

SNAP Application Worksheet: Checklist and Workflow

Use this worksheet to track your progress as you apply for the Supplemental Nutrition Assistance Program (SNAP).

-----Step 1: Gather the Required Documents

Ensure you have all necessary documents for everyone applying in your household. All letters must be signed and include the individual's contact information (phone number, email, etc.).

Document/Item	Status	Notes
Photo ID for Head of Household/applicant		
Social Security Cards for all household members who have one		
<i>If not a citizen:</i> Valid immigration documents (e.g., green card)		Lawful Permanent Residents (Green card holders)
Proof of Income (Check all that apply)		
- 4 paystubs (weekly) or 2 paystubs (biweekly)		
- Social security award letter (SSI, SSDI, etc.)		
- Letter from employer		
- Letter explaining unemployment		
- Letter of external financial contribution		
- Proof of Work/Exemption (Adults up to age 64 and parents of children aged 14+)		Example for work is paystubs, example for exemption is doctor/disability documentation
Proof of Rent (Check one)		

- Lease/rent contract		
- Letter from landlord		
Proof of Bills (Check all that apply)		
- BGE bill		Heating or cooling bill (ex. BGE bill) should be provided unless 60+ or disabled to
- Water bill		
- Phone bill (optional)		
- <i>If bills are not in applicant's name:</i> Letter from bill receiver explaining applicant's payment amount		
Proof of Address (If not on other documents)		Government mail with Head of Household/applicant name.

-----**Step 2: Account Creation or Application Form**

Choose your preferred application method: online or paper.

Action	Status	Details
Create a Maryland Benefits One Account		MarylandBenefits.gov
Fill out a PDF Application		PDF Application

-----**Step 3: Fill Out and Submit Application**

Complete the application and submit it through the appropriate channel. Important note: a household in need of immediate food assistance may qualify for Expedited SNAP. You may qualify if:

- has less than \$150 in monthly gross income (earned or unearned) and \$100 or less in liquid resources, e.g., cash or money in a checking or savings account (this includes a one-person household);
- has combined monthly gross income and liquid resources that are less than the household's monthly rent or mortgage and utilities; or

- is a migrant or seasonal farmworker with little or no income at the time of filing for SNAP benefits (even though they may receive income at some other time during the month of application).

*Taken directly from SSA

Action	Status	Notes
Application Filled Out		Ensure all sections are complete.
Application Submitted		If paper: Mail to 311 West Saratoga Street, Baltimore, MD 21201.
Wait for Notice		Processing should take place within 30 days.
Receive Notice		Notice will state acceptance or denial, with an explanation if denied.

-----**Step 4: The Interview**

Be prepared for a required follow-up call.

Action	Status	Notes
Wait for Phone Interview Call		The call is required to verify your information.
Complete Phone Interview		Do not miss this call.