LeakReceipts · a VyRal Dynasty company

Benefits Application *Organizer*

Free: the documents agencies ask for, plus one place to track every application, call, deadline and work search — SNAP, Medicaid and unemployment.

Built for anyone applying for SNAP, Medicaid or unemployment, and the people helping them.

Educational only. Not legal, tax or financial advice. No income promised, projected or implied.

We walk by faith, not by sight · 2 Corinthians 5:7

READ THIS FIRST

How to use this checklist

> Every state runs its own SNAP, Medicaid and unemployment programs, with its own forms and its own website. This checklist works in every state because it never guesses your state's rules: it tells you what to ask, and gives you a place to write the answer. Apply through your state's official site (it ends in .gov). Keep copies of everything you send, and write down every call.

Every number in this checklist is tagged VERIFIED (a published source, named on the page and listed in the Sources appendix), CALCULATED (worked from numbers shown) or ESTIMATE (with its basis). Where a rule changes from state to state, the page tells you where to look yours up instead of printing one state's rule as if it were everyone's.

WHAT'S INSIDE

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2. SNAP (food assistance)
3. Medicaid
4. Unemployment
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PART 1 OF 5

The documents agencies commonly ask for

Your state's notice tells you exactly which papers it needs. These are the ones that come up most often. Gather what you have before you apply; don't wait to apply because one is missing.

- [ ] Photo ID for the person applying.
- [ ] Social Security numbers for everyone in the household who is applying (or proof you've applied for one).
- [ ] Proof of where you live: a lease, a utility bill or a letter from the person you live with.
- [ ] Proof of income for the last 30 days: pay stubs, an employer letter, a benefit award letter.
- [ ] Proof of costs: rent or mortgage, utility bills, child care, and for some programs medical bills.
- [ ] Immigration papers, if anyone applying isn't a U.S. citizen.
- [ ] For unemployment: the names, addresses and dates of every employer you worked for in the last 18 months, and why you stopped working.

WORKSHEET

My documents

Document	Have it?	Sent to	Sent on

PART 2 OF 5

SNAP (food assistance)

Apply through your state's SNAP agency. USDA says SNAP benefits must be provided to eligible people within 30 days of application for most households, and within seven days for those most in need (VERIFIED: USDA, April 2025). Ask at application whether you qualify for the seven-day expedited service.

- [ ] I applied on: _____ (CALCULATED: 30-day mark _____)
- [ ] Interview date and time: _____
- [ ] Documents requested by: _____
- [ ] Decision letter received: _____

> Don't miss the interview. If you can't make it, call before the time to reschedule, and write down who you spoke to.

Sources:
USDA, letter to governors on SNAP timeliness (April 2025), read 12 Nov 2026 · https://www.usda.gov/sites/default/files/guidance-documents/fns.snap-timeliness-letter-governors-april2025.pdf

Medicaid

Apply through your state Medicaid agency or HealthCare.gov. Federal rules set a maximum time for a decision: 90 days for people who apply on the basis of disability and 45 days for all other applicants, with exceptions for unusual circumstances (VERIFIED: 42 CFR 435.912).

- [ ] I applied on: _____ (CALCULATED: 45-day mark _____; 90 days if applying on disability _____)
- [ ] Documents requested by: _____
- [ ] Decision letter received: _____
- [ ] Renewal date on my approval letter: _____

Sources:

42 CFR 435.912, Timely determination and redetermination of eligibility (Legal Information Institute), read 12 Nov 2026 · https://www.law.cornell.edu/cfr/text/42/435.912

PART 4 OF 5

Unemployment

Unemployment insurance is a joint state-federal program. You file a claim with the unemployment insurance program in the state where you worked; you generally qualify if you're unemployed through no fault of your own and earned enough wages in your state's base period; and each state sets other conditions (VERIFIED: U.S. Department of Labor).

- [ ] I filed my claim on: _____
- [ ] My state's weekly or biweekly claim day: _____
- [ ] My state's work search rule, in its words: _____
- [ ] Any eligibility interview: _____

WORKSHEET

Weekly claims

Week ending	Claim filed on	Confirmation #	Payment received

WORKSHEET

Work search log

Date	Employer	Job	How I applied	Result

Sources:

U.S. Department of Labor, Unemployment Insurance topic page, read 12 Nov 2026 · https://www.dol.gov/general/topic/unemployment-insurance

PART 5 OF 5

If you're denied or the decision is late

1. Read the notice for the reason and the deadline to appeal or ask for a hearing. Write the deadline below the day you get the letter.
2. Ask the agency, in writing, for the exact document or rule the decision rests on.
3. Send anything missing, keep a copy, and write down when you sent it.
4. Ask for a fair hearing before the deadline if you disagree.
5. Call your local legal aid office; help with benefits is often free.

WORDS YOU CAN USE

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To the agency: Re: [Program] application, case [number], [your name]

I applied on [date]. [I received a denial dated [date] / I have not received a decision.] Please tell me in writing what is missing or what rule the decision rests on. I am enclosing [documents]. I want to keep my right to a fair hearing.

[Your name, phone, address]
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WORKSHEET

Every call and letter

One line for every call, visit, letter and upload. When a caseworker says they never got something, this page is your proof.

Date	Program	Who I talked to / what I sent	What they said	Next step

LAST PAGE

Your records are the receipt

Nothing in this organizer asks an agency to take your word for it. Your documents, your dates and your call log are your own paper, side by side, in writing.

WHAT THIS CHECKLIST CAN'T DECIDE FOR YOU

Eligibility. Only the agency decides whether you qualify and how much you get. This organizer helps you apply and keep track.

Your state's rules. Each state sets its own forms, work search rules and benefit amounts. Use your state's official site.

Legal advice. This is not legal advice. Legal aid offices help with denials and hearings, often for free.

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Educational only. This checklist organizes your own records and points you to the official source for every rule. It does not give legal, tax or financial advice, and nothing in it promises a result.

APPENDIX · SOURCES

Where every verified line comes from

1. USDA, letter to governors on SNAP timeliness (April 2025), read 12 Nov 2026
   https://www.usda.gov/sites/default/files/guidance-documents/fns.snap-timeliness-letter-governors-april2025.pdf
2. 42 CFR 435.912, Timely determination and redetermination of eligibility (Legal Information Institute), read 12 Nov 2026
   https://www.law.cornell.edu/cfr/text/42/435.912
3. U.S. Department of Labor, Unemployment Insurance topic page, read 12 Nov 2026
   https://www.dol.gov/general/topic/unemployment-insurance

NEXT STEP

Keep going: the rest of your money

This checklist put one part of your money on paper. The next step reads the rest of it the same way — your own numbers, side by side, in writing.

Each of these picks up where the last one stops, so nothing you wrote down here gets left behind.

WHAT COMES NEXT

- **TrueNET** — the whole-picture money truth for your household: what comes in, what goes out, and what is really left each month — free to start.
  mynetcheck.com
- **LeakReceipts — free check: leakreceipts.com** — reads your statements and finds the fees, duplicate charges and subscriptions you can stop while money is tight.
- **Free Budget Planner** — on the VyRal shelf, for the months while benefits and work get sorted out.

> Every step starts from your own records. None of them promises what you will earn or save; they show what your numbers already say.

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