

## You Have Certain Rights

Anyone may apply for SNAP benefits. Applicants and recipients have the right to file an application on the same day they contact their local DSS office. They may request help completing an application and have the right to be interviewed in private with household circumstances kept confidential.

Applicants who qualify as having an immediate need have the right to get SNAP benefits within a few days of their application. Applicants and recipients have the right to receive notice of any change in their benefits or certification period. Applicants may request a fair hearing if they feel the Department has made a mistake on any action taken on their case. They are entitled to be notified of the decision of the hearing and that they have the right to appeal the decision.



## Welfare Fraud is a Crime

SNAP benefits cannot be used to buy non-food items such as alcohol, tobacco, household supplies, medicines, ready-to-eat food or pet food. It is important that benefits are used to purchase healthy food. It is against the law for households to sell or trade their SNAP benefits, the South Dakota EBT card or food purchased with the South Dakota EBT card. If benefits and/or food purchased with SNAP benefits are sold or traded, it will be investigated. If found guilty, a 12 month, 24 month or permanent disqualification from SNAP will be imposed. The amount of any benefits used for illegal activity will be required to be paid back. Individuals may also be referred for criminal prosecution which could also result in a fine and/or prison time.

## Contact us

For questions or additional information, please contact the SNAP program.

Phone: 605.773.4105 or 877.999.5612

Fax: 605.773.7183

Email: [snap@state.sd.us](mailto:snap@state.sd.us)

Online:

[dss.sd.gov/economicassistance/snap.aspx](https://dss.sd.gov/economicassistance/snap.aspx)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [USDA.gov](https://www.usda.gov) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail:  
U.S. Department of Agriculture,  
Office of the Assistant Secretary for Civil Rights,  
1400 Independence Avenue, SW, Mail Stop 9410,  
Washington, D.C. 20250-9410; or
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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# SNAP



## Supplemental Nutrition Assistance Program



South Dakota  
Department of  
**Social Services**

## SNAP Benefits

The Department of Social Services' (DSS) Supplemental Nutrition Assistance Program (SNAP) helps low-income South Dakotans buy the food they need to stay healthy while they work to become financially independent.

SNAP benefits are given to supplement the household's food needs. The amount of SNAP benefits a household receives is based on its size, income and allowable expenses.

## Applying for Benefits

To find out if you are eligible to receive SNAP benefits, apply at your local DSS office, by mail or online at [dss.sd.gov/applyonline](https://dss.sd.gov/applyonline). If you are not able to apply on your own, you may have another adult household member or other adult apply for you. This person is called an authorized representative. All households must complete an interview. Interviews can be conducted over the phone or in person by you or your representative. Information discussed during your interview is confidential.

Applicants must provide proof of:

- ✓ identity
- ✓ residency
- ✓ income

Other information that may be requested:

- ✓ rent or mortgage amounts
- ✓ utility amounts
- ✓ dependent care costs
- ✓ legally ordered child support amounts paid out
- ✓ medical expenses for individuals age 60 or older, or individuals with disabilities

Benefit amounts may be higher if applicants provide the other information above. Applicants for both SSI and SNAP may apply for both programs in a single interview at their local Social Security offices if all persons in the household receive SSI.

Eligible household will receive SNAP benefits within 30 days of their application. Some adults without dependent children can only receive benefits for three months out of a 36-month period, unless they are working or working at an approved non-profit community service site.



## Eligibility

Eligibility for SNAP benefits is based on gross and net income or, for households with at least one elderly or disabled member, just net income.

The amount of benefits received is determined by household size and adjusted gross income after allowable deductions.

Gross income and resource limits are set by the U.S. Department of Agriculture (USDA). These amounts are updated in October of each year. Current gross income and resource limits are available from your local DSS office, or online at [dss.sd.gov/economicassistance/snap.aspx](https://dss.sd.gov/economicassistance/snap.aspx).

One car per household is excluded. Other vehicle values may be counted as a resource.

## Able-bodied Applicants Must Seek Employment

Able-bodied applicants must register for work and cooperate in finding and keeping employment. In certain counties, applicants participate in an Employment and Training Program (E & T).

Some applicants may be exempt from this requirement if they are:

- ✓ responsible for care in the home of a disabled person or child under age 6
- ✓ pregnant (in fourth month or later)
- ✓ participating in the TANF work program
- ✓ a VISTA volunteer
- ✓ employed or self-employed, and working the required number of hours
- ✓ a student enrolled at least half-time in any recognized school or higher learning institution



## SNAP Benefits Card

Eligible SNAP households receive benefits in an electronic account called the South Dakota Electronic Benefits Transfer (EBT). To use the benefits in the account, households are given a plastic debit card, similar to a credit card. The card can be used to purchase food items at authorized stores. SNAP Electronic Benefits Transfer (EBT) helps prevent loss and/or theft of benefits.

The same EBT card can be used every month as long as there are benefits on the card. It is important to keep the EBT card in a safe place and to keep the PIN separate from the card. If the card is not kept safe, a replacement card will need to be requested so that benefits can be used. To request a replacement EBT card, households must call the EBT Customer Service line at 1.800.604.5099. The EBT card will be mailed to the address that has been reported to the Benefits Specialist.



## Reporting Changes Affecting Your Eligibility

All households are required to complete a renewal once every 12 months. In addition to these reporting requirements, some households may be required to complete a six month report form. Renewal and report forms will be mailed to recipients and are also available online at [dss.sd.gov/applyonline](https://dss.sd.gov/applyonline). Changes can be reported by calling your Benefits Specialist or online at [dss.sd.gov/economicassistance/snap.aspx](https://dss.sd.gov/economicassistance/snap.aspx).

If required, SNAP recipients must also report:

- ✓ When their monthly gross income is over the income limit allowed for their household size. Income limits are printed on the household's notice. Households must report when their income goes over the limit by the 10th day of the month following the month the income exceeds the limit.
- ✓ If their household contains an Able-Bodied Adult Without Dependents (ABAWD), they must tell us if their weekly hours fall below 20 hours per week or 80 hours averaged monthly.
- ✓ If any household member receives lottery or gambling winnings of \$4,500 or more. Winnings must be reported within 10 days of receipt.