



UNITED STATES VIRGIN ISLANDS DEPARTMENT OF HUMAN SERVICES (DHS)  
DIVISION OF FAMILY ASSISTANCE (DFA)  
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) (aka FOOD STAMP)  
**SNAP/CASH RECERTIFICATION/APPLICATION PACKET**

**PLEASE DO NOT RETURN THE PAGES ATTACHED TO THIS NOTICE!**

1. Something You Should Know-VERIFICATION CHECKLIST
2. SIMPLIFIED REPORTING REQUIREMENTS
3. The Smart Family Brochure
4. Your Rights/Your Responsibilities
5. Privacy Act Statement



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1. COMBINED APPLICATION FORM – PART I (CAF1-Pages 1&2)
2. ADDENDUM: COMBINED APPLICATION
3. CERTIFICATION CUSTOMER CHECKLIST
4. STRONG LETTER
5. THE SMART FAMILY BROCHURE- Acknowledgment of receipt
6. AUTHORIZATION FOR RELEASE OF INFORMATION
7. TELEPHONIC INTERVIEW CERTIFICATION FORM
8. PERSONAL INFORMATION SHEET- Check off documents you have submitted with the application. **(Please do not submit original documents. The agency is not responsible for original documents).**

Completed application packets can be placed in locked drop boxes at DHS offices, emailed, or faxed at the numbers below:

Human Services - DFA 4201 Mars Hill, Frederiksted, St. Croix 00840 Phone No: (340) 772-7100 Fax: (340) 772-9591 Email: <a href="mailto:certoffice.stx@dhs.vi.gov">certoffice.stx@dhs.vi.gov</a>	Human Services - DFA 1303 Hospital Ground, STE 1, St. Thomas 00802 Phone No: (340) 774-0930 & (340) 774-2399 Fax No.: (340) 777-5449 Email: <a href="mailto:certoffice.stt@dhs.vi.gov">certoffice.stt@dhs.vi.gov</a>	Human Services Multi-Purpose Building Cruz Bay, St. John 00830 Phone: (340) 776-6334 or (340) 776-6335 Email: <a href="mailto:certoffice.stt@dhs.vi.gov">certoffice.stt@dhs.vi.gov</a>
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