

Agency Logo (e.g. DHS)	Organization Logo
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What is SNAP?

The Supplemental Nutrition Assistance Program (SNAP) or “food stamps”, is the nation’s largest food assistance program. In 2018, nearly 40 million Americans received SNAP benefits. SNAP provides support for people who meet income eligibility rules and want to put healthy & nutritious food on the table.

What are the Benefits?

SNAP provides money for food to assist with your safety & security and provide support so you can better focus on looking for a job, locating permanent housing, connecting with family, and other priorities important to you. You’ll get a SNAP card with money added automatically each month that you don’t need to pay back. This money can *only* be used on food.

Automatic eligibility for other support programs if you receive SNAP. This includes:

- Lifeline / “ObamaPhone”
- FCC Emergency Broadband Benefit program
- National School Lunch Program / School Breakfast Program

Use of Online Purchase Pilot which allows you to purchase food online.

How do I Apply for SNAP?

If you are not receiving SNAP and would like to, you can apply through these steps:

- **Application:** You can start an application in a few ways Online at [webpage], In-person at [location], or over the Phone by calling [phone number]. The application will collect information about your income, expenses and assets (car, house, etc.) to determine if you’re eligible and how much your monthly benefit will be. You can stop the application process at any point, and [Org Name] & your case worker can help you figure out each step
- **Interview:** During the SNAP interview (which is usually over the phone), a SNAP caseworker will ask you questions to verify your eligibility information. If you miss your scheduled interview, you can reschedule. Always complete your interview even if you don’t think you qualify, are missing a piece of paperwork, or have questions. Your caseworker will help!
- **Verification Paperwork:** To receive SNAP, the agency will ask for documentation of your income, your identity, and where you live. Be sure to let the agency know how much you spend on expenses including shelter, childcare, court-ordered child support, and medical costs — in some cases, the agency may ask you to verify these expenses too. The application will also ask for things like your social security number, residence information, and valid photo ID. Don’t let this part keep you from getting money for food - SNAP case workers can help through this process.

What is SNAP E&T?

The SNAP Employment and Training (E&T) Program helps SNAP recipients obtain employment. [Org Name] is a partner for E&T, providing employment & training services to SNAP recipients.

What are the Benefits?

- **Support in achieving your career goals** with the [Org Name] team! Add other details about your program support.
- **Additional supports along the way such as:**
 - [List Support Services offered & reimbursed by SNAP E&T]
 - [List Support Services]

What are the requirements for SNAP E&T?

1. **Receive SNAP!** Are you getting monthly food assistance deposits on your EBT (Electronic Benefit Transfer) card? If so, you are likely eligible to participate in E&T.
2. **AND Participate Fully in [Org Name] Activities!** Do you show up to your meetings? You're ready to receive the benefits of E&T.

What if I don't participate (or stop participating) in SNAP E&T

You do **NOT** need to participate in SNAP E&T to participate in [Org Name]'s program. Your participation helps [Org Name] support you, but if you don't qualify - **don't worry!**

If you stop participating in E&T at some point, you'll keep getting your SNAP benefits monthly (unless your eligibility changes, like you start receiving more income). In some cases, you might have a work requirement, and non-compliance in E&T could mean loss of benefits. If you are required to work or participate in employment and training 80 hours/month to receive benefits, your benefits will stop after three months if you stop [Org Name] and don't have a job. This **only applies to some SNAP recipients** — your caseworker will let you know if this requirement applies to you.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. *Mail:*
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. *Fax:* (833) 256-1665 or (202) 690-7442
3. *Email:* program.intake@usda.gov.