

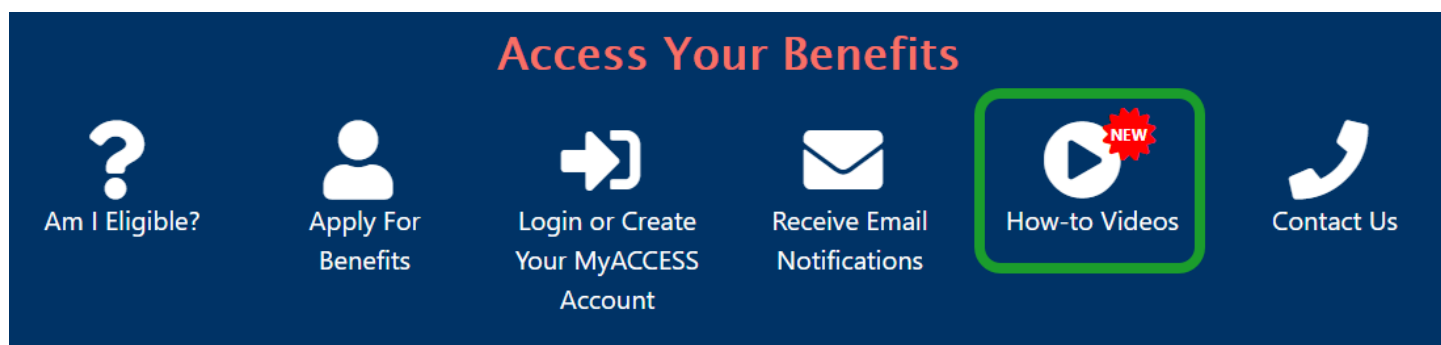
SNAP Application Q&A

This document is to assist staff in the Office of Continuing Care who provide support for young adults applying for Food Assistance (SNAP) benefits.

Online Tutorials

These tutorials describe the functionality and available features of the MyACCESS Account. Anyone applying for benefits online must create a MyACCESS account. If you have applied using a paper application, it is recommended that you also create a MyACCESS account and link it to your case. The first letter you receive will have your case number.

Tutorials are located at the following location: <https://www.myflorida.com/accessflorida/>



Questions

What does a young adult need to have when they apply for benefits?

To apply online create a MyACCESS account or log into an existing account to renew. The eligibility specialist (ES) will attempt to contact the applicant for an interview. If the ES is not able to make contact, they will send a letter advising of how to complete the interview. The letter will also list any documentation that will be required to determine eligibility.

At the interview it is important for the applicant to inform the ES that they are in the Independent Living Program (includes Extended Foster Care (EFC), Postsecondary Education Services and Support (PESS), or Aftercare Services) and the specific income they receive from the program. There is no way to indicate this on the application. So, it is important to discuss it with your ES.

What documents should a young adult need to produce when applying?

Turn in a copy of the stipend provided or any paperwork showing they are in one of the Independent Living Programs, at the time of application. Refer to the above course “Upload and View Documents, Notices, and Cards” for how to upload documentation using your MyACCESS account. Note: Applicants cannot upload documents until their application becomes a case. When they log in to their MyACCESS account a second time (after the case is created- usually the next day) the account will be linked to the case and the upload feature will be available. Some applicants who have previously applied for SNAP may already have a case and may be able to immediately upload. Documents can also be faxed to 1-866-886-4342 or mailed/dropped off. Always include the applicant’s SSN (or case number from pending notice, if available) on each page of the document so it will be linked to the correct individual. ***At the interview it is important for the applicant to inform the ES that they already turned in verification of participation in the Independent Living Program (which includes EFC, PESS, or Aftercare Services).*** Additional required items, if any, will be listed in the letter as described above. The ES will attempt to verify as much as possible through electronic sources or existing case records. Common items usually requested include proof of income for last 4 weeks, ID if questionable, etc.

What income or other government assistance is waived for purposes of ESS (PESS, EFC stipend, SSI, etc.)?

Income from the Independent Living Programs (EFC, PESS, or Aftercare Services) is excluded for the purposes of determining eligibility for all programs. At this time, do not report the PESS or EFC stipend as income on the application, but report it verbally at the interview as this helps explain how the person is managing and paying expenses. Report ALL other types of income on the application. SSI and earned income are not excluded. **At the interview it is important to inform the ES of the specific income they receive from the program and that they've already turned in verification of participation in the Independent Living Program (includes EFC, PESS, or Aftercare Services).**


How should a youth formerly or currently in care complete an application?

Fill out the application as completely as possible answering all required questions. Some tips on best choices are below.

Living arrangement: Choose "Home/Apartment/Trailer"

*What is this person's living arrangement? Home/Apartment/Trailer ▼



Other Household Members: Report all household members and their relationship to the applicant. Indicate if they are applying for that person or not. Answer if they buy and eat meals with that person. If the young adult purchases and prepares (eats) the majority of their meals with others such as a host family, those household members, including their income, assets, and expenses must be included on application.



How you are Related?

Please tell us your changes

margie's Relationship To joe

 margie (18 yrs) is the Select Relation of  joe (22 yrs)

* Does margie buy food or eat meals with joe? Yes No


Absent Parents: The application will populate a set of absent parent questions for applicants *through* age 18 if no parent is listed on the application. Just complete the minimum required data to move forward. This will not impact eligibility and no absent parents will be contacted. Child Support Enforcement will not be involved.

More About Absent Parents

Please complete the following for all of the absent parent(s) of the child(ren) for whom you are applying. A child is anyone in the household under 21 years of age that has never been married or is under 18 years of age and has not been declared an adult by a judge (emancipated minor). An absent parent is a parent who does not live with the children. You can choose more than one child for each absent parent. If you do not know the name of the absent parent, enter unknown for the last name. If the mother and father are absent from the home, complete an absent parent screen for each. If there is more than one possible father, complete a screen for each.

Before you can go to the next page, you must:

- Select Yes or No for add another absent parent.
- Enter last name. If you do not know the last name, enter unknown in the last name field.
- Select the gender of the person you are entering.
- Select all children for whom this person is the parent.
- Please select whether you want to receive Child Support Enforcement services for this child



Earned and Unearned Income types: At this time, do not report the PESS or EFC income. Report all earned income. Report all other unearned income types like SSI. The application has specific questions for those types. Report all income received even if you think it doesn't count. It is used to determine management and expedite status.

Issues:

Staff from the Office of Continuing Care can reach out to Renita Robinson via email at Renita.robinson@myflfamilies.com if issues arise where the young adult states their application was denied due to being ineligible or not returning proof of this type of income. (Not denials for lack of interview or other verification requirements not turned in).