

FOR OFFICE USE ONLY

Date Received:
Date Interviewed:
Person Interviewed:

- HEALTH CARE COVERAGE REVIEW**
 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

IMPORTANT: DO NOT COMPLETE, DATE, OR SIGN BEFORE THE 1ST OF THE MONTH

CASE NUMBER:

RETURN COMPLETED FORM TO:

Telephone:

You may fill out and submit this review online. Go to <https://apply.dhs.nd.gov> to start your review.

- Log in with your State of ND Login account to see your available reviews. If it is your first time using the system to complete a review, you will have to enter your authorization code.
- You may also choose to fill out the review using a one-time guest user login. Your authorization code is also required.

Authorization Code:

HEALTH CARE COVERAGE REVIEW: This form is used to determine continued eligibility for Health Care Coverage. Read and answer all questions carefully. You may have a friend, relative, or the county social service agency help you complete this form. This review is for **IT MUST BE COMPLETED, SIGNED, AND RETURNED TO THE OFFICE ABOVE BY** . Failure to return the form and required proof on time may result in your case being closed effective .

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) REVIEW: Your SNAP review period ends on . This form is used to determine if you will continue to receive benefits and be assigned another review period. You have the right to file this application **IMMEDIATELY** as long as it contains your name, address, and signature of a responsible household member **OR** authorized representative.

Signature _____ Date _____

Address _____ City _____ State _____ Zip _____

AUTHORIZED REPRESENTATIVE: You can have someone help you if you wish. This person can fill out your review form, answer questions for you, give information at your interview and buy your food with your EBT card. We will be able to share information with this person.

If you choose to have someone help you, fill in their name, address and telephone number below.

Name _____ Telephone Number _____

Address _____ City _____ State _____ Zip _____

If you file your review form after your review period expires, your benefits will be prorated from the date you file it. You may get your prorated benefit within seven (7) days of the date you file **ONLY** if any of the following exists: 1) Monthly rent/mortgage and utilities are more than your household's gross monthly income; 2) Gross monthly income is less than \$150; 3) You are a migrant or seasonal farm worker.

NOTIFICATIONS

Would you like to receive text message notifications*? Yes No

If yes, list cell phone number:

**By checking yes to this question, you agree to all message and data rates that apply. A message will be sent to the provided cell phone number when a review is due.*

Cell Phone Provider: AT&T T-Mobile Cricket Sprint Verizon Wireless
 Other (please specify): _____

Would you like to receive e-mail notifications*? Yes No

If yes, list e-mail address:

**By checking yes to this question, you agree to all message and data rates that apply. A message will be sent to the provided e-mail address when a review is due.*

CHANGE OF ADDRESS**PROOF OF RESIDENCE AND UTILITY BILLS ARE REQUIRED FOR SNAP HOUSEHOLDS ONLY**

Have you moved since your last report? Yes No

If yes, new address:

Mailing address if different:

Date moved:

HOUSEHOLD MEMBERS

List all persons in your household starting with you, then your spouse, your children (including unborn children), other adults and children living in your home. If you need additional space, continue on a separate sheet of paper.

NAME (Last, First, Middle Initial)	RELATIONSHIP	AGE	NAME (Last, First, Middle Initial)	RELATIONSHIP	AGE
	SELF				

Has anyone moved into your household or do you expect anyone to move in? Yes No If yes, complete the following:

Name: _____ Social Security Number: _____ Birth date: _____
 Date person moved in: _____ Relationship: _____ Racial Heritage (optional): _____ U.S. Citizen Yes No
 Do household members purchase and prepare meals separately? Yes No If yes, who: _____

Has anyone moved out of your household or do you expect anyone to move out? Yes No If yes, complete the following:

Name: _____ Date person left: _____ Is the member expected to return? Yes No If yes, date expected to return: _____

Are you a migrant or seasonal farm worker? Yes No

Does anyone in your household receive Tribal commodities? Yes No If yes, list members and name or Reservation/Indian Service Area: _____

**SNAP HOUSEHOLDS ONLY -
ILLEGAL ACTIVITIES AND DISQUALIFICATION**

Have you or any member of your household been convicted of fraudulently receiving duplicate SNAP or TANF benefits in any State after September 22, 1996? Yes No

Are you or any member of your household hiding or running from the law to avoid prosecution, being taken into custody or going to jail, for a felony crime or attempted felony crime, or violating a condition of parole or probation? Yes No

Have you or any member of your household been convicted of a felony under Federal or State law for possession, use or distribution of a controlled drug substance (felony drug conviction) after August 22, 1996? Yes No

Have you or any member of your household been convicted of buying or selling SNAP benefits of \$500 or more after September 22, 1996? Yes No

Have you or any member of your household been convicted of training SNAP benefits for guns, ammunitions or explosives after September 22, 1996? Yes No

Have you or any member of your household been convicted of trading SNAP benefits for drugs after September 22, 1996? Yes No

Are you or any household member participating in SNAP or TANF in another location? Yes No

Are you or is any household member disqualified or have you or any household member ever been disqualified from SNAP or TANF for providing incorrect information or failing to provide information that affected SNAP or TANF eligibility or benefits? Yes No

SCHOOL STATUS

Is anyone currently attending school, boarding school, college or training? Yes No If yes, complete this section **for all household members age 14 or older.**

Name	Last Grade Completed	Name of School or Training Site	PT – Part Time FT – Full Time

Has any household member's school or training status changed or is expected to change? Yes No

If yes, explain:

Has any household member dropped out of school? Yes No

If yes, explain

CHECKING/SAVINGS/OTHER LIQUID ASSETS:

Does anyone in the household have cash, checking, savings, debit card accounts (other than checking/savings accounts) certificates of deposit, IRA's, annuities, burial accounts? Yes No If yes, complete the following and provide current proof of all accounts. Include all assets owned jointly with another person even if they do not live with you.

NAME(S) ON ACCOUNT	NAME OF FINANCIAL INSTITUTION	TYPE OF ACCOUNT	TODAY'S BALANCE

Has anyone made arrangements for funeral expenses or given money, property, or insurance to someone else to pay for funeral expenses for any household member? Yes No

If yes, explain:

OTHER ASSETS:

Did anyone in your household **receive, buy or inherit any assets or sell, give away, or transfer any assets** such as cash, land, buildings, mobile home, contract for deed, mineral acres, life insurance proceeds, stocks, bonds, burial account, trust account, IRA or KEOGH plan, livestock, vehicles, machinery, tools, etc. in the last 3 months for Food Stamps and 12 months for Health Care Coverage? Yes No

If yes, explain and provide proof:

Date:

VEHICLES:

Do any household members own a vehicle? Yes No If yes, complete this section.

OWNER'S NAME	YEAR	MAKE/ MODEL	LICENSED (Yes/No)	STATE LICENSED IN	VALUE	AMOUNT OWED
					\$	\$

LIFE INSURANCE: (Not required for SNAP only cases)

Does anyone have life insurance? Yes No If yes, complete the following:

NAME OF INSURED PERSON	NAME AND ADDRESS OF COMPANY	POLICY NUMBER	FACE VALUE	CASH SURRENDER VALUE	OWNERS

ASSET CHANGES:

Does anyone in the household own farm equipment, a home/mobile home, income producing tools/equipment, life estate/life lease, mineral rights, notes or contract for deed, real property, retirement funds, safety deposit box, savings bonds, stocks/bonds/mutual funds, trusts, etc. Yes No If yes, complete the following and provide current proof of the value of these assets.

TYPE OF ASSET	LOCATION/ DESCRIPTION	TOTAL VALUE	AMOUNT OWED	OWNERS

INCOME INFORMATION

UNEARNED INCOME:

This section must be completed for each household member including all children and stepparents. Check each item "yes" or "no." If "yes," show the amount received, who received it, date received, and attach proof. The amount must be shown for both **LAST MONTH** and **NEXT MONTH**.

				LAST MONTH		NEXT MONTH	
	Yes	No	Received By	Amount	Date(s)	Amount	Date(s)
BIA General Assistance							
Bingo/Gambling Winning							
Child Support/Spousal Support							
Individual Indian Monies (IIM)*							
Interest/Dividend Income							
Money from Friends, Relatives or Others							
Retirement (Type):							
Rental Income/Contract for Deed							
Social Security							
Supplemental Security Income (SSI)							
TANF							
Unemployment Benefits							
Veterans Benefits/Military Allotment							
Worker's Compensation							
Other (List Type)							

* IIM information is not required for Health Care Coverage.

Has anyone applied for benefits not yet received? (For example: Social Security, SSI, Workers Compensation, Unemployment Benefits) Yes No If Yes, please explain:

EARNED INCOME (Wages or Salary):

Is any household member (including children) working? Yes No If yes, complete this section. List information about full-time, part-time, seasonal, or temporary employment for all household members. If space is needed to list more jobs, enter them on a separate sheet of paper. The amount must be shown for both **LAST MONTH** and **NEXT MONTH**. **PROOF OF ALL INCOME MUST BE PROVIDED.**

Household Member's Name	Employer	Gross Amount for	Hours Worked Per Week	Salary/ Hourly Wage	Amount of Tips/ Commission	How Often Paid	Day(s) of Week/ Month Paid	Date of Next Paycheck

NEXT MONTH:

Has any household member received commissions, bonuses or incentives other than those included above in the last six months? Yes No If yes, list the household member, date received and amount: _____

Does anyone outside the household deposit money into a household member's bank account? Yes No If yes, explain: _____

Has anyone's employment stopped or have work hours been reduced within the last 30 days? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Who _____
Last day of work?	Was the person: <input type="checkbox"/> Laid Off <input type="checkbox"/> Fired <input type="checkbox"/> Quit <input type="checkbox"/> Other	Why? _____
When did this person receive their last paycheck? _____		Proof Must be Provided
Has anyone started employment since last report? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, Who _____ When _____ Where _____		
When will the first check be received? _____	How often paid? _____	

SELF EMPLOYMENT:

Is any household member self-employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name of business:	Type of business:
A complete copy of the most current Federal Income Tax Return must be provided. If you do not have a current tax return that includes the self employment business, provide income and expense ledgers.	
Does anyone in your household expect a change in self employment income NEXT MONTH? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, explain _____	

EXPENSES
SNAP HOUSEHOLDS ONLY

Does your household have any of the following expenses? Check yes or no for each item and list amounts. **Proof of current expenses must be provided.** You will not receive a deduction for any allowable expense you fail to report and verify.

CURRENT EXPENSES	YES	NO	Total Amount	Amount You Pay
Rent/Mortgage (circle one)				
Lot Rent				
Do you pay separately for the use of a garage?				
Is anyone working off any part of the rent?				
Does any government agency pay any part of your rent?				
Property taxes (not included in mortgage)				
Homeowners Insurance (not included in the mortgage)				
Electricity				
Heating costs (gas/propane/electric, etc.)				
Water/Well installation or maintenance				
Sewer/Septic tank installation or maintenance				
Garbage				
Telephone/Cell Phone				
Do you have an air conditioner?				
Are you responsible for air conditioning costs?				
Do you receive heating assistance (LIHEAP)?				
Do you intend to apply for heating assistance (LIHEAP)?				

AGENCY USE
Household is entitled to one of the following mandatory utility standards:

<input type="checkbox"/> HL SU (Heating/Cooling/LIHEAP)	<input type="checkbox"/> MU (water, sewer, garbage, electricity)
<input type="checkbox"/> LU SA (Water, sewer, garbage, electricity, telephone)	<input type="checkbox"/> TL (Telephone only)

EXPENSES

Proof of current of expenses must be provided. You will not receive a deduction for any allowable expense you fail to report and verify.

Does any household member pay court ordered child support, health insurance premiums, or other support payments?

Yes No

Who are the payments for:	Court ordered amount:	Amount you pay:
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Does your household have child care expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No	Billed amount:	Amount you pay:
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Are you receiving Child Care Assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you applied for Child Care Assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you expect any changes in these expenses next month? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
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Does anyone help you pay any of these expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list what expenses, who is paying, and how much they are paying:
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Does anyone help you pay any of these expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list what expenses, who is paying, and how much they are paying:
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MEDICAL EXPENSES	YES	NO	Total Amount	Amount You Pay
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Do household members who are age 60 or older or disabled pay health insurance premiums?				
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Do household members who are age 60 or older or disable pay medical expenses? <i>*Medical expenses include doctor, dental and eye care visits, hospital bills, in-home care, nursing home care, prescriptions, medical supplies, hearing aids, eyeglasses and contacts, and the cost of transportation and lodging to obtain medical treatment.</i>				
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Do you expect any changes in expenses next month?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
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If yes, please explain:

Does anyone help you pay these expenses?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
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If yes, please list expenses, who pays, and how much paid:

Does anyone in the household pay representative payee/guardianship fees?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
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HEALTH INSURANCE

Does anyone have health insurance coverage? Yes No If yes, complete the following:

Person(s) Covered	Policy Holder Name and Address	Health Insurance Name, Address & Phone Number	* Type of Coverage	Effective Date	Policy Number	Group Number	Monthly Premium

*** Types of Coverage: (List all that apply)**

A - Hospital	E - Vision	I - HMO Insurance	M - Medicare Supplement	V - Veteran's
B - Doctor	F - Nursing Home	J - Court Ordered	N - Drug Insurance	W - Medicare
C - Major Medical/Lab/Xray	G - Cancer	K - Medicare part A	P - Accident	Part D
D - Dental	H - Champus/TriCare	L - Medicare part B	P - Worker's Compensation	

Does anyone outside of the household pay the premium? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who:
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Does anyone expect any changes in health insurance coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain:
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INFORMATION AND REFERRAL

If my household is eligible for TANF Information & Referral Services, my household has been notified and authorized to receive TANF Information and Referral Services.

PLEASE READ

- In addition to completing this form, **You must report changes that could affect eligibility. For SNAP, changes must be reported by the 10th day of the month following the month the change occurs. For Medicaid, changes must be reported within 10 days from the time you learn of the change.**
- Household benefits may increase, reduce, stay the same, or end as a result of the answers you give on this report. You will be notified in writing of changes and the reason for such change.
- This report will be incomplete if not signed and dated, required questions are not answered, and necessary proof are not attached.
- 42 U.S.C. 1320b-7 requires all persons requesting assistance to provide their social security number or show that they have applied for one; failure to provide this information will cause the person to be ineligible for assistance. The social security number is used to check the identity of household members, to prevent duplicate participation, to monitor compliance with program regulations, for claim collection, for official examinations by Federal and State agencies, and to help make mass changes. The social security number is also used to check information in our records and against other Federal, State and local government computer matching systems participating in the Income and Eligibility Verification System, including but not limited to the IRS, SSA, Department of Labor and TANF, which may affect eligibility and level of benefits. Use of social security numbers provided for SNAP benefits may be disclosed to law enforcement for purposes of apprehending fleeing felons.
- State and Federal Laws provide for a fine and/or imprisonment for any person who fraudulently receives or attempts to receive assistance to which they are not entitled.
- The alien status of any household member may be subject to verification by the Immigration and Naturalization Service (INS) through the submission of information from the application to INS, and that the information received from INS may affect the household's eligibility and level of benefits.
- Equal Treatment. In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Under the Food and Nutrition Act and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs. To file a complaint of discrimination, contact USDA or HHS. Write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). Write HHS, Director, Office for Civil Rights, Room 506-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202)619-0403 (voice) or (202)619-3257 (TDD). USDA and HHS are equal opportunity providers and employers.

PENALTY WARNING FOR SNAP RECIPIENTS

- **SNAP PROGRAM**
 - Do not give false, inaccurate, or incomplete information.
 - Do not buy ineligible items such as alcohol or tobacco with SNAP benefits
 - Do not trade or sell your EBT card.
 - Do not use or have in your possession another person's EBT card or SNAP benefits.

Any member of your household may be removed from SNAP for:

- One year for violating a SNAP rule;
- Two years for a second violation; or first conviction for buying, selling, or trading SNAP for a controlled substance.
- Ten years for a conviction for making a fraudulent statement with respect to identity or representation with respect to identity or place of residence in order to receive multiple benefits at the same time.
- Lifetime for violating a SNAP rule a third time; or a second conviction for buying, selling, or trading SNAP for a controlled substance; convicted of buying or selling SNAP benefits of \$500 or more. If a court of law finds a household member guilty of trading SNAP for firearms, ammunition, or explosives, the individual is permanently barred from the program.
- In addition, any household member may be removed by a court for an additional 18 months; or prosecuted and fined up to \$250,000 or imprisoned up to 20 years or both.
- A SNAP recipient who is subject to the work requirements and fails to comply with the requirements may lose SNAP benefits.

Receiving SNAP or Health Care Coverage benefits has no bearing on any other programs time limits that may apply to your household. If you are applying for or already receiving TANF benefits, the time limits and other requirements that apply to receipt of TANF do not apply to receipt of SNAP or Health Care Coverage benefits. If you no longer receive TANF or if your case is closed for TANF because of the lifetime limit, because you started work, or for some other reason, you may still qualify for SNAP and Health Care Coverage benefits.

AUTHORIZATION TO RELEASE INFORMATION

I/We authorize any person having custody or knowledge of the information relating to me or other household members to disclose any requested information, including confidential information other than protected health information, to any authorized agent of the North Dakota Department of Human Services. I authorize the North Dakota Department of Human Services and carrier providing Healthy Steps insurance to release to each other information regarding any services or benefits I received under Healthy Steps. This authorization will remain valid until assistance ends or until revoked in writing. I/we authorize Child Support to release any records of child support payments that I/we have made or received. A copy of this authorization is as valid as the original.

SIGNATURE

I certify under penalty of perjury, that the information contained on this report is true, including the information concerning citizenship and alien status of members applying for benefits.

You or your authorized representative may request a fair hearing orally or in writing if you disagree with any action taken on your case. Your case may be presented at the hearing by any person you choose. We will consider this report without regard to race, color, sex, handicap, religion, national origin or political belief.

SIGNATURE

DATE

TELEPHONE NUMBER

WITNESS IF YOU SIGNED WITH AN X