Need to Turn in Documents for ***SNAP?***

Here are the easiest ways to send your verification documents and keep your SNAP application moving.

Save Time. Send Your Documents Online.

Use the One DHS Customer Portal to upload photos or files of your documents. You can:

- Apply for benefits
- Manage your case
- Upload your verification documents
- Review notices
- Sign up for text messaging
- Get reminders and updates

Visit: https://onedhs.tn.gov/csp

You Can Also Use the Drop Box in a Local Office.

The drop box may be outside the building, or in the building lobby. Look for a sign that says Drop Box. ***Leave copies only. Keep your original documents. Write your name and case number on every page.***

Turn in accurate and up-to-date documents.
We use your documents to confirm the information you gave in your application and interview. Make sure the documents you turn in match what you told us.

Keep Your Information Up to Date
After you receive SNAP, you may need to report certain changes to TDHS. Read your notices to know what changes you must report and when to report them.

What to Turn In

To receive SNAP benefits, you must submit verification documents. These documents show your identity, where you live, your income, and your household expenses. Examples include, but are not limited to:

Proof	Example(s)
Social Security Number	Social Security Card
Identity	• Driver's license or State Identification card • School or work identification card • Medical insurance identification card • Passport • Voter registration card
Residency (Where You Live)	• Driver's license • Utility bills (such as electric, gas, or water) • Lease or mortgage receipts showing address • Mail sent to you at the stated address • Library card showing address • Voter registration card
Utility Costs	Electric bill, water bill, gas bill
Shelter Costs	Mortgage statement or rent receipt property tax, homeowner's insurance
Immigration Status	Immigration and naturalization documents (These are not required if you are a U.S. citizen, or for "non-applicants".)
Income	• Paycheck stubs (for the past 30 days) • Employer statement (if you are paid in cash or if you do not have your check stubs) • Self-employment invoices or receipts (includes rental income and freelance or contract work) • Social Security payment documents • Other retirement or pension benefits • Alimony • Child support agreement • Unemployment benefits
Resources	• Bank statements for checking and savings accounts • Stock shares, bonds, and/or CDs • Proof of rental properties • Titles for non-household transportation and recreational vehicles • Titles for vehicles (Families First Only)

Turning in these documents within 10 days of applying helps your case move more quickly. During your eligibility interview, you may be asked to provide more information.

Need more details?
Visit:
https://www.tn.gov/humanservices/for-families/supplemental-nutrition-assistance-program-snap.html

SNAP Putting Healthy Food Within Reach
USDA Supplemental Nutrition Assistance Program

TN Department of Human Services