This guide is to help you navigate the Washington Connection website as you complete your Basic Food Application.

You can find the application on the Washington Connection Website.
Please note:

- **Bolded Questions with grapes** on the application relate directly to Basic Food eligibility and NEED to be answered.
- **Bolded Questions without grapes** are not flagged by the application but NEED to be answered.
- Un-bolded Questions are not required but can be filled if applicable.

Let's discuss each section by order:

**Your Needs Page**

Please select “**Basic Food**” under the “Food Assistance” section
**About You Page**

Please fill all sections on this page

- If you do not have your Social Security Number (SSN) available you will need to provide it at the time of your interview with DSHS.

**Note:** If you do not have a SSN, there's no need to add one. Simply leave that section blank.

![About You Form](image-url)
Your Address Page

Please fill all sections on this page
Household Members Page

Please fill all sections on this page

- If you do not have your household members' SSNs at the time of application, let them know DSHS will ask for them when they interview. If someone has a SSN, they are required to share it with DSHS if they want to be considered for benefits.

Contact Information Page

Please fill all sections on this page

- Make sure telephone number is accurate
Household Questions Page 1

Please make sure to answer the following questions on the application:

- How many people in your home do you buy or prepare food for, including yourself?
- How much money do you expect the people in your home to receive this month?
- How much money do the people in your home have in cash and bank accounts? (this can be a rough estimate)
- How much money do the people in your home pay monthly for rent or mortgage?
- What utilities do the people in your home pay for?

Household Questions Page 2

(Interpreter questions depend on client needs but are not required)

- Has anyone in your home received cash food or medical from another state or tribe in the last 30 days?
  - If you recently moved to WA, you will have to cancel benefits in your previous state before you can receive benefits here
Questions About Page:

- US Citizen
- Washington State resident?
- If Hispanic or Latino select from the list

(Race questions are optional)

Client Questions Page 1

- Is anyone in your home disabled?
Does anyone in your home:

- **Not work because of a disability?**
  - This refers to disability with a capital “D”: Someone in the household has been deemed disabled by the state of Washington.

- **Not work because of health problems?**
  - This refers to disability with a lower case “d”: Someone in the household is currently not working because of an L&I claim, short term disability, etc.
Is anyone in your home:

- A student
  - This is not an officially required question but needs to be answered

A boarder (Not required. A boarder is someone who receives regular meals when staying somewhere in return for payment or services)

On strike (Not required. On strike means someone in the household is not working because of a labor dispute)

A person who has served in the U.S armed forces, National Guard, Reserves, or been a dependent or spouse of someone who has served? (Not required)

Not working because they quit a job within the last 30 days?

Fleeing from the law to avoid going to court or jail for a felony?

Convicted if trading food assistance for drugs after September 22 1996?

Convicted of buying or selling food assistance over $500 after September 22 1996?

Convicted of trading food assistance for guns armmuntions, or explosives after September 22 1996?

Convicted of getting food assistance in more than one state after September 22, 1996?
Client Questions Page 4

- **A seasonal or migrant farm worker?**
  - Someone who moves around for work. Includes other seasonal workers like fisherman.

- **A sponsored alien?**
  - This refers to someone in the household who became Permanent Residents (Green card holders) through sponsorship. Sponsors are financially responsible for their sponsored Resident for the first 5 years under the government’s eyes. If someone has been a Permanent Resident for less than 5 years and has a sponsor, then their sponsor’s income will count toward eligibility.

- **Temporarily out of the home?**
  - This refers to people who are currently out of the home like currently deployed family members.

Client questions Page 5

- **Does anyone in your home have an authorized representative?**
  - Most People do not have one.
Income Page

Does anyone in your home receive income from a job or self-employment
(If you click yes, additional information will show up regarding income information)

Sections to Skip:

Vehicles- SKIP

Resources SKIP

Annuities-SKIP

Transferred Resources- SKIP
Housing and Shelter Expenses Page

Does anyone in your household have housing expenses?

What utilities do you pay for separately from rent or mortgage?

Does another person or agency help you pay either all or part of these utilities?

Did anyone in your household receive a low-income home energy assistance act (LIHEAA) payment in the past 12 months?


**Other expenses Page**

- Does anyone you are applying for pay or is supposed to pay any of these expenses
- Adult dependent or child care
- Medical bills including transportation costs (for 60+ or household members with a disability only)
  - Must be over $35 monthly
  - This does not include premiums, copays, and/or deductibles
- Child support

**Additional Comments Page**

In this optional section, you can add anything that could not be captured in the application or anything you would like to inform DSHS about.
Important information to know:

1. On the page after you submit the application, an application tracking number will be provided on the upper right corner. That is for you to keep and write down.

   Tracking Number: 212234849

2. After you submit the application, please read all of the information on that page.
   a. That page has information on next steps you will need to take after submitting the application

Next Steps after submitting Basic Food Application:

1. You will need to do an interview with the Department of Social and Health Services (DSHS)
   a. DSHS does not accept appointments, it’s all first come first serve basis
   b. You will have to do the interview over the phone by calling their statewide phone number at **1-877-501-2233**. They are not doing in-person interviews at this time.
   c. DSHS hours of operation are Monday-Friday 8AM-5PM.

2. During the interview, DSHS will explain if they need any verifying documents from you and you will need to mail or fax to them
   a. Some of these documents may be:
      i. Income documents like pay stubs
      ii. Award letters for SSI, SSDI, Unemployment
      iii. All documents that will need to be faxed or mailed should be COPIES not the original document.
      iv. All verification documents and/or forms should be faxed to **1-888-338-7410** or mailed to:

      DSHS CSD - Customer Service Center PO BOX 11699 Tacoma, WA 98411-6699