Next Steps After Applying for Basic Food

Date Applied: ________________ *You have 30 days to complete your interview*
Application Tracking Number: ______________________________

1) Complete an interview with DSHS staff at one of the following locations:
   *Walk-in only. You do not need an appointment.

- **Opportunity Council DSHS Outstation**
  1111 Cornwall Ave.
  Tues-Wed 8am-3:30pm, Thurs 8-11am

- **DSHS Community Services Office**
  4101 Meridian St.
  Mon-Fri 8am-2pm

- **Lummi DSHS Outstation**
  2592 Kwina Rd. (in Medical Clinic)
  Mon, Wed, Fri 8am-3:30pm (closed 12-12:30)

- **Nooksack DSHS Outstation**
  5061 Deming Rd (Nooksack Tribe Family Services)
  Wed, Fri 8:30am-4pm (closed 12-1)

- **Over the phone**
  Call 1-877-501-2233
  Mon-Fri 8am-2pm

2) Provide Documentation
   *Bring required docs to your interview, OR fax (1-888-338-7410) OR mail (to DSHS—CSD, PO Box 11699 Tacoma, WA 98411-6699) before your interview. Do not provide original documents to DSHS, you will NOT get them back.

   **Proof of Identity**
   ___Driver’s License or State ID
   ___Work or School ID Card
   ___Health ID Card
   ___US Passport
   ___Other

   **Earned Income**
   ___Pay stubs (past 3-6mo.)
   ___Employer Statement
   ___Income Tax Forms
   ___Self-employment bookkeeping records (for 12mo)

   **Un-earned Income**
   ___Social Security Award Letter
   ___Child Support Agreement
   ___Unemployment Stubs
   ___Bank Statement w/ deposits
   ___Income Tax Forms

   **Residency & Expenses**
   ___Lease Agreement
   ___Rent/Mortgage Papers
   ___Statement of Shared Living Arrangement
   ___Utility Bills

   **Medical Expenses**
   (Seniors/Disabled Only)
   ___Medical Bills/Receipts
   ___Medicare Card indicating Part B Coverage
   ___Repayment agreement

**IMPORTANT:** It is your responsibility to go to DSHS for an intake interview or to call for a phone interview. And it is your responsibility to provide all required documents. In some cases, DSHS may not send you a letter.
HOW SOON CAN I RECEIVE MY FOOD BENEFITS?

- DSHS will determine if you’re eligible for Expedited Service if you provide all required documentation and meet one of the following:
  - Your household has less than $150 gross monthly income and less than $100 available cash
  - Your household’s income and resources are less than your monthly rent and utilities
  - Your household includes a destitute migrant or seasonal farm worker
- Expedited service in Whatcom Co. is typically processed in 1-2 days
- Standard service means is on average about 10 days in Whatcom Co.

CERTIFICATION PERIOD AND REVIEW TO MAINTAIN BENEFITS

- You must complete an Eligibility Review at the end of your certification period. This period is typically every 6 months but may be more often as determined by DSHS.
  - Approximately 45 days before the end of your certification period, DSHS will send you a recertification form to complete and return to DSHS.
    - Form can be found on www.washingtonconnection.org - Click on “How do I…” then “Find frequently used DSHS forms.” Find “Mid certification review (form 14-467)
    - Turn in form to DSHS office or Fax review form to 1-888-338-7410
- You may complete your review up to 1 month before the due date, no sooner

WHEN DO I NEED TO REPORT CHANGES?

- You are responsible to update DSHS with changes in your mailing address, household makeup, income, or deductions.
- If your income changes but is still under 130% FPL, submit new income at your next review date.
  - At each review or intake, income needs to be verified.
- If your income changes and is over 130% FPL, you have until the 10th of the next month to report the change.

HOW CAN I CHECK MY STATUS AND IMPORTANT RENEWAL DATES?

- Create a Client Benefit Account on www.washingtonconnection.org
  - In the green box click on “How do I…” then “Create an account with Washington Connection.”
  - Only the Head of Household can create an account, and they must provide the following:
    - Name, Date of Birth, Email address, Social Security #

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<tr>
<th>If you have questions about:</th>
<th>Call this number:</th>
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<tr>
<td>The status of your benefits</td>
<td>877-501-2233</td>
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<td>Reporting a change in your benefits</td>
<td>877-501-2233</td>
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<td>Calling in for a phone interview</td>
<td>877-501-2233</td>
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<td>Quest/EBT card issues</td>
<td>888-328-9271</td>
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<td>Completing your mid-certification review</td>
<td>800-865-7801</td>
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<td>Replacing a lost or stolen Quest/EBT card</td>
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<td>Benefits application/eligibility</td>
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<td>General questions or concerns</td>
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