

# How to Submit Documentation for your 3SquaresVT Application

**You must provide certain documents to get 3SquaresVT benefits.**

- You may include documents with your application. Use the list on the other side of this sheet to get started.
- In your interview, the benefits specialist will tell you the documents you need to send in. **You will receive a notice in the mail after your interview with more information and a list of the documents needed. Check your mail often so you don't miss this important notice.**
- You must respond to that notice on time or you may be denied benefits. **If you have a hard time getting the information and documents needed, visit your local district office or call 1-800-479-6151 for help.** Dial 2-1-1 to find your local district office.
- **Make copies of all your documents. Do not mail originals.** Many town offices and public libraries have a photo copier you can use for free or a small fee.
- Write your name and the last 4 digits of your social security number on each page you send in.
- **Bring copies to the local district office or mail them to:**

DCF/Economic Services Division  
Application and Document Processing Center  
280 State Drive  
Waterbury, VT 05671-1020

**For more information or questions about 3SquaresVT,  
call 1-800-479-6151 or go to [www.vermontfoodhelp.com](http://www.vermontfoodhelp.com).  
For a spoken language interpreter, call 1-855-247-3092.**



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# 3SquaresVT Documentation Checklist

**Remember:** Always bring or mail copies of your documents, not originals. You can make copies at many town offices and public libraries. Write your name and the last four digits of your Social Security number (SSN) on each page.

## You may be asked to provide:

- Identification (such as driver's license, birth certificates, health insurance cards) and Social Security numbers (SSN) for everyone who wants 3SquaresVT benefits. Photo ID is not required.
- Proof of all earned income received in the last 30 days (such as pay stubs, a letter from your employer, etc.).
- If self-employed, your most recent federal tax forms. If the business is new or if your latest tax return does not reflect current income levels, record books showing income and expenses.
- Proof of unearned income such as a pension, interest, dividends or child support. You do not need to send documentation of your Social Security payment unless asked.
- Proof of any court ordered child support you pay to anyone not living in your household.

## Additional documentation:

- Out-of-pocket medical expenses.

If you are 60 or older or have a disability, you may qualify for a higher 3SquaresVT benefit if you prove that you spend at least \$35.01 on medical expenses each month. This includes all out-of-pocket medical expenses approved by a health care professional. You can claim Medicare premiums, prescriptions, over-the-counter medications, eyeglasses, dental care, and more. If you spend more than \$173 a month on medical expenses, the benefits specialist will tell you what additional documents are needed to claim all of your medical expenses. Proof can be a bill, invoice, letter from your doctor, etc.

- You may need to show proof of housing costs like rent, mortgage, or property tax.
- A benefits specialist will tell you about any additional documentation needed during your interview. You may also call 1-800-479-6151 if you have any questions about documentation.



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