

## Before You Apply for SNAP

You have the right to file an application as long as it contains the applicant's name, address and signature of either the applicant or the authorized representative. If you are eligible, your assistance will start from the date we receive your complete or incomplete application.

When we get your application for SNAP, an interview is required. An interview can be conducted by telephone or face to face.

You may get SNAP within 7 days of your application date if any of the following are true:

- Your household's monthly income before taxes is \$150 or less and have \$100 or less in available in cash and/or in a bank account; or
- Your household has monthly rent/mortgage and/or utilities cost that are more than your total income, available cash, and bank accounts for the month.
- Your household includes a migrant or seasonal farm worker whose income has stopped and whose available cash and bank accounts do not exceed \$100.

If you are eligible, you will get your benefits no later than 30 days from the date you submit your application. If you submit your application after normal business hours or on a weekend or holiday, your date of application will be the next business day.

There is no limit to the length of time you can receive benefits for SNAP.

Steps to apply for SNAP:

1. Complete an application.
  - a. Online at [www.hhs.nd.gov/applyforhelp](http://www.hhs.nd.gov/applyforhelp)
  - b. In Person at any Human Service Zone office
  - c. Mail: Applications can be request by calling Customer Services Center at 1.866.614.6005 or by email [applyforhelp@nd.gov](mailto:applyforhelp@nd.gov)
2. Interview
  - a. Telephonic or face-to-face
3. Documents/Verifications: Turn in proof of the following with your application:
  - a. Alien or Citizenship Status
  - b. Identity
  - c. Age
  - d. Residence
  - e. Social Security Number
  - f. Current Income
  - g. Current household Expenses

### **Social Security Numbers**

You will be asked to provide Social Security Numbers (SSNs) for all persons for whom you want assistance. If any of these persons do not have an SSN, we can help you apply for one. Providing or applying for an SSN is voluntary; however, any person who wants assistance but who doesn't want to give information about their SSN will not be eligible for benefits. Other household members may still get benefits if they are otherwise eligible.

The social security number is used to check the identity of household members, to prevent duplicate participation, to monitor compliance with program regulations, for claim collection, for official examination by Federal or State agencies, and to help make mass changes. The social security number is also used to check information in our records against other Federal, State or local government computer matching systems participating in the Income and Eligibility Verification System, including but not limited to the Internal Revenue Service, Social Security Administration, Department of Labor and TANF, which may affect eligibility and the level of benefits.

Use of social security numbers provided for SNAP may be disclosed to law enforcement, upon written request for purposes of apprehending fleeing felons.

### **Citizenship or Immigration Status**

For SNAP, the collection of information on the application, including the SSN of each household member, is authorized under the Food and Nutrition Act of 2008, as amended, 7 U.S.C. 2011-2036. Information requested may also be used and verified through collateral contacts when discrepancies are found.

You will be asked to provide information about the SSN and citizenship or immigration status for all persons for whom you want to receive assistance. This information may be verified with the United States Citizenship and Immigration Service (USCIS), and the results could impact the household's eligibility and level of benefits.

- For SNAP and Medicaid, if any of these persons do not want to give information about their citizenship or immigration status, they will not be eligible for benefits. These persons must provide their financial information to determine eligibility for other household members. Other household members may still get benefits if they are otherwise eligible. We will not share alien or citizenship information about non-applicants with the United States Citizenship and Immigration Service (USCIS).
- We will not share your SSN with the United States Citizenship and Immigration Services (USCIS).

Additional information regarding your rights and responsibilities can be found in the [Application for Assistance Guidebook \(https://www.hhs.nd.gov/sites/www/files/documents/EA/Application-for-Assistance-Guidebook.pdf\)](https://www.hhs.nd.gov/sites/www/files/documents/EA/Application-for-Assistance-Guidebook.pdf)