

# How to Apply for 3SquaresVT

## Vermont's Supplemental Nutrition Assistance Program

(Formerly Food Stamps)

### 1. Fill out and send your application to your local Economic Services Division office.

To get an application, visit [www.vermontfoodhelp.com](http://www.vermontfoodhelp.com) or call 1-800-287-0589. For help filling it out, call your local **Community Action Agency** (if you don't know the number, call 2-1-1). Seniors can call the Senior Helpline at 1-800-642-5119.

### 2. Interview with your 3SquaresVT caseworker.

After receiving your application, Economic Services will send you a letter that will include the date and time of your interview. Most people can have their interview over the phone. Just ask your 3SquaresVT worker.

### 3. What to have ready for your 3SquaresVT interview:

#### Required:

- ◆ Proof of identity (Social Security Number and personal identification)
- ◆ Proof of all income (for example: pay stubs, bank statements, etc.)

#### Additional – to help you get the highest benefit:

- ◆ Housing costs (for example: rent receipt or lease agreement, mortgage statement, etc.)
- ◆ Medical expenses if you are over 60 or have a disability (for example: bills, co-pays, premiums, etc.)
- ◆ Child or adult dependent care (for example: check paid or statement from provider)
- ◆ Court ordered child support paid (proof of payment)



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## What happens after applying?

It can take up to 30 days for Economic Services Division (ESD) to process your application. If you have not heard from ESD within 20 days, call your district office to check the status of your application.

If you are approved for 3SquaresVT benefits, you will receive an award letter in the mail telling you how much your benefit will be each month.

Households where everyone is a senior (65+) or receives SSI can have their benefits directly deposited into their bank account each month.

All other households will receive an EBT (Electronic Benefits Transfer) card in the mail.

- ◆ Once you set up your pin number, you are ready to use your card. It is accepted at most grocery stores and some farmers' markets in Vermont and is used like a debit or credit card.
- ◆ Benefits will be deposited onto your card at the beginning of each month.

Economic Services will contact you when it is time to review your case, which is 12 to 24 months for most households.

If you are denied benefits, you have the right to appeal. Call Legal Aid for assistance: 1-800-769-7459.



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