

## How do I apply for Food Stamps?

The Food Stamp Application can be downloaded from the following site:

<http://www.oregon.gov/DHS/assistance/foodstamps/foodstamps.shtml>

After filling out the Food Stamp Application, it is suggested you make an appointment at Adult and Family Services. These offices are located all around the Portland area. Your case worker at Adult and Family Services will ask to see a copy of your award letter to show you are on the Federal Work Study (FWS) program. This is a requirement in order to receive food stamps.

Food stamps are typically not granted until you have begun working.

***In most instances***, the case workers will ask for a pay stub to prove you are employed and are in fact working in the program.

Here are the easy steps...

- 1) Download application
- 2) Schedule an appt. at Adult and Family Services
- 3) Bring with you:
  - a. Copy of your award letter (this proves you are awarded FWS)
  - b. Most recent pay stub from your work study job

**IMPORTANT NOTE:** Some case workers do not request this, so it appears inconsistent to their practices. You are encouraged to double check with your caseworker prior to waiting for a month to receive your pay stub and potentially losing out on a month's worth of food stamp benefits.

For additional questions, please feel free to stop by the Financial Aid Office in the Broadcast Building, Suite 200.

Thanks,

Financial Aid Office

**DISCLAIMER:**

*The steps above are guidelines provided by the Adult and Family Services Office and do not represent policies or practices of NCNM's Financial Aid Office. All Students are encouraged to clarify DHS Procedures with their individual branch office and case worker as policies could have changed since the printing of this document.*

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