

## 3SquaresVT Documentation Check List:

You are required to have an interview and provide certain documentation to receive 3SquaresVT benefits. You will receive a notice in the mail outlining the documents you need; the sooner you send them to Economic Services, the sooner your application can be completely processed.

### REQUIRED:

\_\_\_ Identification (such as a driver's license, birth certificates) and Social Security numbers for everyone who wants 3SquaresVT benefits. Photo ID is not required.

\_\_\_ Proof of all earned income in the last 30 days (such as pay stubs, a letter from your employer, etc.)

\_\_\_ If self-employed, your most recent tax forms or record books showing income and expenses

\_\_\_ Unearned income such as a pension or child support

\_\_\_ Proof of any court ordered child support paid to anyone not living in your household

\_\_\_ Information about bank accounts or other investments, such as account numbers and how much money you have. *If the benefits specialist needs this information they will let you know at the time of your interview.*

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

\_\_\_ If you are 60 or older or have a disability, proof of the first \$35.01 of out-of-pocket medical expenses you pay per month, such as Medicare premiums, prescription and over-the-counter medications, eyeglasses, and dental care. If your medical expenses are over \$173.00 per month the benefits specialist will advise you at your interview what additional verification is needed. Proof can be a bill, invoice, drug store receipt, etc.

If the benefits specialist does not have the above information when they are interviewing you, you will have time to get it, but it may take longer for you to get benefits. The benefits specialist may also ask you for more information.

If you try and are not able to get the information the benefits specialist asks for, be sure to let them know right away. They may be able to help you get this information.

**SEND DOCUMENTATION TO:** *send photocopies with your name on each page (no originals)*

DCF/Economic Services Division  
Application and Document Processing Center  
103 South Main Street  
Waterbury, VT 05671-1500

For more information or questions about 3SquaresVT call 1-800-479-6151 or go to [www.vermontfoodhelp.com](http://www.vermontfoodhelp.com)



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