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# SNAP AND AUTHORIZED REPRESENTATIVES

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## WHAT IS AN AUTHORIZED REPRESENTATIVE?

1. Applying for Food Stamps;
2. Completing Work Registration forms;
3. Buying food for your household with your Food Stamps.

The representative should be an adult who knows the people in your household and knows about all of the income and expenses of your household.

## ARE THERE ANY SPECIAL REQUIREMENTS FOR GETTING AN AUTHORIZED REPRESENTATIVE?

No. Disabled and elderly people most often need an authorized representative. However, any person who gets Food Stamps can have an authorized representative if he or she cannot appear for an interview or cannot use the Food Stamps to buy groceries.

Does an authorized representative need to be a member of my family?

Your representative can be an adult in your family, a friend, or someone living in your house who is not part of your Food Stamp case. You can also choose a social worker as your representative. If you live in a treatment facility or group home an employee at the home usually can act as your representative.

How do I tell the Food Stamp Office that I want an authorized representative?

You must write a letter to the Food Stamp Office stating the name of the person you want to act as your representative. Your letter should include your signature, address, Food Stamp case number, and the date. It may also help if your letter explains why you need a representative. It is very important for you to save a copy of this letter for your permanent records.

Your authorized representative can complete and sign your Food Stamp application and appear at the office interview. Make sure that both of you are very careful to provide complete and honest answers to all of the questions on the application. You will be held responsible if your authorized representative gives incorrect information to the Food Stamp Office. It is a good idea to review copies of all the papers the representative fills out to make sure there are no mistakes.

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