

7 Steps

to
Texas
SNAP and
Medical Assistance

1. Print out the application. Look over all the information to make sure it is correct.

2. Sign and date the application.

3. Mail your application and documents to:

HHSC
P.O. Box 14600
Midland, TX 79711-4600

Or fax your application and documents to:

1-877-HHSC-TEX or 1-877-447-2839

Or take your application and documents to your local benefits office. Benefit offices are open Monday through Friday from 8 a.m. to 8 p.m. Call 2-1-1 or click "Find an office" on <http://www.yourtexasbenefits.com> to find the location nearest to you.

4. The application and the attached documents are reviewed by a caseworker who may request additional documentation. The caseworker will let you know how soon this information must be provided.

5. Within five days of receiving your application, the caseworker may call you to set up an interview appointment at your local HHSC benefits office. You may request a telephone interview if it is a hardship for you or your spouse to attend an in-person interview. For certain benefits, including Children's Medicaid and CHIP, an interview may not be required.

6. HHSC will send notice of eligibility within 30 days for SNAP and Medical Assistance benefits, 45 days for CHIP benefits, and 15 working days for CHIP perinatal benefits. A notice will be sent by the next work day if your family is eligible for emergency SNAP benefits.

NOTE: Some children who are eligible for CHIP may have to wait up to 90 days to be enrolled. A child must be uninsured for at least 90 days, unless that child meets an exception to the waiting period (for example, loss of insurance because of a parent's job layoff or loss of CHIP in another state).

7. *Re-certification:* At the end of your certification period, HHSC will send you information about how you can continue receiving benefits.