Application for Food and Nutrition Services

What are Food and Nutrition Services?
Food and Nutrition Services help households buy eligible food in authorized retail food stores. This will increase low-income household’s food buying power so they can have more nutritious meals.

How Do I Apply for Food and Nutrition Services?
Step 1. Fill out this application: If you can’t fill out the whole application today, please fill in the bottom of this page with your name, address, and signature. If you need assistance in completing this form, please let us know so that we can assist you.

Step 2. Turn in the application to your local DSS as soon as possible: You can mail, fax, or bring the application to your local DSS office. The date we get your application with your name, address, and signature on it, is also the start date of your Food and Nutrition Services application. If you are eligible for Food and Nutrition Services in the month you apply, the amount of Food and Nutrition Services you will get for that month depends on the date you turn in your application. The sooner you give us this application, the quicker you will know if you are able to get Food and Nutrition Services.

Step 3. Talk with us: A caseworker must interview you or someone you choose to represent you. This is to see if you can get Food and Nutrition Services. If you are unable to stay for your interview today, please tell the receptionist or a caseworker so that we can schedule an interview for you.

Information About Social Security Numbers, US Citizenship and Immigration Status
You can choose not to apply for yourself or members of your household and are not required to answer questions about Social Security Numbers (SSNs) and citizenship/immigration information for those you choose not to apply for. For each individual that you are applying for you must provide information about SSNs and citizenship/immigration status. Providing a SSN is required by the Food and Nutrition Act for applicants seeking benefits. We will only use the SSNs you give us to do computer matches and check what you told us with State and Federal Agencies. You must be a United States (U.S.) citizen or an eligible alien and also meet other Food and Nutrition Services rules to get Food and Nutrition Services benefits. We will only contact USCIS to check the immigration status on the household members who give us their immigrant documents. If an applicant does not provide this information, they will be ineligible for benefits.

Household members must provide their financial information because it is needed to determine eligibility for individuals who are applying. Eligible household members who apply will be able to get benefits even though some people in the household are not applying for benefits. The amount of benefits will depend on the number of people requesting benefits.

Do You Need Assistance in Completing This Form?
If you need special assistance in completing this application in order to apply for Food and Nutrition Services, please let us know so that we can assist you. Do you need special assistance in completing this application? Yes No

Do You Need An Interpreter To Help You Apply For Food and Nutrition Services?
An interpreter can be provided, free of charge, if you need assistance in applying for Food and Nutrition Services. Would you like an interpreter to assist you? Yes No

Si usted necesita ayuda al solicitar los beneficios de Cupones de Alimentos, se le puede otorgar los servicios gratuitos de un intérprete, ¿ Quisiera que un intérprete lo ayude? Sí No

Tell Us About Your Household
Name:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Alias</th>
</tr>
</thead>
</table>

Address of where you live: When did you start living at this address?

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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</thead>
</table>

Mailing address if different than above:

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

Language you speak?

How can we reach you?

<table>
<thead>
<tr>
<th>Home phone number</th>
<th>Cell phone number</th>
<th>Work phone number</th>
<th>Other phone number</th>
</tr>
</thead>
</table>

Signature Date Witness Signature (if signature is an X)
**Do You Need Someone To Apply For Or Use Your Food and Nutrition Services?**

If you want someone other than yourself to apply for, use, or obtain information about your benefits, please check yes below. If you check Yes, we will give or mail you a form. You and the person you want to help can complete the form and return it to our office. If you choose, this person will receive an EBT card and will have access to your Food and Nutrition Services. An Electronic Benefit Transfer Card (EBT) is a plastic card you use at the store to buy food. Do you need someone (Authorized Representative) to help you get and/or use your Food and Nutrition Services?  

- Yes
- No

**When Will I Get My Food and Nutrition Services?**

If you are able to get Food and Nutrition Services, you will get them within 30 calendar days from the date you turn in the application with your name, address, and signature. You may be able to get Food and Nutrition Services within 7 calendar days if you qualify for expedited benefits. In order to evaluate you for expedited benefits make sure that you have provided us the needed information by answering the questions regarding your household’s income, assets and expenses and if anyone is a migrant/seasonal farm worker. Your household may be in an emergency situation if:

- Your household’s gross monthly income is less than $150 and your household’s cash or money in the bank is $100 or less, or
- Your household’s rent, mortgage and utilities are more than your household’s gross monthly income and cash or money in the bank, or
- You or a member of your household is a migrant/seasonal farm worker.

**Expedited Benefits**

The following information will help us determine whether the applicant and the people in their home may be eligible for Faster Service for Food Assistance.

<table>
<thead>
<tr>
<th>Amount</th>
<th>What is the household’s total countable monthly gross income?</th>
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<tbody>
<tr>
<td></td>
<td>What is the amount of the monthly legally obligated child support payment?</td>
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<td></td>
<td>What is the total household cash/savings?</td>
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<td></td>
<td>What are the total monthly shelter costs (rent or mortgage) that the household pays?</td>
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<td></td>
<td>What, if applicable, is the appropriate utility standard (SUA/BUA/TUA)?</td>
</tr>
</tbody>
</table>

Is anyone in the home a migrant or seasonal farm worker?  

- Yes
- No

If Yes, complete a – d if no, go to next section.

a. Did his/her job end recently?  
- Yes
- No

b. Did the only income received for the month of application end before today?  
- Yes
- No

c. Will he/she receive $25 or less from a new employer within 10 days?  
- Yes
- No

d. Will his/her liquid resources such as cash, checking/savings be $100 or less?  
- Yes
- No

**Tell Us About the People in Your Household**

Your household is you and everyone who lives with you, even if they are not relatives. Fill in the chart below for all the people in your household and indicate if you are applying for them. Attach a piece of paper if you need more space to complete this section. We will determine who must be included in your Food and Nutrition Services case.

<table>
<thead>
<tr>
<th>Name (First, Middle Initial, &amp; Last)</th>
<th>Relationship to You</th>
<th>Date Relationship Started?</th>
<th>Marital Status</th>
<th>Birth Date</th>
<th>Sex</th>
<th>Applying? (Yes/No)</th>
<th>*Social Security Number</th>
<th>*Optional U.S. Citizen? (Yes/No)</th>
<th>Optional Hispanic or Latino (Yes/No)</th>
<th>Optional Race (see below)</th>
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<tbody>
<tr>
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<td>Self</td>
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</table>

*Social Security Numbers and Citizenship Information are not needed for those not applying for benefits.*

**RACE:** Choose one or more numbers that apply and enter above for Race:

1. American Indian/Alaskan Native
2. Asian
3. Black/African American
4. Native Hawaiian/Other Pacific Island
5. White
Are you a resident of this state?  ☐ Yes  ☐ No  If yes, when did you start living in NC?  ______________________

Do you live here:  ☐ permanently  or  ☐ temporarily?

Please check the type of living situation that best describes your household.  We/I live in a  ☐ Home,  ☐ Adult Care Home,  ☐ Alcohol and/or Drug Treatment Center,  ☐ Group Home,  ☐ Halfway House,  ☐ Hotel,  ☐ Institution,  ☐ Residential Treatment Facility,  ☐ Shelter for Battered Women and Children,  ☐ Other  ______________________  What date did your living situation begin?  ______________________

Does everyone in your home buy food and cook meals together?  ☐ Yes  ☐ No  If no, who buys separately?

Name of Separate Person(s)  ____________________________________________________________

Does anyone in your household have an EBT card?  ☐ Yes  ☐ No  Who?  ______________________

What State issued this card?  ________________  If yes, when was it last used?  ______________________

Does anyone get Food and Nutrition Services, Food Stamps, or SNAP in this or another county or state?  ☐ Yes  ☐ No  If yes, who?  ______________________  What County or State?  ______________________

When did the benefits Start?  ________________  When did they End?  ________________  How much did you get?  ________________

Does anyone participate in a Food Distribution Program on an Indian Reservation?  ☐ Yes  ☐ No

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**Does anyone in your household fit a situation below?**

**Please check any that apply.**

Someone in my household is:

☐ A foster child  Do you want to include this child on the case?  ☐ Yes  ☐ No  Who?  ________________

☐ Pregnant  Due Date  ________________  Who?  ________________

☐ In a drug/alcohol treatment program  Who?  ________________

☐ A live-in person (attendant) who takes care of someone in your household  Who?  ________________

☐ Renting a room from you  Who?  ________________

☐ Paying for food and a place to stay  Who?  ________________

☐ Disqualified from Food and Nutrition Services in North Carolina or another state  Who?  ________________

☐ Trying to avoid a felony prosecution or fleeing from law enforcement  Who?  ________________

☐ Trying to avoid jail after conviction of a felony  Who?  ________________

☐ Violating conditions of probation or parole  Who?  ________________

☐ A person convicted of a drug related felony committed after August 22, 1996  Who?  ________________

☐ A person who filed for bankruptcy  When  ________________  Who?  ________________

☐ In college or trade/vocational/technical school at least half-time  Who?  ________________

Name of School  ______________________
## What Assets Do People in Your Household Have?

Assets are valuable items that you own such as cash or bank accounts. We need to know the value of your household’s assets. Please check all the assets you or someone else in your household owns.

For all items checked above, fill in the boxes below:

<table>
<thead>
<tr>
<th>Type of Asset</th>
<th>Who Does This Belong To?</th>
<th>Value or Worth</th>
<th>Business Name and Account Number</th>
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</thead>
<tbody>
<tr>
<td>Cash</td>
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<td>Checking and/or Savings Acct</td>
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<tr>
<td>Retirement Accounts</td>
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<td>Mutual Funds or Trust Funds</td>
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<td>Prepaid Burial Contracts</td>
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<tr>
<td>Certificates of Deposit (CD's)</td>
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<td>Stocks or Bonds</td>
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<td>My household does not own any of the assets listed</td>
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</table>

Has anyone in your household transferred assets in the last 3 months in order to receive Food and Nutrition Services?  

- Yes  
- No

## What Money Do People in Your Household Get from Work?


Does anyone in your household work?  

- Yes  
- No

<table>
<thead>
<tr>
<th>Name</th>
<th>Employer (Name, address, phone number if available)</th>
<th>Start Date</th>
<th>Gross Pay (Pay Before Taxes)</th>
<th>How Often Is Pay Received?</th>
<th>Last date pay received?</th>
<th>Day of Week Pay received?</th>
<th>Hours per week?</th>
<th>Days worked per week?</th>
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Please provide verification for the previous month. Example: if it is now the month of June we will need verification of ALL pays received in the month of May. Don’t delay turning in your application if you don’t have the verification because you can turn it in later.

Is anyone in your household self-employed?  

- Yes  
- No  

If yes, complete below.

Examples are babysitting, selling Avon or other products, farming, doing hair, renting houses, doing yard work for other people or odd jobs.

<table>
<thead>
<tr>
<th>Name</th>
<th>Start Date</th>
<th>Business Name</th>
<th>Type of Business</th>
<th>Gross Monthly Income</th>
<th>Monthly Expenses</th>
</tr>
</thead>
<tbody>
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Please provide verification of the previous year’s tax records. If tax records are not available provide verification of income and receipts for business expenses for the past 12 months. Don’t delay turning in your application if you don’t have the verification because you can turn it in later.
Is anyone getting ready to start a new job? □ Yes □ No If yes, complete below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Employer (Name, address, phone number if available)</th>
<th>Start Date</th>
<th>Gross Pay (Pay Before Taxes)</th>
<th>How Often Is Pay Received?</th>
<th>Date 1st Pay received?</th>
<th>Day of Week Pay received?</th>
<th>Hours per week?</th>
<th>Days worked per week?</th>
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Has anyone stopped working in the past 30 days? □ Yes □ No  If yes, please complete below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Employer (Name, address, phone number if available)</th>
<th>End date</th>
<th>Date last pay received or will be received?</th>
<th>Gross amount of last pay</th>
<th>Reason stopped working?</th>
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Is anyone a migrant or seasonal farm worker? □ Yes □ No  If yes, who?

- Date started working? ________________
- Place working & phone number? __________

Is anyone on strike? □ Yes □ No  If yes, who?

- Last date worked? ________________
- Place worked & phone number? __________

**What Money Do People in Your Household Get from Other Places?**

We need to know the money or checks you get other than from work. Please check off all of the following ways you get money.

- Adoption, Foster Care, or Guardianship Payments
- Annuities, Pensions, or Retirement
- Alimony
- Child Support from parent or Child Support from the Court
- Educational Scholarships
- Military Allotment
- Money from friends or relatives that is not a loan and you don’t have to pay back
- Payments for the sale of an asset (such as a car, boat, mobile home or house)
- Private Disability
- Social Security
- Special Assistance (SA)
- Supplemental Security Income (SSI)
- Unemployment Benefits
- Veterans Benefits
- Work First/TANF
- Interest and Dividends
- Workers Compensation
- Other ________________
- My Household does not get any other money

For all items checked above, fill in the boxes below:

<table>
<thead>
<tr>
<th>Type of Money</th>
<th>Who Gets the Money?</th>
<th>Who Gives the Money?</th>
<th>Phone Number and Address of person/organization that gives you money?</th>
<th>How Much?</th>
<th>How Often?</th>
<th>Date last received?</th>
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</table>

Is any of the income listed above child support? □ Yes □ No  If yes, Is the child support court ordered? □ Yes □ No
If yes, what is the Court Order Number __________ Date Established __________ Obligated Amount __________
Please Tell Us About Your Household Bills

Please complete this section for all expenses your household is responsible for paying.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Name, Address, Phone number to whom you pay the bill</th>
<th>Amount Billed</th>
<th>How often paid?</th>
<th>Who pays the bill?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent or Mortgage</td>
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<tr>
<td>Lot Rent</td>
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<tr>
<td>Property Taxes (If not included in mortgage)</td>
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<tr>
<td>Homeowners Insurance (If not included in mortgage)</td>
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<tr>
<td>Homeowners Dues</td>
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</tbody>
</table>

Check the boxes next to the utility cost your household is responsible for paying.

- Electricity
- LP/Natural Gas
- Water/Sewage
- Garbage/Trash
- Utility Excess (Public Housing)
- Telephone/Cell Phone

Name of phone company? ______________________________________

Are you responsible for paying for heating or cooling your home?  
☐ Yes  ☐ No  

How do you heat your home? (Check One)

- Electricity
- Natural Gas
- Kerosene
- Wood
- Coal
- LP Gas
- Oil
- Other _______________________

Were you a member of a household that received a Low Income Energy Assistance Program (LIEAP) check at your current address within the past 12 months?  
☐ Yes  ☐ No

Do you receive Section 8 or HUD Assistance?  
☐ Yes  ☐ No

Help Paying Bills

Does any agency, organization, or person (Including Section 8) outside your household help pay any of your rent or utilities?  
☐ Yes  ☐ No  

If yes, complete questions below.

<table>
<thead>
<tr>
<th>Which bill is paid?</th>
<th>Name, Address, Phone Number of the person that pays the bill?</th>
<th>Was the money given to you?</th>
<th>Amount paid?</th>
<th>How often paid?</th>
<th>Date of Last Payment?</th>
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<td>☐ Yes ☐ No</td>
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<td>☐ Yes ☐ No</td>
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</table>

Please Tell Us About Your Other Bills

Do you or anyone in your household pay for child or disabled adult care?  
☐ Yes  ☐ No  

If yes, complete questions below.

<table>
<thead>
<tr>
<th>Who gets care?</th>
<th>Who pays for the care?</th>
<th>Name, address and phone number of care provider/babysitter</th>
<th>Amount paid?</th>
<th>How often?</th>
<th>Start date?</th>
<th>Why needed?</th>
<th>Date last payment?</th>
<th>Number of hours per week</th>
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</table>
Does any agency, organization or person (Including Social Services) outside your household help pay any of your childcare?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

If yes, complete questions below.

<table>
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<tr>
<th>Which bill is paid?</th>
<th>Name, address and phone number of person that pays the bill?</th>
<th>Amount paid?</th>
<th>ow often paid?</th>
<th>Date of Last Payment?</th>
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<th>Court Ordered Child Support</th>
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Does your household pay court ordered child support for children outside your home? Include court ordered health insurance payments  

<table>
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<tr>
<th>Yes</th>
<th>No</th>
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If yes, complete questions below.

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<tr>
<th>Who pays the child support?</th>
<th>Name of Child?</th>
<th>Name, address and phone number of person that pays the child support?</th>
<th>Amount paid?</th>
<th>Start date?</th>
<th>How often paid?</th>
<th>Date of Last payment?</th>
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<tr>
<th>Medical Bills for Disabled or Age 60 or Over</th>
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(A disabled person usually gets disability payments from a government agency such as Social Security, SSI, Veterans Benefits for 100% Disability, or Medicaid for disabled persons.)

Is anyone age 60 or over or disabled?  

<table>
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<tr>
<th>Yes</th>
<th>No</th>
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If yes, who? ______________________. When did the disability begin?________________________. Who made the disability determination? ________________________________.

If yes, we need to know the medical bills you have or are responsible for paying. Medical bills include, but are not limited to:

- Health and hospital insurance premiums or co-payments
- Prescription and over-the-counter medications and medical supplies such as aspirin, diabetic supplies and eye glasses
- Food and/or veterinary care for a trained service animal
- Rental and purchase of medical equipment and supplies
- Transportation and lodging to get medical treatment
- Prescribed eye glasses and contact lenses
- Medicare Premiums
- Dentures, hearing aids, and prostheses
- Doctor and hospital bills
- Payments for aides, attendants, and nurses
- Medical and dental care

<table>
<thead>
<tr>
<th>Type of expense?</th>
<th>When did the expense start?</th>
<th>Name, Address, Phone number of medical provider?</th>
<th>Amount paid?</th>
<th>How often paid?</th>
<th>Date of last payment?</th>
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Does any agency, organization or person (Including Social Services) outside your household help pay any of your medical bills?  

<table>
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<th>Yes</th>
<th>No</th>
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</table>

If yes, complete below.

Who Pays the Bill? ____________________ Which Bill Is Paid? __________ Amount per month? __________
Who Pays the Bill? ____________________ Which Bill Is Paid? __________ Amount per month? __________
By signing this application I am saying that:

1. I have told the truth on this form.
2. I know Food and Nutrition Services rules and what I must do to get Food and Nutrition Services.
3. I agree to give information about what I have said so that my application can be processed.
4. I give permission to social services to get proof of what I have said from any person, agency, or business. Other persons, agencies, or businesses include, but are not limited to: employers, banks, savings and loans, landlords, etc.
5. I have given correct information on the citizenship/immigration status of all individuals applied for.
6. I understand my expenses may be used to figure my Food and Nutrition Services amount. If I do not tell you about some of my expenses and/or verify them, they may not be used in the budget to calculate the amount of my benefits.
7. I have read, understand, and received the Program Information and Rights and Responsibilities form.

Signature ___________________________ Date ______________

Witness Signature (if signature above is an “X”) ___________________________ Date ______________

Caseworker’s Signature & District Number ___________________________ Date ______________