

# Applying for Benefits

## Providing Information and Verifications

When applying for benefits either online or submitting a paper application it is key to provide the required information and verifications to determine eligibility and benefits. Verification and information provided is kept confidential.

**An application is considered valid the date an application is received with the applicant's name, address and valid signature. Eligibility is determined from the date the application is received. The applicant will still need to provide information to qualify for Food Assistance (FA), TANF Cash assistance (TANF) and Child Care Assistance (CC) and complete an interview for FA and TANF to determine if the applicant is eligible for benefits.**

On the application include information about:

### Applicant and Others in the household

- Applicant's spouse
- Cohabiting partner, boyfriend/girlfriend (TANF/CC only)
- The children (living with them) of the applicant, cohabiting partner or boyfriend/girlfriend

### Additional household members including any

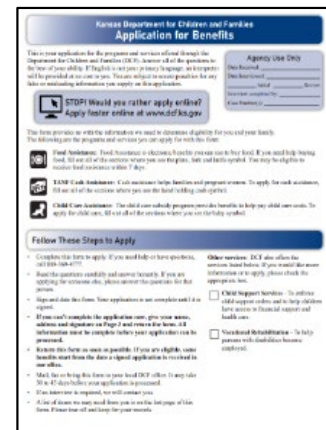
- Parent of a child 21 and under (FA only)
- People that purchase and prepare food together (FA only)
- Non-Parental caretaker of any minors
- Household members applying for benefits

On the application answer all questions:

- Street and mailing address
- All phone numbers applicant can be reached
- Social Security numbers and dates of birth for each person (Social Security numbers are not required for Child Care)
- Disability/Medical conditions
- Citizenship or non-citizenship status
- Students/School attendance
- All income, resources, expenses
- Child Care – Child Care provider, parent(s) schedule, child(s) school name and schedule

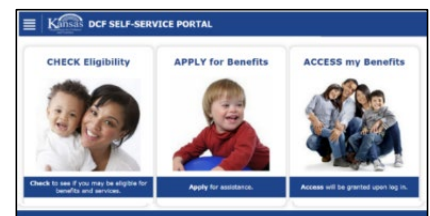
Verifications are proof of the information reported on an application for assistance.

- Some information can be verified by consumer statement
- Some information requires a document to verify
- Each program has different verification requirements



The screenshot shows the 'Application for Benefits' form from the Kansas Department for Children and Families. It includes sections for 'Agency Use Only', 'STDFI Would you rather apply online?', and 'Follow These Steps to Apply'. The 'Follow These Steps to Apply' section lists steps such as 'Complete the form to apply', 'Check for updates', 'Sign and date the form', 'Submit the form to the agency', 'Wait for the agency to process your application', and 'Check for updates'. There are also checkboxes for 'Check for updates' and 'Check for updates'.

Where to find a Child Care Provider and other Child Care resources  
<https://ksqualitynetwork.org/>



# DCF Self-Service Portal

[Go to SSP](#)

Uploading verification documents, as part of applying for benefits in the DCF Self-Service Portal end-users can upload documents to verify the information you provided.

- Allowable file types: Microsoft PowerPoint, Microsoft Word, Microsoft Excel, PDF, TXT, HTML, BMP, JPEG and JPEG. Other file types cannot be uploaded to the Portal.

When completing an online application, the *Verification Documents* page will display.

To upload a document:

- Select the *Document Type* from the drop-down values and click the *Choose File* button
- Locate and select the document you want to upload and click the *Open* button
- The uploaded documents name displays on the *Verification Documents* page and will be attached to the application when submitted
- Complete steps to upload additional verifications documents.

The image shows three screenshots of the DCF Self-Service Portal. The top screenshot shows the 'Verification Documents' page with a 'Document Type' dropdown menu open, listing options like 'Proof of Citizenship', 'Proof of Address', etc. A 'Choose File' button is highlighted. The middle screenshot shows a Windows File Explorer window with a file named 'Income' selected on the Desktop, and an 'Open' button highlighted. The bottom screenshot shows the 'Verification Documents' page after upload, with the file name 'ProofofIncome - Income.pdf 2 KB' displayed and a 'Delete' button next to it. A 'Save and Continue' button is also visible.



The DCF Self Service Portal can be accessed and is useful using a mobile device such as a smart phone, tablet or iPad.

- Verifications can be uploaded using a mobile device following the same steps above
- Confirm any images captured using a mobile device are clear and readable

Learn How To Use the DCF Self-Service Portal  
To view an SSP tutorial:


































- On the portal click the hamburger menu corner
- The *Useful Links* menu displays. Select *How To Use This Site* from the menu
- The *Learn How To Use the DCF Self-Service Portal* page displays, select a tutorial to view

The image shows a screenshot of the DCF Self-Service Portal. On the left, a 'Useful Links' menu is open, with 'How To Use This Site' highlighted. A red arrow points from this menu item to the main content area. The main content area is titled 'Learn How To Use the DCF Self-Service Portal' and contains a list of tutorials with links to 'View Video', 'View Text', and 'View Spanish Text'. A red arrow points to the 'How to Use This Site' tutorial.

# Verifications: What Information You Need To Provide












As part of the application process specific information must be verified. If additional verification is needed a letter will be sent to the applicant requesting additional verifications. Applicants should open all mail from DCF to be sure what verifications might be requested. Remember: The more verifications that are submitted with an application, the sooner eligibility can be determined. Applicants applying for FA and TANF will receive a phone call to complete an interview.

Programs:  Food Assistance  TANF Cash Assistance  Child Care Assistance

Identity	<ul style="list-style-type: none"> <li>ID with name for all household members 18 and over</li> </ul>	  
Citizenship	<ul style="list-style-type: none"> <li>Birth Certificate or passport</li> </ul>	 
Relationship	<ul style="list-style-type: none"> <li>Caretaker relationship within the fifth degree of kinship - Birth Certificates</li> </ul>	
Non-Citizen	<ul style="list-style-type: none"> <li>Official document showing immigrant status</li> </ul>	  
Ongoing Employment	<ul style="list-style-type: none"> <li>Most recent 30 days of paystubs</li> </ul>	  
New Employment	<ul style="list-style-type: none"> <li>Employer statement should include date employment began, hours worked per pay period, pay rate, how often paid, day of week paid, date of first check, tips, commission</li> </ul>	  
Terminated Employment	<ul style="list-style-type: none"> <li>In month of application or prior month employer statement date employment ended and the date and amount of last check</li> </ul>	  
Self-Employment	<ul style="list-style-type: none"> <li>Most recent tax return</li> <li>Most recent 3 months of business ledgers</li> <li>New self-employment a signed statement of expected income</li> </ul>	  
Child Support Income	<ul style="list-style-type: none"> <li>Child Support voluntarily received or received from another state most recent 3 month history</li> </ul>	  
Gift Monies	<ul style="list-style-type: none"> <li>Statement from the person gifting money, amount and how often</li> </ul>	  
Other Income	<ul style="list-style-type: none"> <li>Social Security, SSI, Tribal, VA, Work Comp, Unemployment, Retirement, or any other income</li> </ul>	  
Resources	<ul style="list-style-type: none"> <li>Copies of Annuity, Stocks, Trust, Bonds</li> <li>Real Estate - except the house the applicant resides in</li> </ul>	  

# Verifications: What Information You Need To Provide continued

Programs:  Food Assistance  TANF Cash Assistance  Child Care Assistance

<b>School Attendance</b>	<ul style="list-style-type: none"> <li>• Child is 18 years of age and attending High School </li> </ul>
<b>Training Program</b>	<ul style="list-style-type: none"> <li>• Able Body Adults without Dependents (ABAWD) attending a training program </li> </ul>
<b>Drug/Alcohol Treatment</b>	<ul style="list-style-type: none"> <li>• Able Body Adults without Dependents (ABAWD) in drug or alcohol treatment/rehabilitation treatment </li> </ul>
<b>Potential Resources</b>	<ul style="list-style-type: none"> <li>• Proof in applying for potential resources Medicaid and unemployment benefits </li> </ul>
<b>Out of State Benefits</b>	<ul style="list-style-type: none"> <li>• Notice/letter from the other state affirming the date benefits ended   </li> </ul>
<b>Work Program Orientation</b>	<ul style="list-style-type: none"> <li>• Complete <a href="#">Work Programs Orientation</a> online and provide a copy of certificate </li> </ul>
<b>Signed Forms</b>	<ul style="list-style-type: none"> <li>• <a href="#">ES-3100DT Acknowledgement of TANF Drug Testing Policy</a></li> <li>• <a href="#">E-6 Self –Assessment Form</a> </li> </ul>
<b>Information You Can Provide That May Make You Eligible For More Benefits</b>	
<b>Medical Expenses</b>	<ul style="list-style-type: none"> <li>• Out of pocket medical expense for elderly/disabled </li> </ul>
<b>Child Support Paid</b>	<ul style="list-style-type: none"> <li>• Child Support court ordered from another state </li> </ul>

## Submitting Verifications

- Verifications can be submitted with an application, drop off, uploaded electronically via the SSP, US mail, email and fax. Find contact information for your local service center [here](#).
- Make copies of paper verifications. Please do not send originals.
- Verifications being submitted either by paper or electronically should have the applicant's case number (if known), applicant's name and date of birth written on them to ensure they can be matched with the correct case.