

Renewal Checklist

RENEWAL JOURNEY

- Look** for the renewal about 45 days before your renewal is due
- Review** the info on the prefilled renewal
- Note** any changes on the renewal
- Sign** and date the renewal
- Gather** documents to provide with the renewal
- Check** to make sure documents are clear and readable
- Submit** signed renewal 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 renewal

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

What documents do I need:

When do I need to submit them by:

Who do I need to contact for documents:



Remember:

- gathering documents may require time, make sure to be prepared

- the fastest way to complete a renewal is online with [myDSS](#)
- write your client ID and case number on all documents



RENEWAL JOURNEY



1) GET READY TO RENEW

- Make sure contact information is up to date to get important information from DSS.
- About 45 days before the renewal is due, check for the renewal packet in the mail, or online, if signed up for paperless notices.
- Gather the documents needed to provide with the renewal. Find out what may be needed to submit with the renewal here.
- Online with MyDSS is the fastest way to renew, so set up an account today!

2) COMPLETE YOUR RENEWAL

- Complete renewals right away, either online or by mail, even if there are no changes. Make sure to sign, date, and submit the renewal timely so there is no gap in benefits!
- Make sure paper copies or pictures of proofs being submitted are clear and readable.
- When submitting paper documents, make sure to write the client ID and/or case number on all the pages.



3) SUBMIT

- The fastest way to renew is online with MyDSS
- If unable to renew online, mail the renewal form and documents to DSS in the envelope provided. Or,
- Drop off the renewal form and documents in the drop box at any DSS Resource Center.



4) FOLLOW UP

- Look for a call from us, we may need to complete an interview.
- Keep an eye out for notices from us, we may ask for more documents.
- If we ask for more documents, submit them right away on MyDSS.
- Wait at least 10 days to check the status of documents online!



5) DECISION

- Once we complete the renewal, look for a notice with the results.
- Sign up for electronic notices with MyDSS.