

## Before You Apply for SNAP

You have the right to file an incomplete 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. However, if you provide more information, it will help us determine your eligibility more quickly.

When we get your application for SNAP or TANF, we will set up an interview with you. For SNAP, a face-to-face interview may be waived in favor of a telephone interview on a case-by-case basis determined by household hardship reasons. Health Care Coverage and Child Care Assistance do not require an interview.

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.

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; or
- You are a migrant or seasonal farm worker; or
- Your household's monthly rent/mortgage and utilities are more than your household's income before taxes.

There is no limit to the length of time you can receive benefits for SNAP. Time limits and requirements for other programs such as TANF do not apply to the receipt of SNAP. If you are no longer receiving TANF benefits or if your case is closed for time limits, because you started working or for some other reason, you may still qualify for SNAP.

If you are applying for SNAP you can have someone help you, if you wish. This person can fill out your application, answer questions for you, give information at your interview, and buy your food with an Electronic Benefit Transfer (EBT) card. We will be able to share information with this person.

You will be asked to provide Social Security Numbers (SSNs) for all persons for whom you want assistance, except for the Child Care Assistance Program. Disclosure of SSNs for the Child Care Assistance Program is voluntary and is requested for the purpose of accurate identification. Failure to disclose SSNs will not affect participation in the Child Care Assistance Program. 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. If you are applying only for emergency Medicaid because of your citizenship or immigration status, you do not need to give us information about your SSN.

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 and TANF benefits may be disclosed to law enforcement for purposes of apprehending fleeing felons.

We will not share your SSN with the United States Citizenship and Immigration Services (USCIS).

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 subject to verification by the United States Citizenship and Immigration Service (USCIS), and information received from USCIS may affect 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 SSN, 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).
- For TANF, if an individual who is required to be included in the TANF household does not want to give information about their SSN, citizenship or immigration status, the entire household will be ineligible to receive benefits.

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)