Application Checklist

APPLICATION JOURNEY

- [ ] **Check** what programs you may be eligible for by filling out a prescreener survey online

- [ ] **Create** a MyAccount online for the fastest way to apply!

- [ ] **Gather** documents to provide with the application

- [ ] **Check** to make sure documents are clear and readable

- [ ] **Submit** signed application and documents online, by mail in the envelope provided, or at a DSS office drop box

- [ ] **Look** for a notice from DSS asking for more information and/or a phone interview

- [ ] **Submit** any additional information requested by DSS

- [ ] **Wait** 10 days before checking the status of your application

WHAT I MAY NEED TO PROVIDE

- [ ] **Proof of income:**
  - 1 months' worth of pay stubs
  - 4 weeks of unemployment income
  - 3-month profit and loss statement for self-employment
  - a letter from your former employer stating your last date worked and last date paid
  - 3 months' child support income
  - pension or VA benefits

- [ ] **Proof of expenses:**
  - current rent receipt
  - copy of lease
  - current mortgage statement
  - current utility bills
  - current daycare costs
  - current out of pocket medical expenses
  - monthly child support payments

- [ ] **Proof of assets:**
  - current bank statements
  - current life insurance policy cash value
  - cash on hand, stocks, savings certificates
  - 401k, IRA, 457b, 403b

What documents do I need:

_____
_____
_____
_____
_____
_____
_____

When do I need to submit them by:

Who do I need to contact for documents:

_____
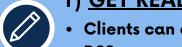_____
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Remember:
- **Start applications for SNAP, Cash, MSP and HUSKY Health for the Aged, Blind and Disabled via DSS; and applications for HUSKY Health for families, children, and for adults under 65 via Access Health CT**

APPLICATION JOURNEY

1) GET READY TO APPLY

- Clients can create a MyAccount with DSS online. This is the fastest way to apply for DSS programs. The same username and password can be used in the Access Health Portal for individuals applying for HUSKY A, B, or D.
- For other ways to apply, visit How-to-Apply-for-Services.
- Approved Community Partners can also apply on behalf of their clients. Find more information on becoming a Community Partner online.
- Visit Connecticut's Benefits Eligibility Prescreener to complete the personalized survey to find out about other programs and services offered in CT.

2) COMPLETING AN APPLICATION

- Online is the fastest way to complete an application for DSS programs!
- If unable to complete online, applications can be mailed to: DSS Scanning Center, PO Box 1320, Manchester, CT 06045-1320, or dropped off at any DSS Resource Center dropbox.
- Applications for HUSKY Health for families, children, and adults under 65 can be completed online with Access Health CT, or by calling 1-855-805-4325.

3) GATHER DOCUMENTS

- DSS tries to verify the information reported on applications using electronic data sources. If we are unsuccessful, we may ask for proof.
- We may be able to process an application faster if proof is sent with it, but don't wait, secure the application date by submitting the application as soon as possible.
- DSS programs like SNAP and Cash require proof of income, assets, expenses, and address, so if they are readily available, send them in with the application. If not, submit the application and we will request further information as needed.

4) FOLLOW UP

- Look for a call from us, we may need to complete an interview for SNAP and Cash.
- Keep an eye out for notices from us, we may ask for more documents.
- If we ask for more documents, follow the instructions on how to submit them. Include name and/or client ID on all pages.
- Wait at least 10 days for processing to check the status of or application online.

5) DECISION

- Once we complete the application, a notice with the results will be sent out.
- Sign up for electronic notices via online accounts, to be alerted when notices are sent and to view them at any time.
- Don't forget to Update Us with any contact info changes.

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