\_

Has anyone quit a job in the last 30 days?     Yes  No    Who? \_\_\_\_\_

Is anyone a migrant or seasonal farm worker?     Yes  No    Who? \_\_\_\_\_

Is anyone on strike?     Yes  No    Who? \_\_\_\_\_

**What Assets Do People in Your Household Have?**

List the total money everyone has in:

Cash \$ \_\_\_\_\_ Bank/Credit Union Accounts \$ \_\_\_\_\_

Stocks, bonds, savings certificates, or other assets \$ \_\_\_\_\_

**Please read this information and sign and date page 7.**

**SNAP Rules**

Follow these rules:

- **Don't** hide or give wrong information on purpose to get SNAP benefits.
- **Don't** use SNAP benefits to buy non-food items like alcohol or tobacco.
- **Don't** trade, sell or give away SNAP benefits.
- **Don't** use someone else's SNAP benefits for yourself.

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## SNAP Penalties

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Anyone who breaks the above rules:

- May not get SNAP benefits for 1 year for the first time, 2 years for the second time, and forever for the third time;
- May be fined up to \$250,000 or jailed up to 20 years, or both; and
- If a court finds you guilty of buying, selling or trading more than \$500 in SNAP benefits, you may not get SNAP benefits forever.
- If a court finds you guilty of trading SNAP benefits for firearms, ammunition, or explosives, you will lose benefits forever.
- If a court finds you guilty of trading SNAP benefits for controlled substances, you will lose benefits for two years the first time and forever the second time.
- You will not get SNAP benefits for 10 years if you are found guilty of getting or trying to get SNAP benefits in more than one household at a time. This penalty happens if you give wrong information about who you are or where you live.

***\*\*Giving wrong information on purpose may result in us taking legal action against you, either criminal or civil. It might also mean we reduce your benefits or take money back from you.***

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## What We Do With Your Information

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If any information you give us is not correct, we may deny SNAP benefits. We will give your answers to law enforcement officials to catch persons fleeing to avoid the law. If you have a SNAP benefits overpayment, we will give your answers to federal and state agencies to collect the overpayment. We will deny assistance to people, if you do not give us their Social Security Number. We will use any Social Security Number given to us the same way we use the Social Security Number of persons getting assistance. We will not give your Social Security Number to the U.S. Citizenship and Immigration Services (USCIS).

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## Privacy Act

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The collection of this information, including the social security number (SSN) of each household member, is authorized under the Food and Nutrition Act of 2008, as amended, 7 U.S.C. 2011-2036. The information will be used to determine whether your household is eligible or continues to be eligible to participate in the Supplemental Nutrition Assistance Program. We will verify this information through computer matching programs. This information will also be used to monitor compliance with program regulations and for program management.

This information may be disclosed to other federal and state agencies for official examination, and to law enforcement officials for the purpose of apprehending persons fleeing to avoid the law.

If a SNAP claim arises against your household, the information on this application, including all SSNs, may be referred to Federal and State agencies, as well as private claims collection agencies, for claims collection action.

Providing the requested information, including the SSN of each household member, is voluntary. However, failure to provide an SSN will result in the denial of SNAP benefits to each individual failing to provide an SSN. Any SSNs provided will be used and disclosed in the same manner as SSNs of eligible household members.

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## We Check What You Tell Us

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**We use computer systems to verify your family's income and to do computer matches with other agencies such as the Office of Employment and Training, the Internal Revenue Service and other matching sources. If something you told us is different from what the computer system tells us, we will check to find out what is correct. We might check your information by contacting your employer, your bank or other people. If any part of the information on this application is incorrect, SNAP benefits may be denied and you may be subject to criminal prosecution rules for knowingly providing incorrect information. The information you give us may be checked by federal, state, and local officials to make sure it is true. Things we might check are any listed person's: Social Security Number, job and pay, bank account amount, amounts received from other sources like Social Security or**

**unemployment, and alien status.**

**Your Signature and Understanding**

**I understand:**

- The questions on this application and what can happen if I hide information or give wrong information.
- I must give proof of information about my household.
- The DCBS office and the Quality Control unit may contact other people or organizations to get proof of my information.
- That the information I have provided on the application including the information concerning citizenship and alien status is subject to verification by Federal, State and local officials to determine if the information is true.
- That as an applicant for SNAP benefits, I am required to provide a social security number for everyone who lives in my home for whom I am applying for benefits. (Social Security numbers and immigration status does not have to be provided for members that are not applying for benefits.)
- That social security numbers shall be used for various state and federal matches through the Income and Eligibility Verification System (IEVS). These matches include, but are not limited to, Social Security, IRS, SSI, Wage Records, Unemployment Insurance, Child Support Enforcement records and other matches as provided for under the authority of IEVS. This information may be verified through collateral contacts when discrepancies are found. Information provided under IEVS, after verification, may affect eligibility for and amount of benefits.

**I certify, under penalty of perjury, that:**

- My answers are correct and complete to the best of my knowledge.
- My answer about citizenship or alien status of each person applying for assistance is correct.

Signature/Mark (X)	Witness (If signed by X)	Today's Date / /
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**What Do Our Terms Mean?**

We use these terms in the application. This is what they mean:

- Alien** A person who is not a U.S. citizen.
- EBT card** A plastic card that you use at the grocery store to buy food.
- Eligible** Meeting all of the guidelines to get SNAP benefits.
- Food benefits** The benefits you receive from SNAP.
- Household** A person or a group of people who live together and buy food and fix meals together.
- Quality Control** A DCBS unit that reviews some SNAP benefits cases to see if they are correct. If your case is chosen, the Quality Control unit will contact you.
- Work and Training Rules** Some people have to work or attend training to get SNAP benefits. If this is true for you or for other people in your household, we will tell you. You will have to follow the rules about work and training to get SNAP benefits.

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## Optional Release of Information

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### ***Help Us Help You!***

You do not have to sign this, but it will help us get information we need to help you, without having to get your signature on specific requests.

**You should know:**

- We may need more information to decide if you can get assistance.
- If more information is needed from you, you will get a letter telling you what we need and the date you must get it to us.
- You are responsible to get the information or to ask us for help to get it.
- If you do not give us the information or ask for help by the due date, your application may be denied or your assistance may end.
- We may be able to use the release below to get the information we need. **But you still have to provide the information we request or ask for help.**
- We may attach a copy of this release to a form that asks other people or organizations (like your employer) for specific information needed about you or others in your household.

**Print and sign your name below to give us permission to get needed information.**

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### RELEASE OF INFORMATION

I hereby authorize any person or organization to give the Kentucky Department of Community Based Services requested information about me or other members of my household. A copy of this release is as valid as the original. This release does not apply to protected health information. This release is good for 12 months from the date signed.

\_\_\_\_\_  
Your Name (please print clearly)

\_\_\_\_\_  
Signature or Mark

\_\_\_\_\_  
Witness (if signed by X)

\_\_\_\_\_  
Date