

SNAP

SNAP gives you and your family the money you need to buy nutritious food so you can stay healthy and thrive. The Supplemental Nutrition Assistance Program helps households pay for food, freeing up money spent on groceries to pay for other essential items, like rent or college tuition. Benefits are electronically transferred to a card each month that you can use to pay for groceries.

Eligibility

AM I ELIGIBLE?

You can receive SNAP if you meet the following requirements:

- You live in Virginia.
- Someone in your household is a U.S. citizen or an eligible noncitizen. (See more under "Quick Tips.")
- Someone in your home has a Social Security number or is willing to apply for one.
- You will comply with work requirements, unless exempt.
- You meet the gross and net income guidelines described below, OR someone in your household receives Temporary Assistance for Needy Families (TANF), or all household members receive TANF, General Relief - Unattached Child, or SSI.
- You do not have more household resources than the limit of \$3,500 for households that have a senior (60+) or disabled member or \$2,250 for other households.
- You are not a fleeing felon, in violation of probation, have not been convicted of drug distribution, or possession with the intent to distribute, and are not disqualified from SNAP for an intentional program violation.
- You do not receive a school meal plan that covers the majority of meals that you consume.

If you are a college student, please also see "Quick Tips" for specific requirements you need to meet.

QUICK TIPS

SNAP & Other Benefits

People who receive Temporary Assistance for Needy Families (TANF), General Relief - Unattached Child (GR), and/or Supplemental Security Income (SSI) can automatically meet the income requirements for SNAP.

If you and your family already receive SNAP, it's likely you meet the income requirements for most other benefits.



Students

If you are a college student enrolled at least half time and between the ages of 18 and 49, you MUST meet an additional requirement. Several common criteria are listed below:

- You have a disability
- You work an average of 20 hours per week
- You participate in work study
- You care for certain dependent household members

Learn more at <https://www.fns.usda.gov/snap/students>.



Immigrants

If you are a noncitizen who has resided legally and permanently in the U.S. for at least five years, you should be eligible for SNAP. If you receive disability benefits, have a special status, such as refugee, or are under the age of 18, you may be eligible right away. You and your family may apply for benefits even if some are not eligible due to immigration statuses. Visit <https://www.fns.usda.gov/snap/snap-policy-non-citizen-eligibility> for more information.



WHAT ARE THE MONTHLY INCOME LIMITS TO GET SNAP?

Household Size	Gross (Pre-Tax) Income *	Net Income (Gross Income minus Allowable Deductions)	Maximum Benefit Amount
1	\$2,147	\$1,074	\$250
2	\$2,904	\$1,452	\$459
3	\$3,660	\$1,830	\$658
4	\$4,418	\$2,209	\$834
5	\$5,174	\$2,587	\$992
6	\$5,930	\$2,965	\$1,190
7	\$6,688	\$3,344	\$1,316
8	\$7,444	\$3,722	\$1,504
+ Each Add'l Member	\$757	\$379	\$188

*Some households may still be eligible if their incomes exceed these amounts if they have a member who is disabled and/or 60 or older.

Application

WHAT DOCUMENTS AM I REQUIRED TO SUBMIT TO THE DEPARTMENT OF SOCIAL SERVICES?

You may need to provide proof for all the items below that apply to you to get the maximum benefit available to you, but your application will not be processed without verification of your identity, address, Social Security numbers, citizenship status, and income. If you cannot find the right documentation, your local Department of Social Services office can assist you.

Proof of Identity

- DRIVER'S LICENSE
- U.S. PASSPORT
- OTHER PHOTO I.D., ETC.

Proof of Address, unless homeless

- CURRENT RENT RECEIPT OR LEASE
- CURRENT MAIL
- STATEMENT FROM LANDLORD, ETC.

Proof of Age/Date of Birth

- BIRTH CERTIFICATE
- DRIVER'S LICENSE
- HOSPITAL RECORDS, ETC.

Proof of Social Security Number, if it cannot be verified electronically

- SOCIAL SECURITY CARD

Proof of Citizenship or Immigration Status

- U.S. PASSPORT
- NATURALIZATION CERTIFICATE
- USCIS DOCUMENTATION, ETC.

Proof of Earned and Unearned Income

- WAGE STUBS AND STATEMENTS OF TIPS FOR THIS MONTH AND LAST MONTH
- LETTER ON LETTERHEAD FROM EMPLOYER
- BENEFIT AWARD LETTERS
- CHECKS, OTHER STATEMENTS, ETC.

Proof of Housing Costs

- CURRENT RENT RECEIPT
- LEASE, MORTGAGE RECORDS, ETC.

Proof of Utility Costs

- FUEL BILLS/SHUT-OFF NOTICE
- NON-HEATING UTILITY BILLS
- TELEPHONE BILLS, ETC.

Proof of Medical Bills for disabled household members or those 60 and over

- COPY OF BILL AND PROOF OF PAYMENT, IF PAID

Proof of Court-Ordered Child Support Payments

- COURT ORDER

WHAT IS THE PROCESS?

1 APPLY



Fill out as much of the application as you can. To submit it, you must enter your name and address (if you have one) and sign the form.

ONLINE: The fastest way to apply is through Virginia CommonHelp at <https://commonhelp.virginia.gov/access/>

MAIL OR FAX: Download an application at <http://www.dss.virginia.gov/benefit/snap.cgi> (click on *forms*).

IN PERSON: Visit <https://commonhelp.virginia.gov/access/> to get an address and phone number for the Department of Social Services office in your county. If you cannot go to the office in person, an authorized representative, such as a spouse, any adult member in your household, a family member, or friend may apply on your behalf.

BY PHONE: Call the Application Call Center at 1-855-635-4370

2 GET INTERVIEWED



In-person or phone interviews are required. Your SNAP worker will go over your application and review all the documents you have available.

After submitting an application, the Department of Social Services will contact you with information on conducting an interview, or submitting documents.

3 SUBMIT MISSING DOCUMENTS



Submit documentation to verify all the information you provide on your application **as early in the application process as you can**. Your SNAP worker will tell you if you need to submit additional documentation, and give you a timeline to provide it.

4 WATCH AND WAIT



The Department of Social Services will see if you and/or your family qualify for SNAP and will send you a Notice of Action with a case number. You can also track your application through Virginia CommonHelp at <https://commonhelp.virginia.gov/access/> (click on *check my benefits*).

5 GET YOUR BENEFITS



Benefits are issued **each month on an Electronic Benefit Transfer (EBT) Card** that can be used at grocery stores to purchase most food items. View a list of eligible food items [here](#) or visit <http://www.fns.usda.gov/snap/eligible-food-items>. You can check the balance of your EBT Card by calling 1-866-281-2448 or 1-800-828-1120 (hearing/speech impaired). You can check online at www.ebt.acs-inc.com.

Keeping Your SNAP Benefits

Work Requirements

Some individuals are required to work or look for work in order to get SNAP. However, there are many people who are exempt, such as those who are under age 18 or 50 years or older and students enrolled at least half-time. Other exemptions include pregnant women, and the disabled, including short-term medical disability (e.g. surgery). In some parts of the state, adults (ages 18-49) that do not have a disability and are not raising minor children must work or participate in qualifying education and training activities for at least 80 hours per month to qualify to receive SNAP for more than 3 months in a 36-month period. Learn more about this requirement here: <https://fns-prod.azureedge.net/sites/default/files/snap/ABAWDS-1-2016.pdf>. Contact your local department of Social Services to find out if you live in an area where the time limit applies and to find out about available employment and training programs.

Report Changes

You are required to report changes to you or your family's situation that affect your eligibility for SNAP benefits. Visit <https://dss.virginia.gov/benefit/responsibility.cgi> or ask Single Stop to learn about SNAP change reporting rules.

Recertification

When you are awarded SNAP, you will be given a certification period that will tell you how many months your benefits will last. At the end of that period, you will be notified by mail and given paperwork to submit in order for benefits to continue for another period. You can also go to <https://commonhelp.virginia.gov/access> (click on *renew my benefits*) to find out when your SNAP must be renewed, or submit your recertification.

Additional Information

Helpful Phone Numbers and Websites

Virginia Common Help Application Call Center : **1-855-635-4370**

Virginia Hunger Solutions: **804-782-9430 x17**

Virginia Hunger Solutions SNAP Information: <http://vahungersolutions.org/snap/>

Virginia Department of Social Services - SNAP: <http://www.dss.virginia.gov/benefit/snap.cgi>

Common Help: <https://commonhelp.virginia.gov/access/>

Questions?

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