



# SNAP Benefits

## *What Happens Next?*

### 1. Submit SNAP Application

Your OKDHS Client ID number is: \_\_\_\_\_



### 2. DHS Case Worker Telephone Interview

You will have a telephone or an in-person interview with the Oklahoma Department of Human Services (DHS) before your eligibility is decided. DHS will contact you for your interview.

*\*The call may come from an unknown or private number. Make sure that you have voicemail set up on your phone. DHS may not leave a message unless you identify yourself by name in your voice mail. If they do not reach you, they will send you a notice about the interview, or you may have to call them directly.*

### 3. Submit Proof Documents

DHS may ask you to give them proof (verification) documents to help determine if you are eligible for food benefits. Include your case number, name and/or social security number on **all** documents you submit!

- Email to [live@okdhs.org](mailto:live@okdhs.org)
- Mail to P.O. Box 2700 Norman, OK 73070
- Drop off at your local county DHS office
- Phone: 405-487-5483

### 4. Go Grocery Shopping

If approved, you will receive an ACCESS Oklahoma EBT (Electronic Benefits Transfer) card, shown at right. Even if you stop getting SNAP benefits, do not throw away your ACCESS Oklahoma card in case you need help again in the future. Replacement cards may not always be provided.



### 5. Complete your six-month review and annual renewal

You will receive notice by text and/or letter about 45 days before your review/annual renewal is due. Log on to [OKDHSLive.org](http://OKDHSLive.org) in the month your renewal is due for assistance.

*Note: If you do not complete your six-month review/annual renewal, your benefits will end.*

### 6. Report any changes as described in your notice confirming SNAP benefits

# Proof Documents for SNAP Benefits

## KNOW THE FOLLOWING INFORMATION

- Your household address and contact information
- Full names, dates of birth and social security numbers for **everyone** in the household who shares food (or is married or has a child in common)
- Income, work and asset information of all household members

## BRING PROOF OF THE FOLLOWING INFORMATION

<b><i>If anyone:</i></b>	<b><i>Then you must provide:</i></b>
is working	<ul style="list-style-type: none"> <li>• pay stubs for all checks anyone received in the last 30 days or</li> <li>• statements from employers showing pay dates and earnings before taxes for report month</li> </ul>
has stopped working in the last five months	<ul style="list-style-type: none"> <li>• final pay check stub and employer's statement</li> </ul>
is self employed	<ul style="list-style-type: none"> <li>• a federal income tax return for the previous year or</li> <li>• income and expense records if taxes have not been filed</li> </ul>
gets unearned income	<ul style="list-style-type: none"> <li>• an award letter or a letter from the person or agency who provides the income</li> <li>• a check stub or copy of check or</li> <li>• a court order</li> </ul>
has stopped getting unearned income	<ul style="list-style-type: none"> <li>• a statement from the person or agency that gave you the income showing that it has stopped</li> </ul>
over age 60 or disabled has medical expenses not paid by insurance (food benefit recipients only)	<ul style="list-style-type: none"> <li>• prescription printouts for the past 60 days</li> <li>• insurance premium statements</li> <li>• copy of doctor or hospital bills and</li> <li>• statement of transportation costs</li> </ul>
is paying court-ordered child support	<ul style="list-style-type: none"> <li>• court order (if not given to us before) and</li> <li>• proof of regular payments</li> </ul>
has resources	<ul style="list-style-type: none"> <li>• checking or savings account statements or other financial statements for the report month</li> <li>• copy of life insurance policy (if not given to us before)</li> <li>• copy of burial policy (if not given to us before)</li> <li>• copy of property deeds and titles (if not given to us before)</li> </ul>
has any boats, carts, RVs or campers	<ul style="list-style-type: none"> <li>• proof of amount owned on loans</li> </ul>
gets child care	<ul style="list-style-type: none"> <li>• proof of your current work/school/training schedule</li> </ul>
is applying for the Energy Assistance Crisis Program (ECAP)	<ul style="list-style-type: none"> <li>• a notification from the utility provider that includes the total amount necessary to continue or reconnect service or secure fuel delivery</li> </ul>

Policy is subject to change; visit [OKDHS.org](http://OKDHS.org) for updates.



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