

MLRI SNAP Mandatory Verifications Chart

Eligibility Factor	Document Options	Information to Know
<p>Identity of the head of household (the person whose name is on the application)</p>	<p>Documents that confirm <i>who you are</i>, such as:</p> <ul style="list-style-type: none"> • Driver’s license or Mass. ID • Birth certificate or hospital birth record • Passport • Other government or court documents • School or work records • Any other document that shows who you are 	<p>Only the head of household must verify identity.</p> <p>If you have been on SNAP before in Massachusetts, DTA should not ask you to prove your identity again.</p> <p>106 C.M.R. § 361.610(G)</p> <p>Note: DTA can also confirm your identity by running your name, DOB and SSN through Social Security</p>
<p>Mass. residence</p>	<p>Document with your <i>name</i> and <i>current address</i> such as:</p> <ul style="list-style-type: none"> • Lease, rent receipt or Landlord Verification form • Deed or mortgage statement • Utility bill • Mass. driver’s license or Mass. ID with current address • Voter registration • Statement from someone you live with • Statement from someone who knows where you live 	<p>DTA should first try to confirm your residence through the Registry of Motor Vehicles if you have a MA state ID or driver’s license.</p> <p>DTA should not require a statement from your landlord if you have other proof of residence.</p> <p>If you just came to the area, and you are homeless or you are a migrant worker, you do not need to verify residence.</p> <p>106 C.M.R. § 361.610(H), 106 C.M.R. § 362.120</p>
<p>Current earnings</p>	<p>Proof of <i>pay received in the 4 weeks</i> before you applied for SNAP (unless you just started work), including:</p> <ul style="list-style-type: none"> • Paystubs or pay envelopes • A letter from your employer showing gross income. • Other proof of gross income (before taxes) 	<p>DTA can get this proof on its own if your employer uses “The Work Number” (also called “Equifax”). DTA will tell you on notices if they used Equifax to prove your earnings.</p> <p>If you go in person to a DTA office and meet with a DTA worker, they should offer to contact your employer directly.</p> <p>DTA should not require you to provide proof of the number of hours you have worked unless you are a non-exempt ABAWD or are showing you are an eligible college student through work.</p>

<p><i>Last day of work and earnings from a job that has ended</i></p>	<p>Proof of <i>pay received</i> in the cyclical month of your SNAP application, and verification that the job ended – if it is difficult for you to get a letter from your employer or other verification that your job ended, ask DTA in writing to contact your employer.</p>	<p>If your last day of work was within the cyclical month of your application, DTA will need to know when you were last paid and how much you were paid. This income counts for the first month of your SNAP.</p> <p>If your last day of work was within the past 60 days- and you are subject to the SNAP work rules, DTA will ask you my you left your job. If you “voluntarily quit,” DTA may delay the start date of your SNAP. Contact an advocate if DTA says you voluntarily quit.</p> <p>See Question 57 and 76.</p> <p>106 C.M.R. § 364.300, 106 C.M.R. §365.840, 106 CMR §364.110</p>
<p><i>Self-employment</i></p>	<p>Proof of your <i>gross and your net profit income</i> (after business expenses but before FICA and income taxes). Proofs can include:</p> <ul style="list-style-type: none"> • Tax returns (Schedule C) • Accountant statement • Other records that show your business income and expenses. • Other proof of income. See Note. <p>If you have <i>rental income</i>:</p> <ul style="list-style-type: none"> • Statement if you spend 20 hours or more per week managing the rental unit(s), • Proof of mortgage (including principal and interest) • Bills for taxes, insurance, water, sewer, maintenance, and/or repairs • Utility bills if you pay utilities for rental unit(s) 	<p>Try to identify and verify all your business expenses to reduce the amount of countable income.</p> <p>NOTE: If you have not filed tax returns, any other document hat reasonable proves your income should be accepted. This can include a sworn statement of your income in some cases.</p> <p>106 C.M.R. § 365.940.</p>
<p>NOTE: If you cannot get proof of income, ask DTA to contact your employer or a third party directly. SNAP rules require DTA to accept the best evidence available for verification of income, which could be a self-declaration if neither you nor DTA can get other proof. 106 C.M.R. § 361.610(A) and 106 C.M.R. §363.210(G)(3): “If all attempts to verify gross income are unsuccessful because the person or organization providing the income has failed to cooperate with the household and the Department, and all other sources of verification are unavailable, the Department shall determine the amount to be used for certification purposes based on the best available information.”</p>		

<p>Unearned income</p>	<p>Proof of <i>unearned income received on a regular basis</i>.</p> <p>DTA uses data bases to confirm your Social Security, Unemployment or Child Support through the Department of Revenue. You should NOT be asked for an award letter.</p> <p>If you have other unearned income – such as a pension or workman’s compensation – DTA will ask you to send proof, such as a:</p> <ul style="list-style-type: none"> • Benefit or award letter • Check or record of payment • Statement from the agency making payments 	<p>DTA should only ask for proof of Social Security, Unemployment or child support if they can’t get this from a database, OR the information they have does not match what you reported.</p> <p>106 C.M.R. § 363.210(G)(2)</p>
<p>No income</p>	<p>If you have zero income, you are only required to self-declare this on the SNAP application. 106 C.M.R. 363.210 (A)</p>	<p>If DTA has a good reason to believe you may be hiding income, they can ask you for additional information to understand how you are managing. 106 C.M.R. 363.210(E) They must document their reasons in the file. Be sure to explain to the DTA worker if you owe back rent, are borrowing money from family or friends, running up a credit card, or other reason. Unless questionable, your statements should be accepted. See Question 18.</p>
<p>Disability</p>	<p>If you <i>claim you are disabled</i> on the application:</p> <ul style="list-style-type: none"> • DTA will use proof of your Social Security, SSI or EAEDC as proof of disability (depends on severity of disability for EAEDC). • If you get MassHealth coverage based on a disability, DTA should confirm that directly with MassHealth. 	<p>NOTE: You only need to prove disability if you are under age 60 and you are claiming a work exemption, a special immigrant exemption or to claim higher shelter costs or medical expenses.</p> <p>106 C.M.R. § 361.210(B)(2).</p>
<p>Assets</p>	<p>If you are a rare household subject to the asset test:</p> <p>Documents showing the value of the asset and proof if you cannot access the asset</p>	<p>There is NO asset test in SNAP for most SNAP households. The only time you are asked about assets is when you are seeking expedited (emergency) SNAP benefits of if a household member has been disqualified due to an Intentional Program Violation. See Question 67.</p>

<p>Citizenship and Immigration status</p>	<p>If you are a US citizen, including naturalized citizens, you can self-declare your citizenship. DTA should ask for proof only if questionable.</p> <p>If you are not a US citizen, and you are applying for SNAP benefits for yourself, the following are examples of proof of immigration status include:</p> <ul style="list-style-type: none"> • Permanent Resident Card (“green card”) • Employment Authorization Document • Temporary Resident Card • Arrival-Departure Record (I-94) • Stamp in Passport • Other document showing current or pending immigration status • Statement from an immigration attorney about current or pending status 	<p>106 C.M.R. § 361.610(B).</p> <p>NOTE: After getting your verification, DTA will confirm the immigration status through SAVE (federal database). See Question 48 if you have lost documentation of your legal status.</p>
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*DTA may ask you for additional proofs based on your household’s circumstances. Contact an advocate if you are concerned about what DTA asked you to prove, or your SNAP is being delayed or terminated as a result of issues with verifications.