



**What Happens After I Return My Application to Social Services?**

Once we receive this signed application, we will determine if you continue to be eligible for SNAP. We will send you a letter telling you about your benefits. This letter will explain your right to request a fair hearing if you are not satisfied with our decision on your application. If you do not agree with the decision made on your case, follow the instructions on the letter to request a hearing.

**What If I Need Someone to Apply For or Use My SNAP Benefits For Me?**

If you want someone other than yourself to use, or obtain information about your benefits, please check the box below. If you check **Yes**, we will mail you a form. You and the person you want to help can complete the form and return it to our office. This person will receive an EBT card and will have access to your Food and Nutrition Services benefits.

**I need someone to help me get and use my benefits.** Yes  No

Thank you for your continued participation in the Simplified Nutritional Assistance Program (SNAP). We hope this way of receiving benefits will be easier for you and prove to be more helpful in purchasing food.

**Language Preference**

Do you want to receive your notices in a language other than English? If yes, what language?

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**Discrimination Notice**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**For Agency Use Only – Do Not Write In Space Below**

Approved  Certification Period: From \_\_\_\_\_ to \_\_\_\_\_

Denied  Reason for Denial: \_\_\_\_\_

Certification Worker Signature: \_\_\_\_\_

Date of Disposition: \_\_\_\_\_

Comments: \_\_\_\_\_