

APPLICATION FOR FOOD STAMPS

_____ County Department of Social Services

PART I. INFORMATION ABOUT FILING YOUR APPLICATION

➤ APPLYING FOR FOOD STAMPS

You only need to fill in your name, address, and signature on this application. Give or send the application to the county department of social services as soon as possible.

The date of application is the date the signed application is received in the county department of social services. The date of application for persons in institutions is the date of release from the institution. If you are eligible for food stamps in the month you apply, the amount of food stamps you receive is determined from the date you file your application. So the sooner you give us this application and any required information, the quicker you will know whether you will get food stamps.

Your application for food stamps will be considered without regard to race, sex, age, handicap, religion, national origin, or political belief.

➤ HAVING AN INTERVIEW WITH A FOOD STAMP CASEWORKER

A food stamp caseworker must interview you or another member of your food stamp unit to see if you are eligible to receive food stamps.

If you are unable to stay for your interview today, please tell the receptionist or a caseworker so that we can schedule an interview for you.

➤ VERIFYING THE INFORMATION YOU TELL US

We must verify certain information you tell us. At your interview, the food stamp caseworker will tell you what information must be verified. If you have trouble getting documents or information you need, the caseworker will help you.

➤ RECEIVING YOUR FOOD STAMPS

We must process your application within **30 calendar days** from the date of application or within **7 calendar days** if you qualify for emergency service. You may get food stamps within **7 calendar days** if:

- **Your food stamp unit's total shelter expenses are more than your gross monthly income plus liquid resources; or**
- **A member of your food stamp unit is a needy migrant/seasonal farmworker; or**
- **Your food stamp unit has less than \$150 in monthly gross income and liquid resources are less than or equal to \$100.**

Part II. IDENTIFYING INFORMATION AND SIGNATURE

Applicant Name: *(Please Print)* _____

Head of Household Name: _____ SSN: _____

Address: _____

Home Phone No.: _____ Work Phone No.: _____ Number for Message: _____

Signature: _____ Date: _____

Witness Signature *(If signed with a "X")* _____

For Agency Use Only**

PART III. SCREENING FOR EMERGENCY SERVICE

Use this guide as instructed below to evaluate whether the food stamp unit may qualify for emergency service.

- ◆ Use the **shaded spaces** to pre-screen the food stamp unit **only if** the applicant/authorized representative notifies you he cannot stay to be interviewed today. If the answer to any pre-screen question is **Yes**, the food stamp unit is potentially eligible for emergency service. The applicant/authorized representative must be interviewed today **OR** be interviewed so that the food stamp unit is able to use its food stamps **within 7 calendar days**.
- ◆ At the end of the food stamp interview, use the **unshaded spaces** to determine if the food stamp unit is eligible for emergency service. If the food stamp unit qualifies for emergency service, follow the instructions regarding procedures for emergency service in Section 6040 of the Food Stamp Certification Manual.

Pre-Screen	Screen	Emergency Service Eligibility Determination												
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>1. A. Is anyone in the food stamp unit a migrant or seasonal farmworker? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Does the food stamp unit have liquid resources (cash on hand and in the bank) less than or equal to \$100.00? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Did the food stamp unit's income stop prior to application? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Will anyone in the food stamp unit receive \$25 or less in income from a new source within the next ten days? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The answer to questions A., and B., or C. or D. above <u>must</u> be Yes for the food stamp unit to be eligible for emergency service.</p>												
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>2. Does the food stamp unit have income of less than \$150 per month, and have liquid resources (cash on hand and in the bank), less than or equal to \$100? (Calculate below.)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">\$ _____</td> <td style="width: 33%; text-align: center;">Gross Income</td> <td style="width: 33%; text-align: right;">\$ _____</td> </tr> <tr> <td>\$ _____</td> <td style="text-align: center;">Liquid Resources</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>\$ _____</td> <td style="text-align: center;">Total Income + Resources</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	\$ _____	Gross Income	\$ _____	\$ _____	Liquid Resources	\$ _____	\$ _____	Total Income + Resources	\$ _____			
\$ _____	Gross Income	\$ _____												
\$ _____	Liquid Resources	\$ _____												
\$ _____	Total Income + Resources	\$ _____												
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>3. Is the food stamp unit's total income plus liquid resources less than its total shelter expense, such as rent, mortgage, and utilities? (Calculate below.)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">\$ _____</td> <td style="width: 33%; text-align: center;">Rent/Mortgage</td> <td style="width: 33%; text-align: right;">\$ _____</td> </tr> <tr> <td>\$ _____</td> <td style="text-align: center;">Utilities/SUA/BUA</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>\$ _____</td> <td style="text-align: center;">Other Shelter</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>\$ _____</td> <td style="text-align: center;">Total Shelter</td> <td style="text-align: right;">\$ _____</td> </tr> </table> <p>If the Total Shelter expense in this section is greater than the Total Income + Resources (2. above), the answer to this question is Yes.</p>	\$ _____	Rent/Mortgage	\$ _____	\$ _____	Utilities/SUA/BUA	\$ _____	\$ _____	Other Shelter	\$ _____	\$ _____	Total Shelter	\$ _____
\$ _____	Rent/Mortgage	\$ _____												
\$ _____	Utilities/SUA/BUA	\$ _____												
\$ _____	Other Shelter	\$ _____												
\$ _____	Total Shelter	\$ _____												
<input type="checkbox"/> Potentially eligible for emergency service. <input type="checkbox"/> Not Potentially eligible for emergency service.	<input type="checkbox"/> Eligible for emergency service. <input type="checkbox"/> Ineligible for emergency service.	<p>Pre-screener's Signature: _____ Date: _____</p> <p>Date Interview Scheduled: _____</p> <p>Screener's Signature: _____ Date: _____ FS ISSUE DATE: _____</p>												