



What's Next?

Congratulations on starting an online SNAP application. Here's a place to note your case number.

_____	_____
(OKDHS Case Number)	(Date online application was submitted)

Here's some key information to finish your SNAP application.

REMEMBER!!!!

Your SNAP application is not complete until OKDHS (Oklahoma Department of Human Services) has conducted a phone interview AND received all requested documents.



A PHONE INTERVIEW

Someone from OKDHS will contact you to talk about your application.

Tips:

- Make sure your phone number is up to date and answer calls from "unknown" numbers
- Make sure your mailing address is up to date
- Be ready to submit documents (**see reverse for Documents that OKDHS may request**).

Submitting Documentation by phone:

-  Open the "Camera" app on your smartphone
-  Take pictures of all of the documents you want to submit
-  Email (share via email) pictures of documents to snap@okdhs.org
-  **Be sure to include:**
Name, Date of Birth
Last 4 digits of SSN
Case Number
Reference Number

Need to Know:

- Your application will be processed within 30 days.
- Missing documentation or interviews may result in needing to re-apply after the 30 day window.
- If approved, an Oklahoma Access benefits card will be mailed to your address.

You can follow up or check the status of your application by calling OKDHS 405-487-5483. (Please have your case number ready).



Documents that OKDHS may request.

Here are examples of documents that you may be asked to provide. This list is not exclusive. OKDHS will let you know which documents (if any) that you need to submit.

All support documentation is due within 30 days of starting your application.

Proof of identity:	<input type="checkbox"/> Birth certificate and/or social security card (if available) for applicant & household members
Proof of residency:	<input type="checkbox"/> Utility bill, mail, etc.
If anyone:	Then you must provide:
Is working	<input type="checkbox"/> Pay stubs for all checks anyone received in the last 30 days or <input type="checkbox"/> Statements from employers showing pay dates & earnings before taxes for report month
Has stopped working in the last five months	<input type="checkbox"/> Final pay check stub and employer's statement
Is self-employed	<input type="checkbox"/> A federal income tax return for the previous year or Income and expense records if taxes have not been filed
Gets unearned income	<input type="checkbox"/> An awarded letter or a letter from the person or agency who provides the income (i.e. like child support, alimony, social security payments) <input type="checkbox"/> A check stub or copy of check or a court order
Has stopped getting unearned income	<input type="checkbox"/> A statement from the person or agency that gave you the income showing that it has stopped
Is 60+ or disabled with medical expenses not paid by insurance (food benefit recipients only)	<input type="checkbox"/> Prescription printouts for the past 60 days <input type="checkbox"/> Insurance premium statements <input type="checkbox"/> Copy of doctor or hospital bills and <input type="checkbox"/> Statement of transportation costs
Is paying court-ordered child support	<input type="checkbox"/> Court order (if not given to OKDHS before) and <input type="checkbox"/> Proof of regular payments
Has resources	<input type="checkbox"/> Checking or savings account statements or other financial statements for the report month <input type="checkbox"/> Copy of life insurance policy (if not given to OKDHS before) <input type="checkbox"/> Copy of burial policy (if not given to OKDHS before) <input type="checkbox"/> Copy of policy deeds and titles (if not given to OKDHS before)
Has any boats, cars, RVs or campers	<input type="checkbox"/> Proof of amount owned on loans
Gets child care	<input type="checkbox"/> Proof of your current work/school/training schedule
Is applying for ECAP (Energy Assistance Crisis Program)	<input type="checkbox"/> Notification from the utility provider that includes the total amount necessary to continue to reconnect services or secure fuel delivery

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