

# How to Apply for 3SquaresVT

## 1. Submit an application. You can apply in three different ways:

- **Apply online** at [www.mybenefits.vt.gov](http://www.mybenefits.vt.gov) *or*
- **Apply in person** at your local district office & bring your documentation with you (find your local district office by dialing 2-1-1) *or*
- **Fill out a paper application** (make a copy for your records) and send it to:  
DCF/Economic Services Division  
Application and Document Processing Center  
280 State Drive, Waterbury, VT, 05671-1020

To get an application, visit [www.vermontfoodhelp.com](http://www.vermontfoodhelp.com) or call **1-800-479-6151**. For a spoken language interpreter, call **1-855-247-3092**.

For help filling it out, call your local **Community Action Agency** or dial **2-1-1** for local application assistance.

Seniors can call the Vermont Senior HelpLine at **1-800-642-5119**.

## 2. Phone Interview with a 3SquaresVT Benefits Specialist.

After processing your application, Economic Services will send you a letter in the mail asking you to call them for a phone interview. You don't need an appointment to call, and you must complete the interview **as soon as possible**. Call **1-877-403-7668** for your interview Monday through Friday between 8 AM and 4 PM. You may visit your local district office for a face-to-face interview if you prefer.

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

#### Required:

- Proof of identity (Social Security Number and personal identification)
- Proof of income (for example: pay stubs, signed statement from your employer, etc.)

#### Additional/Optional (to help you get the highest benefit):

- Medical expenses if you are over 60 or have a disability (for example: medical bills, premium statements, pharmacy receipts, mileage, etc.)
- Court ordered child support paid (proof of payment and court order)



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# What happens after applying?

## 1. Processing your application

- It can take up to 30 days for Economic Services to process your application. To check the status of your application, call 1-800-479-6151 (**press 1** in the automated menu or hold on the line for an agent) or go to [www.mybenefits.vt.gov](http://www.mybenefits.vt.gov) (and click “access my benefits”). For a spoken language interpreter, call 1-855-247-3092.
- If you are approved for 3SquaresVT benefits, you will receive a letter in the mail telling you how much your benefit will be each month and for how long you are certified (households are certified for 12 or 24 months).

## 2. Receiving benefits

- If everyone in the household is 65+ or receives SSI, benefits are directly deposited into their bank account on the first of each month. However, during the initial first month receiving 3SquaresVT, benefits will come on an EBT card.
- 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 many grocery stores and Vermont farmers markets and is used like a debit card.
  - Benefits will be deposited onto your card on the first of each month. Benefits roll over each month.

## 3. How to continue receiving benefits

- Halfway through your certification period you will receive an “Interim Report”. **Even if nothing has changed**, you must complete, sign, and return this form.
- You must recertify at the end of your certification period (12 or 24 months) to continue receiving benefits. Economic Services will contact you when it is time to recertify. You can recertify online, in person at your local district office, or by mail.

## 4. Appealing a decision

- If you disagree with the decision you receive, you have the right to appeal. Call the Benefits Service Center to register an appeal at 1-800-479-6151. Call Vermont Law Help for assistance at 1-800-747-5022.



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