



# CalFresh Application Documents

After your CalFresh application is submitted, Social Services will contact you to schedule an appointment for your interview. This checklist includes some documents that may be needed depending on your situation. This is not a complete list and you do not need everything on the list. Social Services may be able to help you with verifications if you are unable to get them. **If mailing documents, keep the original and mail in copies. Do not miss your appointment!** If you need to reschedule or you miss your appointment please call Social Services at 1-877-410-8809 to reschedule.

Examples of what can be used to verify your Identification. Only one of these will be needed.

## Identification

- ❖ Driver's license
- ❖ State ID
- ❖ Work ID
- ❖ School ID
- ❖ Other identification card
- ❖ Passport
- ❖ Birth certificate
- ❖ Voter registration card
- ❖ Health Benefit card

Proof of some resources may be required. Here are some examples.

## Resources (examples)

- ❖ Bank statement
- ❖ Life Insurance policy
- ❖ Tax refund

Some expenses may be deducted from your income calculation and may increase your benefit amount.

## Deductible Expenses

- ❖ Utilities: receipts for electric, gas, water, etc.
- ❖ Child support statements for child support paid
- ❖ Shelter Costs: rent or mortgage payments
- ❖ If 60+ or disabled: medical bills, health care premiums, out of pocket prescription costs

Earned and unearned income must be reported. Proof of income may include the following. *Talk to your worker if you cannot provide proof of income.*

## Proof of Income

- ❖ Paycheck/pay stubs (last 2 months)
- ❖ Employment verification forms
- ❖ Child support papers/ canceled checks
- ❖ Unemployment compensation award letter
- ❖ Benefit Award letter
- ❖ Income Tax forms
- ❖ Divorce / separation / alimony papers
- ❖ Pensions

## Questions - Please Call DHHS Offices

929 Koster Street, Eureka	1-877-410-8809
727 Cedar Street, Garberville	(707) 923-2759
1200 Airport Road, Hoopa	(530) 625-4251



## CalFresh: After the Application

After an initial application is submitted, Social Services will contact you within 1 to 3 business days to schedule an interview, sooner if it is an expedited services request. If you apply in the office the interview may be done the same day.

If you need to reschedule or you miss your appointment, call Social Services at 877-410-8809 to reschedule.

**Interview:** The interview may be done in-person or over the phone, it will last approximately 30 minutes to an hour. If you have also applied for health care coverage it will be addressed in the interview. If at the end of the interview verifications are needed you will be given or mailed a Request for Verification Letter giving you 10 days to provide the necessary information.

Some things you may be asked to provide:

Identification:

- Verification of identity is required, State ID card, driver's license; there are many ways that identification can be verified.

Proof of Income (earned and unearned):

- Provide most recent verification of income such as pay stubs, self-employment records etc.
- Verification of child support received, this may not be needed if court ordered in Humboldt County.

Resources:

- Must be reported and may need to be verified – These documents do not need to be submitted unless requested by Social Services staff

Proof of Deductions:

- Child Support *if* you are paying child support
- Utilities such as PG&E
- Medical Bills – if you are 60 years old or older, or if you are disabled regardless of age

**After the Interview:** Once your eligibility is determined a Notice of Action letter will be mailed to you showing if your application was approved or denied. The approval letter outlines the amount of benefits and how to access them. The denial letter outlines why you were denied and how to appeal the decision.

**EBT Cards:** Electronic Benefit Transfer (EBT) cards are often provided before your case has actually been approved. You may receive your EBT card before there are any benefits on the card.