Submitting an Alaska SNAP (Food Stamps) Application

Alaska SNAP for the Covid-19 Outbreak

Step 1

Determine your SNAP Application needs:

- If you are applying for the first time, then continue with this step by step guide for submitting your application.
- If you are up for SNAP recertification in the months of March, April or May, 2020 then your case has been automatically renewed for 6 months, you do not need to complete any paperwork and you will receive a notice in the mail in 6 months when you are scheduled to renew again.
- If your SNAP case expired in the month of January or February, you must fill out a new application and follow the steps of this guide to submit your application and have an interview over the phone to reinstate your benefits.
- If you lost your benefits due to abled-body adult without dependents (ABAWD) work requirements, you are now again eligible for SNAP and must reapply to gain benefits.

Step 2

Complete the SNAP application. If you have any questions about the application, the process, or the SNAP program, feel free to contact us via email: snap@foodbankofalaska.org, or phone: 907-222-3119.

The SNAP Application can be found at this link: http://dpaweb.hss.state.ak.us/e-forms/pdf/Gen50c.pdf

If you cannot print this digital application, please contact the Food bank of Alaska and we can send you a paper application in the mail: snap@foodbankofalaska.org, or phone: 907-222-3119.

Be sure to sign the application in each of the three requires sections (pages 7, 17, & 18). **A physical ink signature is required on the application, e-signatures are not accepted.**

Step 3

Send your application to the Department of Public Assistance Office nearest you. Contact information and locations of all the DPA offices statewide can be found here: http://dhss.alaska.gov/dpa/Pages/contacts.aspx

These are the methods in which you can submit your application:

The quickest path to receiving benefits is to scan and email your completed and signed application to the DPA

1. Scan in your completed application (you can use a scanner app on a smartphone), then email it to your local DPA office. You can also email it to the SNAP team at: snap@foodbankofalaska.org, and we will be happy to pass it along for you.

2. Drop off your completed application at a DPA office location. Please keep in mind that the offices are currently not allowing the public inside the building, but they are still open, and you can use the drop box to submit it.

3. Mail your completed application to your local DPA office. If you would like a pre-paid envelope, please contact the SNAP team at snap@foodbankofalaska.org.

4. Fax your completed application to your local DPA office

Step 4

The DPA office may request additional information from you, such as copies of your identification documents, proof of income, or other documents. We recommend including copies of your ID and proof of income (if applicable) with your initial application. If you cannot include those documents right away, don't worry! You can always submit them later.

Step 5

After you submit your application, call the DPA office that you sent it to and confirm that they have received your application.

If you are able, you can record the phone call as proof of submission. You are entitled to benefits backdated to the day that the DPA receives your application. During this phone call you can attempt to schedule an interview with an Eligibility Technician (ET). If you cannot, let them know your availability to receive a phone call.

If you cannot reach the DPA after 48 hours, feel free to contact us. We may be able to provide   you with an update regarding your SNAP case status.

Step 6

After your application is submitted, the next step in the process is the interview. This will be conducted over the phone, the DPA will select an interview time for you. Please note that due to COVID-19 in person interviews are temporarily not available, all interviews will be over the phone until further notice. If you do not have a phone but can get to an office, the DPA will provide you with a phone so you can complete the interview, which you will turn back into them when you are done. Please make sure that your phone has the ability to receive voicemail messages.

The DPA primarily sends updates and information in the mail, so make sure to check your mail on a regular basis so you don't miss anything.

If a number is calling you that you are not familiar with, pick it up because it may be the DPA calling for your interview.

If you miss the interview call from the DPA they will leave a voicemail message. Please return their call as soon as possible.

Helpful Links

- Find other food resources   https://www.foodbankofalaska.org/
- Questions about other services: https://alaska211.org/
- Alaska Health and Social Services   http://dhss.alaska.gov/dph/Epi/id/Pages/default.aspx