

HOW TO: Apply for SNAP

MISSOURI STATE PUBLIC DEFENDER



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DEFENSE SERVICES

SNAP, or Supplemental Nutrition Assistance Program, is the federal program that provides funds to help low- and no-income families purchase food at local grocery stores. SNAP was formally known as food stamps.

SNAP benefits are distributed monthly on an Electronic Benefits Transfer (EBT) card, which functions like a debit or bank card. Any unspent funds at the end of the month accumulate and roll over to the next month. Many grocery and convenience stores in Missouri, such as Schnuck's, Wal-Mart, Dollar Tree, 7-11, and CVS, accept SNAP payments. SNAP is accepted at any store displaying the Quest Mark® logo. Below is an example of a Missouri EBT card.



Who is eligible for SNAP?

To be eligible for SNAP benefits in Missouri, applicant must meet these criteria:

- Live in Missouri
- Have (or apply for) a Social Security Number for all household members
- Not own over \$2,500 in resources (or \$3,750 if at least one household member is over 60 or disabled). Resources do NOT include:
 - Your home
 - Vehicle(s)
 - Life insurance
 - Burial plots or prepaid burials
 - Personal property that does not bring in income
 - Savings/pension plans
 - Native payments
 - Resources you cannot access
- Not exceed [the income limit](#). See link or the chart on page 2 for the SNAP income limits as of Oct 2022.
 - Gross income: income **before** taxes are subtracted
 - Net income: income **after** taxes are subtracted



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SNAP Income Limits

Household Size	Gross Annual Income (130% of Federal Poverty Level)	Net Annual Income (100% of Federal Poverty Level)
1	\$17,676	\$13,596
2	\$23,808	\$18,312
3	\$29,940	\$23,040
4	\$36,084	\$27,756
5	\$42,216	\$32,472
6	\$48,348	\$37,200
7	\$54,492	\$41,916
8	\$60,642	\$46,632

How do drug felonies impact SNAP eligibility?

- Any drug convictions on or before August 22, 1996 will not effect SNAP eligibility.
- If a SNAP applicant has 3 or more drug convictions after August 22, 1996, they are generally considered ineligible for SNAP benefits.
- If an individual is convicted with more than one drug conviction on the same day and it is their first instance of being convicted, all drug convictions are considered as one in terms of SNAP eligibility.
- An individual with possession or manufacturing drug convictions may still qualify for SNAP, but distribution convictions will likely disqualify someone for SNAP benefits.

Regardless of someone's past, anyone who would benefit from SNAP should apply because eligibility is determined case by case. Individuals with drug convictions who want to apply for SNAP should fill out a [Drug Conviction Exception Determination Worksheet](#). Individuals requesting an exception in addition to their SNAP application must undergo a voluntary urine test to prove their sobriety and submit the test results.

For more details on how drug convictions affect SNAP eligibility, check out Missouri Department of Social Services' [felony drug conviction policy](#).



Food Banks

If the applicant would like over-the-phone SNAP application assistance, your local food bank can help. See page 6 and 7 for a map and contact information. MSPD clients can also schedule a [SNAP assistance](#) phone call with the St Louis Area Food Bank, even if you don't live in St Louis.

How do I apply?

1. Fill out the online SNAP application or print and fill out the paper application, both linked below.

- [Online SNAP Application](#)
- [Paper Application](#)

2. Online applications will be submitted digitally but paper applications need to be faxed or mailed.

- Fax: 573-526-9400
- Mail: Family Support Division
615 E 13th St.
Kansas City, MO 64106

3. After applicant submits their application, they may need to complete a phone interview. Someone from the Family Support Division will call the phone number that was provided on the application. They will ask questions very similar to the application questions about income, household size, savings, etc. If the call is missed, you can call 855-823-4908 between 8 A.M. to 5 P.M. to do your interview. The hold time is usually long, likely over an hour, and it is recommended to call earlier in the day. Applicant can also complete the interview in person by visiting your [local resource center](#) (scroll to the bottom of the link to see the map of resource centers).

The Family Support Division recommends making an appointment for your visit, which can be done using the same link above. Resource centers are also open from 8 am to 5 pm.

4. After the interview, supporting documents may need to be provided. These can be faxed or mailed to the same locations in Step 2 or they can be uploaded to [My DSS Upload Portal](#).

How will I know if I am approved for SNAP?

It can take up to 10 business days for the Family Support Division to process your application and supporting documents. If applicant completed an interview, interviewer will let applicant know at the end of the interview if applicant qualified for SNAP. Applicant will also get a letter in the mail saying if they qualified for SNAP or not. If applicant was approved for SNAP, the Family Support Division will send applicant an EBT card and a default PIN to use when checking out at a store.

The EBT card should already have the funds on it, including prorated funds from the date applicant applied. For example, if applicant applied for SNAP on Jan 15 and was approved for SNAP on Jan 30, the EBT card should have funds for February and the last half of January.



How do I use my EBT card?

EBT cards are used like Debit/Bank cards. After groceries are chosen, cardholder will go check out and use the card reader to swipe EBT card. If cardholder wants to purchase something that is not covered by SNAP, they will need to bring other payment options, cardholder will not need to separate your items.

To check card balance, make an account on ebtEDGE.com. This website can also be used to review transactions, change PIN, freeze card, or request a replacement card.

If cardholder wants to change EBT PIN via phone, call the Department of Social Services customer service line at 800-997-7777, available 24/7.

What can you buy using SNAP?

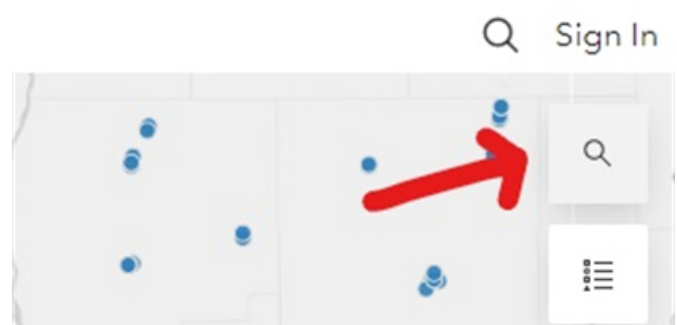
- Breads and cereals
- Fruit and vegetables
- Meats, fish, poultry, and plant-based proteins
- Dairy products
- Snacks and non-alcoholic beverages
- Seeds to grow herbs and produce

What can you NOT buy using SNAP?

- Alcoholic beverages
- Tobacco
- Vitamins, medicines, and supplements
- Live animals (except shellfish)
- Hot prepared foods
- Pet food, household items, and hygiene/cosmetic items

How do I find the stores that accept SNAP?

To find stores that accept SNAP, click this [link](#) then click the top right button on this map and type your address then zoom out until the blue dots start to appear: See the image below for the exact place to type an address. [SNAP Retail Locator](#)



When does SNAP reload each month?

The time when SNAP benefits get refilled is at 6 am. However, the specific day when this happens depends on cardholders birth month and last name in Missouri. You can find this information in the charts below. If cardholder is a Missouri resident born in April, SNAP benefits will reload on the 7th. For those born in December, regardless of last name, the SNAP benefits will reload on the 22nd.

A-K Last Names

Birth Month	Reload Date
January	1st of the month
February	3rd of the month
March	5th of the month
April	7th of the month
May	8th of the month
June	10th of the month
July	12th of the month
August	14th of the month
September	16th of the month
October	18th of the month
November	20th of the month
December	22nd of the month

L-Z Last Names

Birth Month	Reload Date
January	2nd of the month
February	4th of the month
March	6th of the month
April	7th of the month
May	9th of the month
June	10th of the month
July	11th of the month
August	15th of the month
September	17th of the month
October	19th of the month
November	21st of the month
December	22nd of the month



How long do my benefits last?

A cardholder will need to renew SNAP certification every 12 months, or every 24 months if you have elderly (60+) or disabled household members.

At the midpoint of the SNAP term, a certification check will be assessed to see if cardholder still qualifies for SNAP. This form will ask if household has had any changes in income, address, how many people live in the household, and work hours. Even if there has not been any changes in household, the midpoint certification still needs to be filled out and sent back within 30 days.

About a month before the SNAP certification ends, a letter will come in the mail with instructions and a recertification packet. Recertification can also be done through the [online SNAP application](#).

Food Bank Contact Info

Second Harvest Community Food Bank

915 Douglas Str. St. Joseph, MO 64505
816-364-3663
Lmorgan@shcfb.org

Harvesters Community Food Network

3801 Topping Ave, Kansas City, MO 64129
816-929-3000 or 877-653-9522
snap@harvesters.org

The Food Bank for Central and Northeast MO

2101 Vandiver Dr. Columbia, MO 65202
573-474-1020 or 573-447-6601
snap@sharefoodbringhope.org

St. Louis Area Food Bank

70 Corporate Woods Dr.
Bridgeton, MO 63044
314-292-6262
ayakel@stlfoodbank.org

Ozark Food Harvest

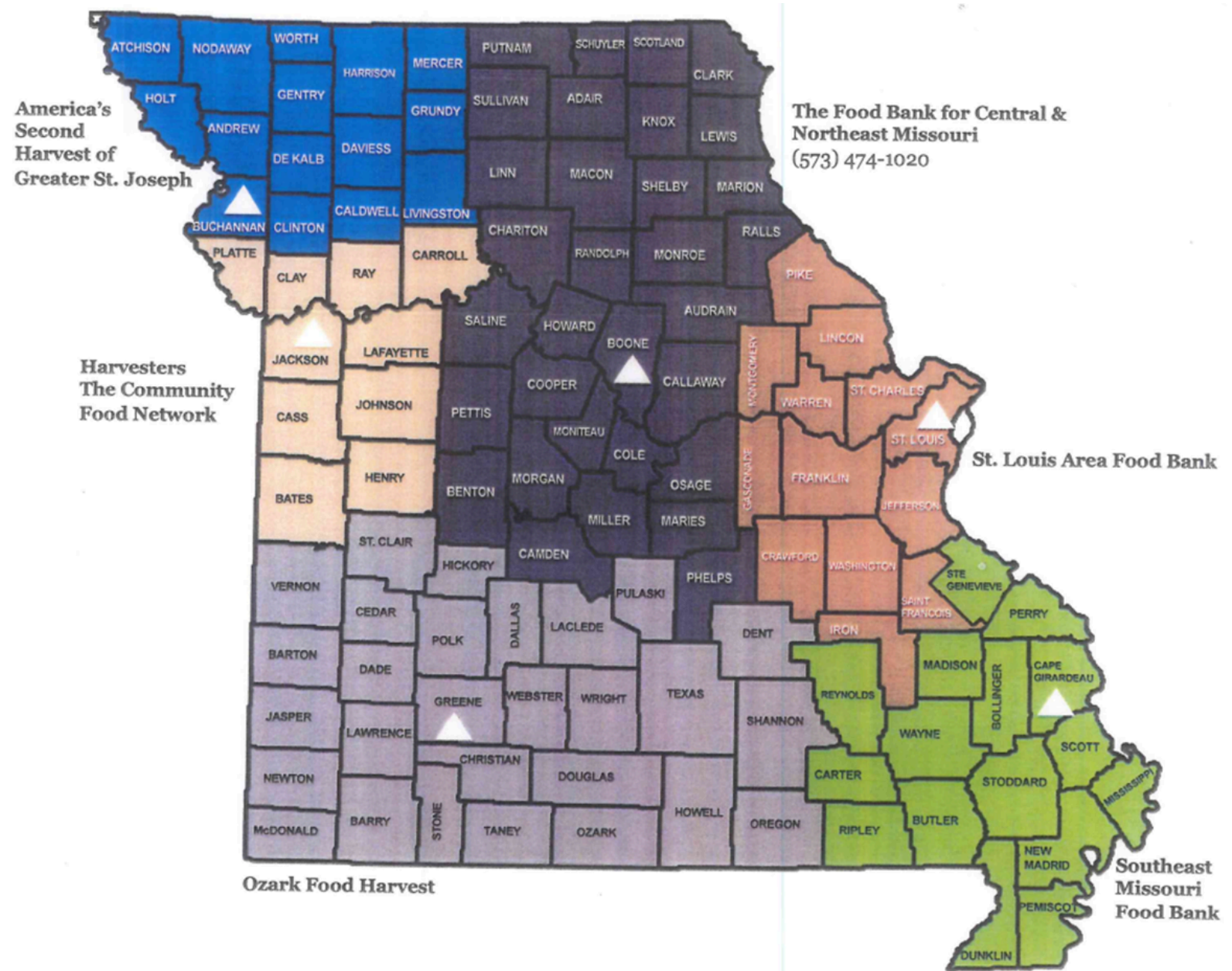
2810 N Cedarbrook Ave.
Springfield, MO 65803
417-865-3411
snap@ozarksfoodharvest.org

Southwest MO Food Bank

600 State Hwy H, Sikeston, MO 63801
573-651-0400
mosnap@semofoodbank.org



Food Bank Locations



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Print List

1. "How to Apply for SNAP" Guide
2. [Paper SNAP Application](#)
3. [Drug Conviction Exception Determination Worksheet](#) (if relevant)

Full Links/Reference (in order of appearance)

Page 1

MO Benefits Income Limits:

<https://mydss.mo.gov/media/pdf/benefit-program-limit-chart>

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Drug Conviction Exception Determination Worksheet:

<https://dssmanuals.mo.gov/wp-content/uploads/2022/03/im-366.pdf>

MO DSS Felony Drug Conviction Policy:

<https://dssmanuals.mo.gov/food-stamps/1105-000-00/1105-015-00/1105-015-10/1105-015-10-35/1105-015-10-35-10/>

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St. Louis Area Food Bank SNAP Assistance:

<https://app.squarespacescheduling.com/schedule.php?owner=23735344>

Online SNAP Application:

<https://formsportal.dss.mo.gov/content/forms/af/moa/my-dss/family-support-division/FS-1/fs-1.html>

Printable Paper SNAP Application:

<https://dssmanuals.mo.gov/wp-content/uploads/2022/06/snap-application.pdf>

Local DSS Resource Center:

https://dss.mo.gov/dss_map/#office

My DSS Upload Portal:

<https://mydssupload.mo.gov/UploadPortal>

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ebtEDGE.com:

<https://cardholder.ebtedge.com/>

SNAP Retail Locator:

<https://usda-fns.hub.arcgis.com/datasets/USDA-FNS::snap-store-locations/explore?location=38.315276%2C-92.173285%2C8.70>

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Online SNAP Application:

<https://formsportal.dss.mo.gov/content/forms/af/moa/my-dss/family-support-division/FS-1/fs-1.html>

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