

SNAP verifications: what information you need to provide

Find out what documents or information you will need to provide us to complete the SNAP application process.

As part of the SNAP application process, you need to verify information about you and your household. The more verifications you submit with your application, the sooner your County Assistance Office (CAO) can decide your eligibility.

Below are the most common examples of verifications, but there are other acceptable documents.

If there is other information that the CAO needs you to verify, they will send you a list of what you need to provide to them after your phone interview. The list will also tell you when you need to submit the documents by.

If you have any questions, let us know.

Required SNAP Verifications

You must provide the following information, if they apply to you or your household, to complete the SNAP application process:

- **Identity and Social Security Number (SSN) if applying**

The CAO can generally verify this for you if you provide your SSN

- **Pennsylvania residency**

- Rent receipt, lease, or utility bill or
- Deed or mortgage statement

- **Earnings and number of hours worked**

- Pay stubs or
- Letter from employer showing gross income and number of hours worked

- **Other income**

- If you get workers' compensation, Veterans' benefits, pension, child support, alimony, etc.
- Benefit or award letter or
- Check or record of payment

If you receive income from Social Security Administration (SSA), unemployment income through DUA, or child support through the Department of Revenue (DOR), let us know.

- **Noncitizen status**

- Permanent Resident Card ("green card")
- Employment Authorization Card or
- Other documents showing current or pending immigration status

Optional SNAP Verifications

Things you provide proof of that may make you eligible for more SNAP benefits:

- **Housing costs***

- Rent receipt, lease, or letter from your landlord or roommate
- Mortgage statement, property tax, condo fees, home insurance bill or
- Other document showing how much you need to pay

- **Utility costs***

- Bill for heat, air conditioning, electricity, gas, or phone
- Lease showing you pay for utilities or
- Letter from your landlord or roommate

- **Dependent care costs (child or adult day care costs)***

- Statement or letter from provider and/or
- Statement about car mileage or other transportation costs to and from the provider

- **Medical costs**

If you or anyone in your household is age 60 or older, or has a disability,

- Bills or receipts for medical costs not covered by insurance that occurred in the past 90 days such as:
 - Co-payments, prescription medication, dental care, eyeglasses, over-the-counter medical items
 - Payments for homemakers, home health aides, or other care you need and/or
 - Statement about care mileage or transportation costs to and from health appointments or pharmacy*
- **Child support payments**
Documents showing a legal obligation to pay child support like a court order to someone outside of your household and verification of payment

*If you listed this cost on your application, the CAO will not need more verification unless they have questions.

If you have any questions, let us know.



SNAP Document Verification Checklist Template

To verify your identity

- Driver's license
- School or work identification
- Medical insurance identification
- Voter's registration card
- Birth certificate

To verify your address

- Library card showing address
- Voter's registration card
- Utility bills
- Rent or mortgage receipts showing address
- Correspondence sent to stated address

To verify your income

(Present Document For Each Income Source)

- Check stubs (*Confirm number required with local office*)
- Employer statement (if you get paid in cash or if you do not have your check stubs)
- Social Security, Supplemental Security Income, or Veteran's Benefits
- Other Retirement or Disability Benefits
- Alimony
- Child support agreement
- Unemployment compensation
- Self-employment income (Includes rental income and freelance work; *check to see what form local office is using or provide tax returns*)
- Other, please specify.

To verify your immigration status

- Immigration and Naturalization Documents (These are not required if you are not eligible for SNAP and you are only applying for your children who were born in the United States.)

To verify your resources

- Bank accounts, savings accounts, and/or CD's
- Stock Shares or bonds
- Proof of rental properties
- Other, please specify.

To verify your expenses

- Rent or mortgage payments
- Property taxes
- Insurance on property
- Utilities receipts (gas, water, electricity, etc.)
- Child care costs
- Income summary if child support is deducted from wages or income
- Other, please specify

Medical expenses deduction (only for households of elderly, age 60 or older, or disabled persons) for expenses not covered by insurance

- Summary of provided services such as doctor or hospital visits
- Detailed receipts showing unreimbursed medical expenses
- Identification from the Medical Assistance Program for persons 65 and older (Medicare) that shows Plan "B" coverage
- Prescription pill bottles showing cost on label or printout
- Medical payment agreement
- Invoices or receipts for medical equipment (including the rental cost)
- Receipts for transportation and lodging to obtain medical treatment
- Other, please specify