SNAP – Verification Requirements

Initial Applications:

<u>Expedited Households</u> - the following outlines the items that MUST be verified prior to approval of food assistance benefits by the household:

Regulation #:	Rule/Policy:
4.4011.62A	Expedited FS – only verification of the Identity of the Head of Household and Authorized Representative, if applicable, is required. All other verification is postponed.

<u>Regular Households</u> - the following outlines the items that MUST be verified prior to approval of food assistance benefits by the household:

Regulation #:	Rule/Policy:
4.4210	**Identification** – Head of Household and Authorized Representative, if applicable, is required. No requirement for a specific document may be imposed.
4.4211.1	**Residency** – must be verified UNLESS unreasonable as in the case of a homeless person on the streets or some one who just arrived in the county. Case comments explaining why the verification is unreasonable are REQUIRED.
4.42.13.3 4.4212.3 & 4.4212.5	**Citizenship** – alien status/lawful presence of non-US citizens must be verified. Benefits cannot be delayed or denied pending SAVE verification.
4.4213 4.4213.2	**Social Security #** - a Social Security Card or SS-5 is required for each household member, except for newborns. However, if a card or other official documentation from SSA which contains the individual's name and SSN cannot be provided and the household can give you a SS#, benefits for that individual cannot be denied for failure to present a card.
4.4221.3	**Non-Exempt Income** – must be verified. Wages/Salaries/Self-employment Private Retirement or disability payments Alimony/Child Support (use the Automated Child Support Enforcement System if possible) Educational monies Rental Income
4.4216.1	**Voluntarily Quit Employment** – if a person quit employment or reduced his or her hours within 60 days of application, workers must verify "good cause" for quitting or reducing hours.
4.4011.31	Verify the following through on-line reports: • SSA/SSI Income (Bendex, SDX, BEER) • Unemployment including application for benefits (DOLE)