

APPLYING FOR SNAP

The Supplemental Nutrition Assistance Program (formerly known as Food Stamps)

KNOW YOUR RIGHTS

If you are interested in applying for SNAP, here is information you need to know...

- Fairfax County residents applying for SNAP must file an application by submitting the application forms to the Fairfax County Department of Family Services either on line, in person, through an authorized representative, by mail, or by fax.
- You have the right to file an application form on the same day you contact our office during business hours. Our offices are open Monday through Friday from 8 a.m. to 4:30 p.m. Your application may be submitted any time during office hours or you can apply online which is available 24 hours a day.
- To apply on line for SNAP go to www.fairfaxcounty.gov/dfs. You may also apply for WIC (Women, Infants and Children supplemental nutrition program) from this site.
- You may also come to the office to pick up an application any time during business hours, or we can mail you an application on the same day you request it.
- If your resources and income are very low (\$100 in resources and \$150 in income), or you are a migrant worker, or your combined gross monthly income and resources are less than your family's shelter expenses, you may be eligible for expedited services. This means if you are found eligible for the program you are entitled to receive SNAP benefits within 7 days following the date of application.
- Your application will be reviewed on the day that it is received for possible eligibility for expedited services.
- The Department of Family Services has 30 days to process your application (7 days if expedited). The 30-day (or 7-day if expedited) processing time begins the day after the application is received at the office.

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- If your case is approved, you must receive your benefits within 30 days following the date of application (or 7 days if expedited.)
- You have the right to file an application even if you appear to be ineligible for the program.
- You or a designated authorized representative may file an incomplete application as long as it contains a name, address and signature of a responsible household member or properly designated authorized representative.
- As part of the SNAP application process, you will be required to have an interview before your eligibility for the program may be determined, but the interview is not necessary before filing an application. The interview may be in the office or by telephone.
- We encourage you to apply for SNAP the same day you contact the department for assistance.
- Please note that the SNAP program has rules that may be different from other assistance programs. We encourage you to apply for SNAP even if you have been found ineligible for other assistance programs or if other assistance has been terminated.

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**For more information, contact a
Department of Family Services Regional Office**

Fairfax
12011 Government Center Parkway
Fairfax, Virginia 22035
703-324-7500; TTY 703-222-9452

Reston
11484 Washington Plaza West
Reston, Virginia 20190
703-787-4900; TTY 703-707-9346

Falls Church
6245 Leesburg Pike
Falls Church, Virginia 22044
703-533-5300; TTY 703-533-5316

South County
8350 Richmond Highway
Alexandria, Virginia 22309
703-704-6353; TTY 703-799-3435

www.fairfaxcounty.gov/dfs



Fairfax County is committed to a policy of nondiscrimination in all county programs, services and activities and will provide reasonable accommodations upon request. To request this information in an alternate format, please call 703-324-5870; TTY 703-222-9452.

August 2010



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