SNAP Verification Reminders per SNAP regulations 106 CMR 361.610, and DTA Policy Guidance:

- Proof of identity is required for head of household. Proofs include but are not limited to birth certificates, work or school ID, driver license, ID for health insurance or other social service program, wage stubs, voter registration card, immigrant documentation. DTA can also verify applicant identity for expedited issuance (emergency) SNAP applications by validating applicant SSNs through the SSA data base.

- Proof of residence includes documents that contain applicant’s current address—such as state ID or license, phone or utility bills, rent or mortgage statements, wage stubs, letters from SSA or other government agency, school ID or school records, letters from health insurance or government agencies. No single document can be required. DTA can make collateral contact (third party) if needed to get verification.

- Earned income or self-employment includes wage stubs, letter from employer. Some missing wage information can be calculated using year-to-date earnings from the wage stubs available. DTA can make collateral contact to employer if more information needed or can access The Work Number for some employers.

- Unearned income (Soc Sec, UI, pension) requires proofs such as tax returns, accounting records, banking statements. Be sure to include costs of doing business, including property ownership costs for rental income, and all business expenses for self-employment.

- Rental income received & property expenses can also be self-declared on app.

- Self-employment & business expenses includes tax returns, accounting records, banking statements. Be sure to include costs of doing business, including property ownership costs for rental income, and all business expenses for self-employment.

- Non-citizen status includes proof of identity and proof of residence.

- Unearned income (Soc Sec, UI, pension) requires proofs such as tax returns, accounting records, banking statements. Be sure to include costs of doing business, including property ownership costs for rental income, and all business expenses for self-employment.

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Other documents included (list):

- Authorized Representation Form (signed client statement allowing helping agency to talk with DTA)

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- Child support paid to child outside home includes child support paid via the Department of Revenue. No other proofs needed unless the amount or start date of benefits is questionable. DTA usually does not need proof for private retirement pensions, Workers Comp, VA benefits or other types of unearned income.

- Child support paid to child outside home can be self-declared unless info is questionable. Dependent care includes private care mileage or public transportation. A statement on the SNAP application or a separate state written by the applicant may be acceptable.

Non-countable income sources need not be verified unless questionable. Examples include federal ed grants, work study, VISTA, SCSEP, loans, etc.