

Mandatory Verifications for SNAP

Verify the following for all programs:

- Income.
- Self-employment expenses used as a deduction.
- Inconsistent information. See [0010.15 \(Verification - Inconsistent Information\)](#).
- Immigration status, ONLY if the applicant reports non-citizen status.

For SNAP verify the following:

- Identity of the applicant and the authorized representative if the authorized representative is applying for the applicant. *See the handout/document titled: Identity Verification SNAP Program which is on the SNAP Resources page.*
- Social Security numbers of all people applying for assistance. See [0010.18.03 \(Verifying Social Security Numbers\)](#). *Need to provide or apply for – verification done through data exchange with SSA – do not have to have card.*
- Residency in Minnesota, unless verification cannot be obtained because the people are homeless, migrant farmworkers, or newly arrived in Minnesota. *Often provided with identity (DL or ID with address), utility bill, shelter form, etc. – Residency in MN not county – physically present in office no requirement for length in MN.*
- Cash contributions received from sponsors of immigrants. See [0016.21.03 \(Income of Sponsors of Immigrants With I-864\)](#).
- Disability exemption from work registration. See [0010.18.06 \(Verifying Disability/Incapacity - SNAP\)](#).
- Date and reason of employment termination, and date last paid. Verify at the point of employment termination for participants, and for any employment terminated within 60 days of application for applicants.
- The number of hours of employment or work program activities for non-exempt able-bodied adults subject to the 3 months in 36 months limit on eligibility. See [0011.24 \(Able-Bodied Adults\)](#) for more information.

Verify and allow the following IF an applicant/recipient wants a deduction from their income:

- Housing costs. Verify at application in order to allow the expense as a deduction. Open the case but do NOT allow the housing cost as a deduction if it is NOT verified after allowing 10 days to return requested verification.

During the certification period, verify changes whenever they occur. If a change which is not verified decreases benefits, budget the change and verify at recertification. If a change which is not verified increases benefits, do not budget the change.

At recertification, any change in housing costs needs to be verified to allow the expense as a deduction. Process the recertification but do NOT allow the housing cost as a deduction if it is NOT verified after allowing 10 days to return the requested verification. [See 0010.18.02 \(Mandatory Verifications-SNAP\)](#)

- Property taxes and property insurance. Verify property taxes and property insurance when the unit indicates that there are other expenses in the escrow account that are not allowable housing expenses. See [0018.15 \(Shelter Deductions\)](#).
- Some medical expenses in order to allow the expenses as a deduction. See [0018.12 \(Medical Deductions\)](#) for when you can allow the expenses and when to require verification.
- The amount of a court-ordered child support obligation and the amount of child support actually paid to another household, in order to allow the support as a deduction. See [0018.33 \(Child and Spousal Support Deductions\)](#). *Pay stubs with child support deduction*

Verify school attendance if applicable to the SNAP case.

Below is an example of a SNAP application on the second page of this handout. This example will outline how to process the FS application as quickly as possible:

A single mom, Jo with two children comes into your office on 9/26 to apply for SNAP. The CAF is complete and contains the client's signature. Mom worked at the Holiday Gas Station in August but quit that job on 8/15/because she started a part-time job at her children's school, Discovery Elementary on 8/22/11. Jo's oldest child is 12 years old and is in the 6th grade at Discovery Elementary. Jo's youngest child is 6 years old and is in the all-day Kindergarten class at Discovery Elementary. Jo brings in all of the mandatory verifications (ID, SSN numbers are on the application, verification that her job at Holiday Gas Station ended in August, 9/9 & 9/23 pay stubs) that are needed to process her SNAP case. For deductions, Jo is saying that she pays \$200 in rent but her landlord is out of the country so she is not able to provide verification of her rent, Jo pays for heat and electricity, and has \$40 per month of Child Care costs for her Kindergartener who goes to Day Care after school. Jo has decided to wait until her landlord returns to provide her shelter verification and is okay with not having the shelter deduction in her SNAP budget for now.

When should this SNAP application be processed?