



## SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM VERIFICATION CHECKLIST

The following list includes documents that you may need for benefit approval. The Department of Human Services may ask for additional documents if needed. Please note: the same document may be used to verify more than one category, for example, a driver's license can verify identity and address.

### 1. TO VERIFY YOUR IDENTITY, CITIZENSHIP AND/OR IMMIGRATION STATUS

One of the following:

- Driver's license
- School or work identification
- Immigration and Naturalization documents (e.g., Green Card)
- Birth certificate
- U.S. Passport
- Any other documentation requested for citizenship, immigration status, or age may be used for verification of identity

### 2. TO VERIFY YOUR RHODE ISLAND RESIDENCE

One of the following:

- Rent or mortgage receipts showing address
- Library card showing address
- Voter's registration card
- Lease agreement or letter from landlord
- Mail received with your home address (utility bills, bank statements)

### 3. TO VERIFY YOUR INCOME

All that apply:

- Check stubs (showing the last 30 days of income)
- Employer statement showing income before taxes, hourly work schedule and the number of hours worked for the past four weeks (if you get paid in cash or you do not have your check stubs)
- Social Security, Supplemental Security Income, or Veteran's Benefits award letter
- Other retirement or disability benefit award letters
- Proof of alimony received
- Proof of receipt of unemployment insurance benefits, temporary disability benefits (TDI), Veteran's Administration (VA) benefits.
- Proof of self-employment income (includes rental income and freelance work): provide tax returns or self-employment ledger
- Child Support court order

### 4. TO VERIFY YOUR RESOURCES (ONLY REQUIRED IF ASKED BY DHS DURING THE INTERVIEW)

All that apply:

- Documentation of ownership of a trust
- Proof of rental properties
- Trust documents, property
- Stock and/or bonds
- Proof of ownership of real property other than your home.
- Vehicle registration including car, boat, truck, motorcycle, camper
- Proof of ownership of other income producing property
- Proof of ownership of a burial plot (if you own more than one)
- Bank accounts, savings accounts, credit union statements, CD's

### 5. TO VERIFY YOUR DEPENDENT CARE EXPENSES

- Proof of expenses related to child care or caring for incapacitated adult living in the home: receipts showing your out-of-pocket expenses

## 6. TO VERIFY YOUR SHELTER COSTS

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All that apply:

- Rent, lease or mortgage documents
- Statement from landlord
- Property taxes statement
- Statement from U.S. Department of Housing and Urban Development (HUD)
- Proof of property insurance
- Receipts or statement from utility company
- Statement from person who shares shelter costs

## 7. TO VERIFY YOUR CHILD SUPPORT EXPENSES

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One of the following:

- Child support that you pay: income summary if child support is deducted from wages or income
- Copy of court order

## 8. TO VERIFY YOUR MEDICAL EXPENSES (FOR HOUSEHOLDS WITH INDIVIDUALS AGE 60 AND OLDER OR DISABLED PERSONS) FOR EXPENSES NOT COVERED BY INSURANCE

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All that apply:

- Summary of provided services such as doctor or hospital visits
- Receipts showing unreimbursed medical expenses
- Health insurance policy showing premium amount
- Prescription pill bottles showing cost on label or printout
- Invoices or receipts for medical equipment (including the rental cost)
- Receipts for transportation and lodging to obtain medical treatment