# The Basics of SNAP

Apply for SNAP

- Steps To Apply:
    1. Complete SNAP application.
    2. Submit SNAP application online, email, mail, or in person.
    3. Phone interview, if required.
    4. Return all requested verification within required time.

- Online: https://mydss.mo.gov/food-assistance/apply-for-snap

- Paper: https://dss.mo.gov/fsd/pdf/snap-application.pdf

- Office: https://dss.mo.gov/dss_map/

Required Verification When Applying:

- Identity:
  - Driver's license (any state)
  - Military, work, or school ID card
  - Voter registration card
  - Birth certificate
- Residency:
  - Written lease agreement
  - Letter from landlord
  - Rent/mortgage receipt
  - Phone, water, or other utility bill

- Income – any verification showing how much each household member received in payments within the last 30 days.
  - Work Income – pay stub or employer statement that shows gross income, net income, rate of pay, and how often paid.
  - Retirement Income – provide award letter
  - Disability Income
  - Alimony Income
  - Child Support
  - Education Income
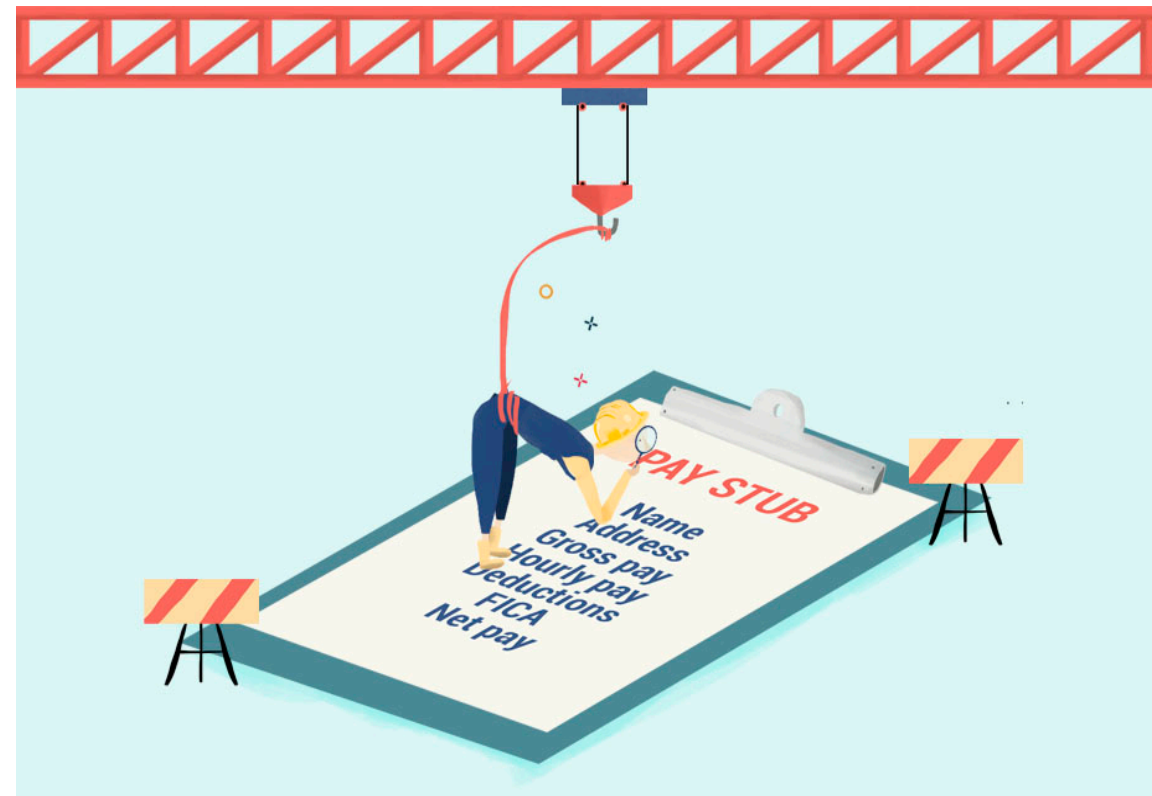
Who is eligible?

- Live in Missouri (not receiving SNAP benefits from another state).

- Have (or agree to apply) a Social Security Number for all members of the household.

- Do not make more than the [current income limit](#).

- Do not own more than $2500 in resources ($3750 if everyone in household is over the age of 60 or disabled).

- If anyone who was convicted of a felony for a controlled substance or fleeing probation/parole, *may* not be eligible for themselves.

What happens after application is submitted?

- FSD will process the application when received and contact for interview via phone will be made.
- Once interview is completed, FSD will send a request for any required verification that is needed for a decision to be made. Applicant is given ten days to return requested verification.
- If requested verification is returned timely, all information is processed within ten days and an approval/rejection is authorized.
- If verification is not received timely, the application is automatically rejected and application process must begin again.
- A computer-generated letter to applicant will be sent automatically once an approval/rejection is processed.

What happens when approved?

- FSD will send a letter (FA150) stating the approval, the monthly amount for SNAP benefits that will be transferred the an EBT card, and what day of the month funds will be available.

- The FA150 will also explain the benefits certification period and the obligations to reports changes within the period of certification.
  - 6 month mid-certifications and 12 month re-certifications are required during the period of certification.

- If applicant does not have an EBT card, a card will be mailed within a week to their provided mailing address.

- Documentation regarding SkillUP will be mailed soon after approval.

What happens when rejected?

- If rejected, an application can re-apply at any time. The date of application is when the signed application is received by FSD.

- If the SNAP application is rejected, FSD will automatically send a letter (FA150) stating:
  - The reason for rejection.
  - The right to a fair hearing information.
  - Contact information for free legal representation.

- https://dss.mo.gov/ - apply for SNAP, child care assistance, TANF, MO HeathNet, Child Support, and more!

- https://dss.mo.gov/offices.htm - find a local office

- FSD Info Line – 855-FSD-INFO (855-373-4636)

- Text – 855-684-9242

- Send Documents:
  - Email – FSD.Documents@dss.mo.gov
  - Fax – 573-526-9400
  - Mail – PO Box 2700, Jefferson City, MO 65102

Q&A