



SNAP VOLUNTEER TRAINING PRIMER - MAY 18, 2020

PRIMER PRESENTED BY OHSU'S FOOD INSECURITY TASKFORCE

IN PARTNERSHIP WITH PARTNERS FOR A HUNGER-FREE OREGON AND MULTNOMAH COUNTY SNAP OUTREACH





OBJECTIVES

- Define SNAP benefits and be familiar with where SNAP can be used.
- Be familiar with COVID related modifications.
- Define SNAP eligibility criteria for students.
- Be familiar with the SNAP application.
- Be familiar with common FAQs.



BACKGROUND ON FOOD INSECURITY AT OHSU

- A 2018 study found that 25% of OHSU students experienced food insecurity.
- The Food Insecurity Taskforce has been commissioned to address the needs of students and to decrease food insecurity.
- Initiatives to date have included:
 - 10% Meal discount at OHSU Cafeterias
 - CSA Shares provided at SHW
 - Meal in a Bag Program
 - Advocacy for students





SNAP BACKGROUND





WHAT IS SNAP?

- Supplemental Nutrition Assistance Program
 - Formerly Food Stamps
- Oregon Trail Electronic Benefits Transfer (EBT) Card





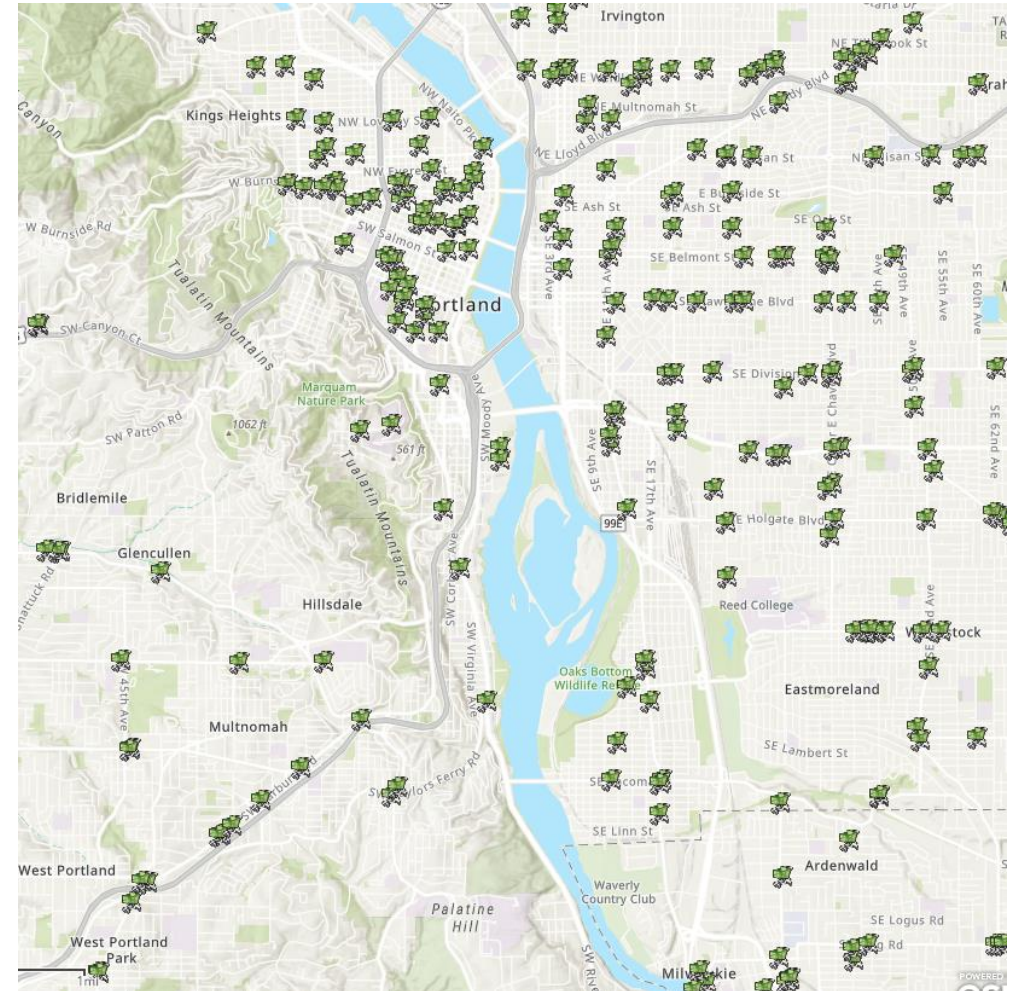
SNAP BENEFITS

- SNAP EBT Benefits
- Double Up Food Bucks
- Phone Payment Assistance
- Economic deferment to help pay back federal loans

People in Household	Maximum Monthly Allotment
1	\$194
2	\$355
3	\$509
4	\$646
5	\$768
6	\$921
7	\$1,018
8	\$1,164
Each additional person	+\$146

WHERE CAN SNAP BE USED?

- Most grocery stores
 - SNAP Retailer Locator: <https://usda-fns.maps.arcgis.com/apps/webappviewer/index.html?id=e1f3028b217344d78b324193b10375e4>
 - Eligible items: <https://www.fns.usda.gov/snap/eligible-food-items>
- Farmer's Markets
 - <https://doubleuporegon.org/dufb-markets/>
- Online
 - Amazon and Walmart
 - Does not cover delivery fees





COVID MODIFICATIONS TO SNAP

- Emergency Allotments
- Modifications to Work Requirements
- Pause in recertifications through June
- Pandemic EBT
- Information is updated regularly here:
<https://oregonhunger.org/covid-19/>





HOW TO APPLY





HOW TO APPLY – OVERALL PROCESS

- Fill out the online application
- Interview with DHS worker
 - Phone interview usually scheduled within 2-3 days
 - Students should request to have their SNAP card mailed during interview if approved
- Send any required documents to DHS officer
 - Required documents should be specified by DHS officer
 - Where to send should also be specified by DHS
 - Remind students to include:
 - Their name and phone number
 - Application number
 - Description of the document
- *** Applicants have 30 days after finishing application to finish these steps ***



SNAP APPLICATION STEP-BY-STEP – WHERE TO APPLY

- Online: <https://apps.state.or.us/connect/>
 - Only available in English
- PDF: <https://govstatus.egov.com/or-dhs-benefits>
- Call local DHS Office:
<https://www.oregon.gov/DHS/Offices/Pages/Self-Sufficiency.aspx>
- Email DHS:
SSP.StatewideWorkshare@dhsosha.state.or.us





SNAP ELIGIBILITY FOR STUDENTS

Must meet all of the following criteria:

- Age 18-49 years old
- Attending a higher education institution
 - University
 - Community college
 - Vocational or technical school
- Enrolled at least half time, as defined by the institution
 - OHSU Definitions:
 - Undergraduate: 6+ credits per semester
 - Graduate: 5+ credits per semester
- Meal plan pays for less than half of meals per week
- For non graduate students, be able to explain employment goals
- For graduate students, be working 20 hours/week

If students are not eligible based on the above criteria, they may still eligible. See next slide.



SNAP ELIGIBILITY FOR STUDENTS – ALTERNATIVE ELIGIBILITY

- Work study
 - There are not open work study positions at OHSU until June (end of the fiscal year)
 - OHSU Students can email finaid@ohsu.edu to find out if they will be eligible in FY21
- Caring for a child under 6 or a single parent with a child under 12
- Participating in WIOA approved program
 - <https://www.wioainoregon.org/eligible-training-providers.html>
- Receiving unemployment
- Receiving TANF
- Unable to work 20 hours/ week due to physical or physiological difficulties
- COVID Modifications may allow eligibility even if the above criteria are not met.



SNAP ELIGIBILITY FOR STUDENTS - INCOME

- A household is a group of people living together that purchase food together and share >50% of food.
- What counts as income?
 - Earned income
 - Unearned income (TANF, social security, unemployment, disability, child support, some financial aid, private and veteran's scholarships)

People in Family/ Household	Annual Income	Monthly Income	Weekly Income
1	\$23,616	\$1,968	\$454.15
2	\$31,869	\$2,658	\$613.38
3	\$40,188	\$3,349	\$772.84



APPLICATION STEP-BY-STEP





SNAP APPLICATION STEP-BY-STEP

List everyone student lives with, even if they're not applying for benefits.

It's ok if student doesn't know housemates' birthdays.

If you live in a shelter or another situation click the "More Info" box

MORE INFO

Does anyone else live in your home? (Required)

☒ Yes

☐ No

Please tell us about the other person:

First Name: (Required)

First Name

Middle Initial:

Middle Initial

Last Name: (Required)

Last Name

Suffix:

Please Select One

Gender: (Required)

Please Select One

Date Of Birth:

Date Of Birth

(mm/dd/yyyy)

☐ I do not know their date of birth.

Select each of the programs you are applying for: (Required)

☐ Food Benefits

☐ None


Please note: At least one person in the household must apply for benefits.



SNAP APPLICATION STEP-BY-STEP


You've told us the following people live with you. Please tell us how each person is related

How Related? **(Required)**


Applicant A

✓ Please Select One

niece of
mother of
first cousin of
grandmother of
granddaughter of
half sister of
daughter of
aunt of
not related to
sister of
stepmother of
stepdaughter of
stepsister of
wife of
related in another way to


Applicant B

Do these two people buy or share food?
(Required)

☒ Yes

☐ No

BACK

NEXT

Buy or share food means these two people purchase, prepare, and share at least 50% of food.



SNAP APPLICATION STEP-BY-STEP

Additional Case Information

Is anyone in your home a migrant or seasonal farm worker? (Required)

- ☐ Yes
☒ No

Is your household's monthly gross income (before taxes) \$150 or more for this month? (Required)

- ☒ Yes
☐ No

Liquid resources are cash on hand, checking or savings accounts. Do you, or anyone you are applying for benefits with, have liquid resources of more than \$100? (Required)

- ☒ Yes
☐ No

Authorized Representative and Alternate Payee

An authorized representative is a person who can apply for benefits for you. They need to know your situation. They can report changes for you. Please remember that a person who is disqualified from receiving SNAP benefits cannot be chosen as an Authorized Representative or an Alternate Payee.

Do you want to choose someone to apply for or report changes for you? (Required)

- ☒ Yes
☐ No

Alternate payee can use applicant's SNAP benefits.



SNAP APPLICATION STEP-BY-STEP

General Person Information

Does Applicant A. have a Social Security Number (SSN)? (Required)

- ☐ Yes
☐ No
☐ I don't know the number

SSN is not required if applicant is not applying for them self.

Is Applicant A. a resident of Oregon? (Required)

- ☐ Yes
☐ No

Where does Applicant A. live? (Required)

Please Select One

Where was Applicant A. born? State: (Required)

Please Select One

Please read: you may still get benefits if you are not a US Citizen. We do not need to know your citizenship if you are not applying for yourself. We will not contact immigration for anyone who does not want benefits. You do not need to be a citizen for your child to get benefits.

Is Applicant A. a United States Citizen? (Required)

- ☐ Yes
☐ No

Students may be eligible for SNAP benefits if they are a legal permanent resident, refugee, asylee, or victim of trafficking.

Applying for SNAP may affect future potential to become a US Citizen.

Read more here: <https://protectingimmigrantfamilies.org/immigrant-eligibility-for-public-programs-during-covid-19/>



SNAP APPLICATION STEP-BY-STEP

Race and Ethnicity

Please tell us about Applicant A. 's ethnicity and race.

If you choose not to give this, please select "I choose not to respond" in the drop downs. It will not affect your eligibility. This information helps us follow Title VI of the Civil Rights Act of 1964.

Choose Applicant A. ethnicity from the dropdown below: (Required)

Please Select One

Choose Applicant A. race using the checkboxes below. Select all that apply.

(Required)

- ☐ Asian
- ☐ Black
- ☐ Native American or Alaskan Native
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Undeclared / Unknown

Benefits Received in Another State

Did Applicant A. receive benefits in another state in the last 30 days? (Required)

- ☐ Yes
- ☐ No

Oregon has a 3 month time limit for SNAP benefits. This time limit is for most adults age 18 but not yet 50, who are able to work, when there are no children in the home. They can get SNAP for only 3 months in a 3-year period. The months you received SNAP in another state my be counted towards the Oregon Time Limit.

Has Applicant A. received SNAP benefits in another state since January 1, 2016? (Required)

- ☐ Yes
- ☐ No



SNAP APPLICATION STEP-BY-STEP

Student Information

Is Applicant A. a student? (Required)

- ☒ Yes
☐ No

This includes classes a person is enrolled in via the Internet or correspondence.

Name of School (Required)

OHSU

Type of School: (Required)

- ☐ High school
☐ GED
☐ Vocational
☐ Undergraduate
☒ Graduate

Full or part time student?

- ☐ Part time
☒ Full time

Special rules apply to students. Click More Info to learn more about students. [MORE INFO](#)

Is Applicant A. working in a state or federally funded work-study job? (Required)

- ☐ Yes
☒ No

Is Applicant A. in a Workforce Investment Act (WIA) program? (Required)

- ☐ Yes
☒ No

Is Applicant A. enrolled in classes at the request of their employer? (Required)

- ☐ Yes
☒ No

Is Applicant A. in a program serving displaced workers? (Required)

- ☐ Yes
☒ No



SNAP APPLICATION STEP-BY-STEP

Miscellaneous Questions

Does Applicant A. have a severe disability expected to last 12 straight months or have a condition that could be life-threatening? (Required)

- ☐ Yes
- ☒ No

Is Applicant A. a current military service member or veteran of military services?

- ☐ Yes
- ☒ No

Does Applicant A. receive food benefits from a tribe? (Required)

- ☐ Yes
- ☒ No

Does Applicant A. have an outstanding arrest warrant? (Required)

- ☐ Yes
- ☒ No



SNAP APPLICATION STEP-BY-STEP



Applicant
A.



Applicant
B.

Please select all of the job situations that apply. (Required)

- ☐ Has a job right now (Not self-employed)
- ☐ Is self-employed
- ☐ Job ended in last 30 days
- ☐ Is starting a new job in 30 days
- ☐ Is on strike from a job
- ☐ None of the above

MORE INFO

Self-employed can be many different things. Click the more info box to see a list of examples of self-employment.

NEXT



SNAP APPLICATION STEP-BY-STEP

Name of Employer? (Required)

Employer Name

Contact phone number, if available (include extension)

Employer Phone

Extension:

Ext

What was the start date for this job?

Start Date

(mm/dd/yyyy)

How often is Applicant B. paid? (Required)

Please Select One

How is Applicant B. paid? (Required)

Please Select One

Does Applicant B. get additional pay?

- ☐ Yes
☐ No

How much did Applicant B. get in gross income this month? (Required)

Gross This Month

How much did Applicant B. get in gross income last month? (Required)

Gross Last Month

Do you expect next month's income to be the same? (Required)

- ☐ Yes
☐ No

Does Applicant B. get paid with goods and services instead of money?

- ☐ Yes
☐ No



SNAP APPLICATION STEP-BY-STEP

Does Applicant A. own or have their name on any of the following. Please provide as much information as possible below:

Checking Accounts

- ☒ Yes
- ☐ No

Type	Name / Location of bank	Current balance/value
<input type="text" value="Type"/>	<input type="text" value="Bank"/>	<input type="text" value="Current Balance"/>
<input type="text" value="Type"/>	<input type="text" value="Bank"/>	<input type="text" value="Current Balance"/>
<input type="text" value="Type"/>	<input type="text" value="Bank"/>	<input type="text" value="Current Balance"/>

Savings Accounts

- ☒ Yes
- ☐ No

Type	Name / Location of bank	Current balance/value
<input type="text" value="Type"/>	<input type="text" value="Bank"/>	<input type="text" value="Current Balance"/>
<input type="text" value="Type"/>	<input type="text" value="Bank"/>	<input type="text" value="Current Balance"/>
<input type="text" value="Type"/>	<input type="text" value="Bank"/>	<input type="text" value="Current Balance"/>



SNAP APPLICATION STEP-BY-STEP

CD / Money Market Accounts

- ☐ Yes
- ☐ No

Stocks

- ☐ Yes
- ☐ No

Bonds

- ☐ Yes
- ☐ No

Retirement Accounts

- ☐ Yes
- ☐ No

Other

- ☐ Yes
- ☐ No

Does anyone have any items of value (Examples: car, truck, boat, etc)

- ☐ Yes
- ☐ No

Is anyone buying, or an owner of, real estate, land, or buildings you are not living on?

- ☐ Yes
- ☐ No



SNAP APPLICATION STEP-BY-STEP

Please check each source of money Applicant A. receives. (Required)

- | | |
|--------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Alimony | <input type="checkbox"/> Annuity Payments |
| <input type="checkbox"/> Court Ordered Income | <input type="checkbox"/> Gift/Money from Relatives |
| <input type="checkbox"/> Income from a Boarder | <input type="checkbox"/> Insurance claim |
| <input type="checkbox"/> Inheritance | <input type="checkbox"/> Loan (another repaying you) |
| <input type="checkbox"/> Railroad Retirement Benefits | <input type="checkbox"/> Winnings |
| <input type="checkbox"/> Adoption Assistance | <input type="checkbox"/> Child Support |
| <input type="checkbox"/> Disability Insurance Payments | <input type="checkbox"/> Dividends or Interest Income |
| <input type="checkbox"/> Educational Income | <input type="checkbox"/> Estate/Trust Fund |
| <input type="checkbox"/> Foster Care | <input type="checkbox"/> Military allotment |
| <input type="checkbox"/> Money from Another Person | <input type="checkbox"/> Payment from Sale or Rental of Property |
| <input type="checkbox"/> Pension/Retirement | <input type="checkbox"/> Social Security Benefits |
| <input type="checkbox"/> Social Security Disability Benefits | <input type="checkbox"/> Spousal Support (Alimony) |
| <input type="checkbox"/> Supplemental Security Income (SSI) | <input type="checkbox"/> Cash Benefits - TANF |
| <input type="checkbox"/> Money from a Tribe | <input type="checkbox"/> Unemployment Benefits |
| <input type="checkbox"/> Veterans Benefits | <input type="checkbox"/> Workers Compensation |
| <input type="checkbox"/> Loan (borrowing money from another) | |
| <input type="checkbox"/> Other - Please Specify | |

Other Unearned Income



SNAP APPLICATION STEP-BY-STEP

Let's start with your housing costs.

Are your monthly rent and utility payments more than your monthly income and money in your bank accounts? (Required)

☐ Yes

☒ No

Does anyone in your household pay for housing? (This includes rent, space rent, mortgage, second mortgage, condominium fees, and association fees.) (Required)

☒ Yes

☐ No

Please enter all of the housing costs that apply.

Rent	Full monthly amount:	<input type="text" value="0.00"/>
	Amount you pay:	<input type="text" value="0.00"/>
Space Rent	Full monthly amount:	<input type="text" value="0.00"/>
	Amount you pay:	<input type="text" value="0.00"/>
Mortgage	Full monthly amount:	<input type="text" value="0.00"/>
	Amount you pay:	<input type="text" value="0.00"/>
2nd Mortgage	Full monthly amount:	<input type="text" value="0.00"/>
	Amount you pay:	<input type="text" value="0.00"/>
Property Taxes	Full monthly amount:	<input type="text" value="0.00"/>
	How often paid:	<div>Please Select One </div>
Condominium & Housing association fees	Full monthly amount:	<input type="text" value="0.00"/>
	How often paid:	<div>Please Select One </div>
Fire or Hazard insurance (not renters)	Full monthly amount:	<input type="text" value="0.00"/>
	How often paid:	<div>Please Select One </div>



SNAP APPLICATION STEP-BY-STEP

Do you get help to pay housing from HUD or Section 8?

- ☐ Yes
- ☐ No

Do you expect to pay the same amount for housing next month?

- ☐ Yes
- ☐ No

If you have reported that you have no income, how are you paying for your expenses?

How Paying Expenses



SNAP APPLICATION STEP-BY-STEP

The Department of Human Services (DHS) will not use costs for shelter, medical, child care and court ordered child support to figure your benefits if you do not report them. Please tell us about some of your bills. If you provide this information, your benefits may be higher.

Does anyone help pay for part of your housing? (Required)

- ☒ Yes
☐ No

Who pays?

First Name: (Required)

Middle Initial:

Last Name: (Required)

Phone Number:

Extension:

Amount they pay? (Required)

Does anyone help pay for part of your utility costs? (Required)

- ☒ Yes
☐ No

Who pays?

First Name: (Required)

Middle Initial:

Last Name: (Required)

Phone Number:

Extension:

Amount they pay? (Required)



SNAP APPLICATION STEP-BY-STEP

Did you receive Low Income Energy Assistance (LIEAP) any time in the last 12 months at this address? (Required)

- ☐ Yes
- ☒ No

Do you pay utilities in addition to your housing costs? (Required)

- ☒ Yes
- ☐ No

How is your home heated?

Please Select One

The heating expense is? (Required)

Please Select One



SNAP APPLICATION STEP-BY-STEP

Congratulations! You are almost done! There are just a few additional questions that we need to ask.

You may need to have an interview as part of this application. We go over the application with you in the interview. It is important to make it to your interview.

Some people will need to come to the office for an interview.

If it's hard for you to get to the local office, you may be able to have a phone interview instead. Would you prefer to talk with a worker in person or by phone? **(Required)**

- ☐ In person
☒ By phone

Home Phone:

Home Phone

Cell Phone:

(503) 867-5936

Message Phone:

Message Phone

Extension:

Ext

Work Phone:

Work Phone

Extension:

Ext

If you are hearing impaired, what phone method do you use?

Please Select One

What is the best way to reach you during the weekday? **(Required)**

Please Select One

What is the best time to call during the weekday? **(Required)**

Please Select One

When DHS contacts you for an interview, the number may appear blocked or unrecognized. If you indicate the best way to reach you is by phone, it is important that you answer during the designated time you have indicated to complete the interview process.

Within 7 days, DHS will send you information about scheduling an interview at a local office. If you need to reschedule, please let us know.

At the interview you may be asked to prove some of your statements. This will include identification, and proof of income.

[Examples of the kinds of proof you may need.](#)



FREQUENTLY ASKED QUESTIONS

- Do SNAP benefits count as income?
 - No, SNAP benefits do not count as income for tax purposes.
- Could I be eligible for SNAP if I own a car or house?
 - Yes, you can still be eligible if you have assets like a car or house.
- Can I receive benefits if I am an out of state student?
 - Yes, as long as you have an address in Oregon and live in Oregon during the school year, you are eligible to apply for SNAP benefits in Oregon.
 - If you leave Oregon for an extended period of time like summer break, you will need to notify DHS.



ADDITIONAL RESOURCES

- University of Oregon SNAP Videos: <https://www.youtube.com/channel/UCIfH-NQLp8RW8NDBdMP5nw/videos>
- Partners for a Hunger-Free Oregon College Student Toolkit: <https://oregonhunger.org/snap-college-toolkit/>
- SNAP Online Training: <https://oregonhunger.org/snap-online-training/>
- 211 – if you call 211 someone can assist with walking through the application process. This is a great resource for applicants as well, as they provide resources to callers beyond SNAP.

College SNAP Outreach and Assistance Toolkit

This toolkit exists to assist you in providing SNAP outreach and application assistance program at your college. Please click on the following sections of the toolkit where you can find the information and tools you will need.

UNDERSTANDING STUDENT ELIGIBILITY FOR SNAP >

ADDRESSING STIGMA >

OUTREACH STRATEGIES >

OUTREACH TOOLS AND MATERIALS >

APPLICATION ASSISTANCE >



THANK YOU!!!
QUESTIONS?

PLEASE FEEL FREE TO REACH OUT TO MADI EGAN (EGANMAD@OHSU.EDU) PRIOR TO THE TRAINING WITH ANY QUESTIONS!