

## Forms Used in the SNAP Program

Following are the forms and their uses, as related to the Supplemental Nutrition Assistance (SNAP) program. The forms with the most high-volume use are grouped by type (for example, *applications*). The remainder of forms are listed in numerical order.

Forms or notices available on NOTM are in both English and Spanish. For the Spanish forms, go to NOTM,SP.

### Applications

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
<a href="#"><u>DHS 415F</u></a>	<i>Application for Services</i> Used at initial application and at recertification at self-sufficiency branches for individuals receiving SNAP, cash and/or medical benefits. This form also serves to work register all OFSET mandatory members of the filing group. For initial applications, the form is used with the <a href="#"><u>DHS 6609</u></a> packet.	X	X	X		
<a href="#"><u>DHS 415X</u></a>	<i>Additional space for other people living with you</i> Used to supplement <a href="#"><u>DHS 415F</u></a> for large households applying for benefits.	X	X			
<a href="#"><u>DHS 415Y</u></a>	<i>Re-Application for Food Stamp Benefits (Part 1)</i> Used at recertification at self-sufficiency branches	X	X			

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
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	to establish a filing date when the individual picks up the <a href="#">DHS 6608</a> recertification packet.					
<a href="#">SDS 539A</a>	<i>Application Form</i> Used at initial application and redetermination at branches serving the aged/individuals with disabilities when they are applying for multiple programs. The form also serves to work register all OFSET mandatory members of the filing group. Must be used with the <a href="#">SDS 539F</a>		X		X	
<a href="#">SDS 539F</a>	<i>Food Benefit Filing Form</i> Used at branches serving aged/individuals with disabilities to establish the filing date and to gather information to screen for expedited service.		X		X	
SDS 539M	<i>Medicaid/Food Stamp Application for SSI Individuals and Couples</i> Used at initial application and redetermination at branches serving aged/individuals with disabilities when all				X paper only	

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	members of the SNAP group are receiving SSI. Must be used with the <a href="#">SDS 539F</a> .					
<a href="#">DHS 6608</a>	<p><i>Individual Packet for food benefits redetermination only – NA w/OFSET</i></p> <p>Prepackaged application packet used for recertification of open SNAP cases and consists of the following forms:</p> <hr/> <p><a href="#">DHS 415F</a> Application for Services</p> <hr/> <p><a href="#">DHS 415R</a> Your Rights and Responsibilities</p> <hr/> <p><a href="#">DHS 223</a> Proof for Eligibility</p> <hr/> <p><a href="#">MSC 3400</a> Information and Referrals for Low-income Households</p> <hr/> <p><a href="#">DHS 6608A</a> Supplemental Nutrition Assistance Program (SNAP) Recertification Interview Information</p>	X	X		X paper only (DHS 9013)	

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
	<u>DHS 7280F</u> OFSET Rights and Responsibilities <hr/> <u>DHS 9001</u> Individual Complaint Information <hr/> MSC 9013 We Want to Serve You Well <hr/> DHS 1005 Alternate Format Notification <hr/>					
DHS 6608AP	<i>Action Needed- It's time to Reapply for Food Benefits Supplemental Nutrition Assistance Program (SNAP)</i>  Mailed out to SSP office individuals in the month before their recertification comes due. Notifies the individual when they must reapply.	X		X		
<u>DHS 6608AS</u>	<i>Action Needed- It's time to Reapply for Food Benefits Supplemental Nutrition Assistance Program (SNAP)</i>  Mailed out to APD office individuals in the month before their recertification comes	Victims under the Trafficking Victims Protection Act of 2000. A person who is a victim of a	X		X	

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	<p>due. Notifies the individual when they must reapply and that a worker will contact them to help them with the process.</p>	<p>severe form of trafficking is to be treated as a refugee under the Trafficking Victims Protection Act of 2002.</p>				
<p><u>DHS 6609</u></p>	<p><i>Department of Human Services (DHS) Application for Services Information and Referral Packet</i></p> <p>Prepackaged forms that apply to all applicants and is given the <u>DHS 415R</u> filing page is received.</p> <hr/> <p><u>DHS 415R</u> Your Rights and Responsibilities</p> <hr/> <p><u>MSC 3400</u> Information and Referrals for Low-income Households</p> <hr/> <p><u>DHS 7254</u> Oregon Telephone Assistance Program</p>	<p>X</p>	<p>X</p>			

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			PDF	fill in		
	<u>DHS 9001</u> Individual Complaint Information					
<u>DHS 6623</u>	<i>Individual TANF/Medical Packet – PA</i> Used by SSP offices when a individual is reapplying for TANF or medical along with SNAP.	X	X			
<u>DHS 7476</u>	<i>Employment Related Day Care (ERDC) Re-Application and Supplemental Nutrition Assistance Program (SNAP) Application</i> Used at redetermination at self-sufficiency branches for individuals receiving ERDC and SNAP. The SNAP certification period and ERDC certification period should match.	X	X			

**Pending forms**

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
<a href="#"><u>DHS 210</u></a>	<i>Notice of Pending Status</i> Used at application at self-sufficiency branches to notify the individual of what further information is needed and by what date, in order to determine eligibility.	X	X	X		GS00210
<a href="#"><u>DHS 210A</u></a>	<i>Notice of Information or Verification Needed</i> Used to request information or verification on an open SNAP case. The notice notifies the individual of the information needed for their continued eligibility and the due date.	X	X	X		GS0210A
<a href="#"><u>DHS 487</u></a>	<i>Notice of Incomplete Information</i> Notice to the individual when the <a href="#"><u>DHS 852</u></a> or <a href="#"><u>DHS 7476</u></a> is incomplete and cannot be processed, and gives the individual the deadline for completing the report.	X	X	X		GS00487
<a href="#"><u>SDS 539H</u></a>	<i>Notice of Pending Status</i> Used at application at branches serving the aged/individuals with disabilities to notify the individual of what further information is needed and by what date, in order to determine eligibility.	X	X		X	

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<a href="#"><u>DHS 210ABW</u></a>	<p><i>Notice of information or verification needed for an Able Bodied Adult Without Dependent</i></p> <p>Used to request hours or other information from an ABAWD needed to show the month is not a counting month.</p>	X	X	X		

### Rights and responsibilities

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
<a href="#"><u>DHS 222</u></a>	<p><i>Facility as Authorized Representative</i></p> <p>Used to notify A&amp;D treatment centers and Group Care Homes of their responsibilities when they are the authorized representative.</p>	None	X			
<a href="#"><u>DHS 415R</u></a>	<p><i>Your Rights and Responsibilities</i></p> <p>Used at self-sufficiency branches with applications to explain individual rights, responsibilities, and reporting requirements.</p>	X	X			



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<a href="#"><u>SDS 539R</u></a>	<i>Rights and Responsibilities</i> Used at branches serving aged/individuals with disabilities with applications to explain individual rights, responsibilities, and reporting requirements.		X		X	
<a href="#"><u>DHS 7280F</u></a>	<i>SNAP Employment and Training Rights and Responsibilities</i> Used to notify SNAP individuals of their rights in the SNAP E&T programs, the requirements, good cause criteria, and penalties. This form covers all three SNAP E&T programs - OFSET, 50-50 and ABAWD.	X	X			FS7832R

### Individual report forms and related forms

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
<a href="#"><u>DHS 852</u></a>	<i>Interim Change Report for Supplemental Nutritional Assistance Program (SNAP)</i> Used by individuals in the SRS report system to report the required information in the sixth month of the certification	X	X			

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	period. No benefits will be issued for the seventh month of the certification period until this form is submitted to the Department and determined to be complete.					
<a href="#"><u>DHS 853</u></a>	<i>Simplified Reporting System</i> Used by individuals in SRS to report changes at times other than the Interim Change Report. Send a new <a href="#"><u>DHS 853</u></a> to the individual for future change reporting each time one is submitted to the Department.	X	X			
<a href="#"><u>DHS 943</u></a>	<i>Change Report</i> Used by CRS individuals to report all changes. Send a new <a href="#"><u>DHS 943</u></a> to the individual for future change reporting, each time one is submitted to the Department.		X			
<a href="#"><u>DHS 487</u></a>	<i>Notice of Incomplete Information</i> Notice to the individual when the <a href="#"><u>DHS 852</u></a> is incomplete and cannot be processed, and gives the individual the deadline for completing the report.	X	X	X		GS00487

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
<a href="#"><u>DHS 854</u></a>	<i>Simplified Reporting System for Able-Bodied Adults Without Dependents (ABAWD)</i> Pamphlet explaining the requirements of SRS for ABAWDs who reside in areas applying the SNAP time Limit ( <a href="#"><u>SNAP-e.19</u></a> ) only. It explains what information is needed and how it is used to calculate benefits for cases containing an ABAWD who is subject to the SNAP time limit.	X	X			
<a href="#"><u>DHS 856</u></a>	<i>Transitional Benefit Alternative</i> Pamphlet explaining the requirements of TBA, what information is needed and how it is used to calculate benefits.	X	X			
<a href="#"><u>DHS 7294</u></a>	<i>Notice of Income and Benefit Calculation</i> Notice to the individual about how income was averaged or anticipated or counted.	X	X	X		FS07294 CM07294
<a href="#"><u>DHS 7351</u></a>	<i>Educational Income Calculation for ERDC and Food Stamps</i> Worksheet for calculating educational income.	X	X	X		

**Employment and Training (E&T) forms**

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
NOTM	<i>ABAWD Training and Employment Referral Notice.</i> Available only on NOTM. This notice is sent to mandatory ABAWDs in the time limit areas to inform of the initial orientation appointment with the E&T Contractor.					FSWINVT
<u>DHS 824F</u>	<i>OFSET Appointment Letter #3.</i> Send this letter to individuals who want to volunteer for OFSET or 50-50 activities.			X		FS0824F
<u>DHS 824I</u>	<i>ABAWD Work Activity Attendance (SNAP)</i> Used by mandatory ABAWDs to report the number of hours they have completed in work related activities.		X			
<u>DHS 1467</u>	<i>Employment Assessment: OFSET and ABAWD Determinations.</i> Worker- use- only form to assist with determining if a SNAP individual is exempt from the E&T program requirements.		X			
<u>DHS 7280F</u>	<i>SNAP Employment and Training Rights and Responsibilities</i> Used to notify SNAP individuals of their rights in the SNAP E&T programs, the requirements, good cause criteria, and penalties. This form covers all three SNAP E&T programs – OFSET, 50-50 and ABAWD.	X	X			FS7832R

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
DHS 7450	<i>Proof of Work Hours for An ABAWD</i> ABAWDs may choose to use this form to request their employer provide proof of their work hours.		X			
<u>DHS 7832F</u>	<i>OFSET Program Case Plan</i> Used by the E&T contractors to obtain the agreed upon work related activities the SNAP individual is volunteering for. This plan also indicates the amount of support services the individual will receive if they complete the activities.			X		

### Miscellaneous

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
<u>MSC 138A</u>	<i>Affidavit Concerning Lost Check</i> Individual's application to have benefits replaced when their SNAP benefits are issued by check and have been lost.	X	X			
<u>DHS 208</u>	<i>How to Use Your Oregon Trail Card</i> (EBT Card Brochure).		X			

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
<a href="#"><u>DHS 215</u></a>	<i>Authorization to Cancel Benefits Deposited to an Electronic Benefits Transfer (EBT) Account</i> Worker request to cancel EBT benefits.		X			
<a href="#"><u>DHS 221</u></a>	<i>SNAP Benefits Computation</i> Worksheet for hand-calculating SNAP benefits when computer systems are not available.	None	X			
<a href="#"><u>DHS 221F</u></a>	<i>NC<sub>2</sub> Two-Step Calculation</i> Interactive step 1 and step 2 calculation worksheet for NC <sub>2</sub> cases.			X		
<a href="#"><u>AFS 222A</u></a>	<i>Monthly List of Residents Receiving Food Stamp Benefits</i> Used by A&D treatment centers and Group Care Homes acting as authorized representative to report residents receiving SNAP each month.	None	X			
<a href="#"><u>MSC 223</u></a>	<i>Proof for Eligibility</i> Explains to the individual what verifications may be required to determine eligibility.	X	X			
<a href="#"><u>MSC 231</u></a>	<i>Designation of Authorized Representative or Alternate Payee</i> Used to designate persons with the authority to apply for benefits on behalf of the SNAP	None	X		X	

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	group or to designate persons to get an EBT card and use the benefits. The <a href="#">MSC 231</a> only needs to be completed when a nonfiling group member is named as AP or AR.					
<a href="#">SDS 246</a>	<i>Assignment of Personal Identification Number (PIN)</i> Used to designate a proxy should a housebound individual be unable to come to the branch office to get a personal identification number (PIN) for their EBT card.	X				
<a href="#">MSC 284</a>	<i>Overpayment/Overissuance Report</i> Form forwarded to the Overpayment Recovery Unit when an overpayment is written.	None	X	X		
<a href="#">MSC 284A</a>	<i>Overpayment/Overissuance Change Report</i> Form forwarded to the Overpayment Recovery Unit when the amount of a previously written overpayment is adjusted.	None	X	X		
<a href="#">MSC 284BP</a>	<i>Notice of Overpayment and Planned Action for Provider Overpayments</i> Notice to the individual prior to	None		X		

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	collection beginning on an overpayment.					
<a href="#"><u>DHS 362</u></a>	<i>Notice of Restoration of Benefits</i> Notice to the individual when benefits are issued to make up for an Department caused underissuance of benefits.		X	X		FS00362
<a href="#"><u>MSC 371</u></a>	<i>Investigation Referral</i> Used to refer a case to the Investigator when information has been received through a community complaint or other source indicating that eligibility is questionable.			X		
<a href="#"><u>DHS 411</u></a>	<i>Missed Appointment Postcard</i> Postcard sent to applicants when they miss their first intake appointment.	X	X			FSMA411
<a href="#"><u>DHS 414</u></a>	<i>Notice of Transfer</i> Notice of new branch office, sent to the individual when the case is transferred to a different office or the individual has moved to a new service area.		X	X		GS00414
<a href="#"><u>DHS 415Z</u></a>	<i>Enumeration Request</i> Used to verify that a individual has applied for a new or duplicate Social Security	X	X			



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	Number, in order to meet the enumeration requirement for eligibility.					
<u><a href="#">MSC 443</a></u>	<p><i>Administrative Hearing Request</i></p> <p>Form the individual may use to put a request for a fair hearing into writing (must be completed by the Department if it is a verbal request).</p>	X	X	X		
<u><a href="#">MSC 456</a></u>	<p><i>Notice of Decision and Action Taken</i></p> <p>Hand-initiated notice to the individual when benefits are approved, denied, reduced, or closed and there is no appropriate computer-generated notice.</p>	X	X	X		GSC1 F01 (Close) GSD1 F01 (Deny) GSR1 F01 (Reduce)
<u><a href="#">MSC 457D</a></u>	<p><i>Voluntary Agreement to Take Action on Case</i></p> <p>Notice signed by the individual giving the Department permission to take action on benefits immediately, which waives the right to a timely notice. Also used to withdraw an application request. Also used to take benefits out of EBT account to avoid an overpayment.</p>	X	X	X		

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
<a href="#"><u>DHS 475</u></a>	<i>Job Search Verification</i> Form used by individuals performing job search to verify employer contacts.	X	X			GS00475
<a href="#"><u>DHS 491</u></a>	<i>Statement of Person Living in the Household</i> Form used to verify the financial arrangements and how food is shared when the individual lives with others.	X	X		X	GS00491
<a href="#"><u>SDS 540</u></a>	<i>Notification of Planned Action</i> Hand-initiated notice to the individual when benefits are approved, denied, reduced, or closed, and there is no appropriate computer-generated notice.	X	X		X	
<a href="#"><u>SDS 541</u></a>	<i>Notice of Eligibility and Responsibility</i> Notice tells the individuals they are eligible, and their first and second month's benefit amount.	None	X			
<a href="#"><u>DHS 824F</u></a>	<i>SNAP Employment and Training Referral Letter</i> Form letter used to advise OFSET and 50-50 volunteers of a scheduled appointment. This notice is not used for mandatory ABAWDs in the time-limit counties. Instead,		X	X		FS0824F

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	they are to receive NOTM FSWINVT.					
<a href="#"><u>MSC 851</u></a>	<i>Verification of Earnings</i> Form sent to employers to verify earned income for a specified period. This is generally used to determine if there is an overissuance.		X	X		
<a href="#"><u>DHS 857</u></a>	<i>Notice for Free Meals or Free Milk at School or Child Care Center or Head Start Program</i> Give to individuals after they are determined eligible for SNAP so their children can get free school meals or WIC.	X	X			
<a href="#"><u>DHS 859C</u></a>	<i>Paycheck Tracking Calendar</i> Tool for ensuring that individuals report all of their earned income.	None	X			
<a href="#"><u>SDS 905</u></a>	<i>Notification of Case Transfer</i> Notice of new branch office, sent to the individual when they have moved to an area served by a different branch.	X	X		X	
<a href="#"><u>DHS 1058</u></a>	<i>Declaration of Indigence</i> Statement of indigence by a sponsored noncitizen, used to exempt the noncitizen from	X	X			

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	deeming their sponsor's assets.					
<a href="#"><u>DHS 1219SA</u></a>	<i>Verification of School Attendance</i>	X	X	X		GS121SA
<a href="#"><u>MSC 1295</u></a>	<i>SNAP Claim Data Sheet</i> Used to collect and organize case record information to be used in calculating an overpayment.	None	X			
<a href="#"><u>DHS 1465</u></a>	<i>Able-Bodied Adult Without Dependents (ABAWD) Report of Good Cause or Exemption</i> Can be used by the customer to report good cause or an exemption. The report can be verbal instead of using the form.	X		X		
<a href="#"><u>DHS 1467</u></a>	<i>Employment Assessment: OFSET and ABAWD Determinations</i>  Worker tool to assist with determining if an individual is mandatory or exempt for the SNAP Employment programs.  CAUTION: This form should not be given to the individual to complete as it does not pass the individual standards.	X		X		

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
<a href="#"><u>MSC 2099</u></a>	<i>Authorization for Use and Disclosure of Information</i> Used in instances where the individual is unable to provide necessary verification. The form gives the Department permission to contact a specific person or organization and share information about the individual in order to verify eligibility.	X	X	X		
<a href="#"><u>DHS 3400</u></a>	<i>Information and Referrals for Low-Income Households</i> Given to all SNAP households at each certification and recertification when they have income below 185% FPL.	X	X			
DHS 7253	<i>Link-Up America</i> Application for financial help to connect with a telephone service.	X	X			
<a href="#"><u>DHS 7254</u></a>	<i>Oregon Telephone Assistance Program</i> Notice and application to the individual that because they are eligible for benefits, they can apply for a discount on their monthly telephone bill.	X	X			
<a href="#"><u>AFS 7262</u></a>	<i>Direct Deposit -- A Safer, Easier Way to Put Your Benefits in Your Account</i> Used for individuals in Cash-out counties using direct deposit.		X			

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<a href="#"><u>DHS 7832D</u></a>	<i>Oregon Food Stamp Employment &amp; Transition (OFSET) Program Disqualification Referral</i> Contractor to complete and send to SNAP office when recommending disqualification.		X	X		
<a href="#"><u>DHS 7832F</u></a>	<i>OFSET Program Case Plan</i> Contractor completed case plan with OFSET mandatory individuals.	X	X			
<a href="#"><u>DHS 7832R</u></a>	<i>OFSET Program-Individual Agreement</i> Use to refer OFSET mandatory individuals to contractor or for independent work search.	X	X			FS7832R
<a href="#"><u>MSC 9001</u></a>	<i>Individual Complaint Information</i> Form explains individual complaint procedures, should they perceive that they are being treated with discrimination. It is mandatory for use with all applications.	X	X		X	
MSC 9013	<i>We Want to Serve You Well</i> (Contained in individual application packets <a href="#"><u>DHS 6608</u></a> & <a href="#"><u>MSC 6623</u></a> only) An information only pamphlet that tells individuals how to file a grievance.	X	X			

**Outreach publications**

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
			PDF	fill in		
<u><a href="#">DHS 848</a></u>	<i>Your SNAP food benefits may increase by reporting your expenses</i> Individual brochure on expenses which may be used as an income deduction for SNAP	X	X			
<u><a href="#">DHS 849</a></u>	<i>Your SNAP food benefits may increase by claiming your medical expenses</i> Individual brochure on medical expenses for SNAP	X	X			
<u><a href="#">DHS 864</a></u>	<i>Attention SNAP Participants! Rules are different</i> Poster – About the SNAP ABAWD changes for January 1, 2016	X	X			
AFS 9206	<i>Student Food Stamp Flyer</i> Flier on SNAP rules for college students.	X paper only				
<u><a href="#">DHS 9207</a></u>	<i>Oregon Helps: Now showing at a computer near you</i> Bookmark (4" x 9") on using <a href="http://www.oregonhelps.org">www.oregonhelps.org</a> to find out if you might be eligible for SNAP benefits.	X	X			
<u><a href="#">DHS 9208</a></u>	<i>More reasons to sign up for SNAP</i> Explains how SNAP benefits make families eligible for free school meals and two phone assistance programs.	X				

Form #	Title/Use	Paper	Forms Server		Access	Notice Writer
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AFS 9211	<i>Food Stamp Expedited Issuance</i> Flier on expedited SNAP benefits.	X paper only				
<u>DHS 9213</u>	<i>Eating Right When Money's Tight – A Guide for Seniors and People with Disabilities</i> Individual brochure for seniors and people with disabilities and the SNAP Program. Includes eligibility guidelines.	X	X			
DHS 9216	<i>Know Your Rights, Individual Bill of Rights</i> Poster - lists rights of SNAP recipients.	X paper only				
<u>DHS 9217</u>	<i>Know Your Rights</i> Flier - lists rights of SNAP recipients.	X	X			
<u>DHS 9221</u>	<i>Spread the word: HEALTHY food is within reach</i> Introduces the new name – SNAP – and gives general information about the program.	X				