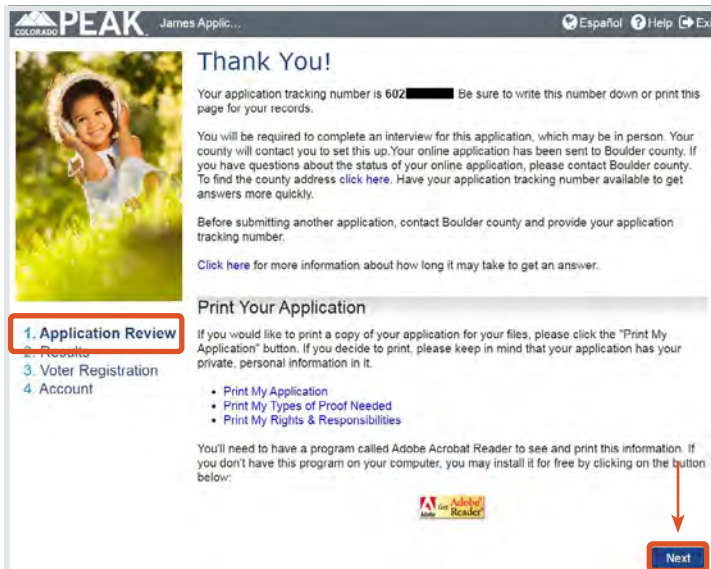


Upload Documents with Your Application or in PEAK

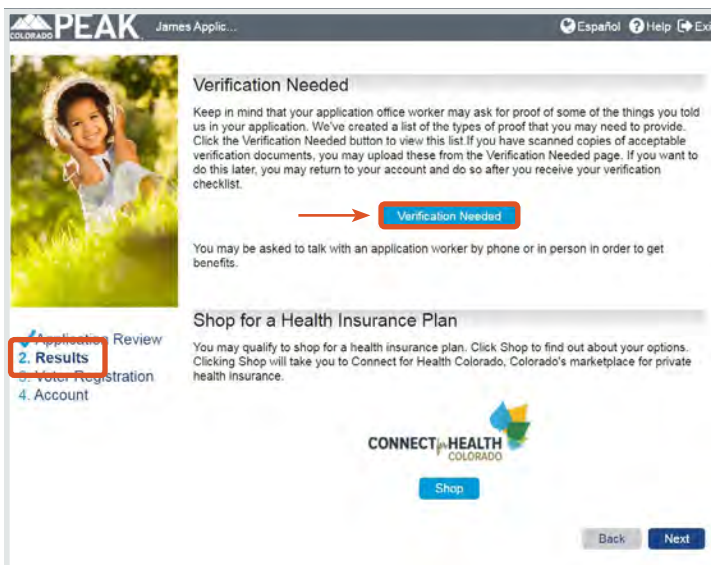
You can upload documents when you apply for benefits, or after you submit your application. You need a PEAK account to upload documents after your application has already been submitted. You may need to upload a document to verify information on your application, when there's a change in your household or case information, and when you ask to continue benefits.

1. You can upload documents after you submit your application on PEAK.

Submit your application on PEAK and then click Next.



2. Click Verification Needed.



PEAK Food Applicant Español Help Exit


You can submit an incomplete Food Assistance application at any time using the submit button located on the lower left side of the screen, as long as you have provided your name, address and signature. Benefits will be paid from the filing date if you are otherwise eligible. We encourage you to complete as much information as possible.

Types of Proof

We need to find out some things to see if you can get assistance. Some information can be verified by your statement at the interview. Other information may need to be verified by giving us proof.

Proof is the way you show us what we need to know. In some cases proof must be received before your application for assistance can be completed. Below is a list of items that can be used as proof. If you can't get the proof, let your application site worker know. Your worker may be able to help you.

If you have scanned copies of any of these types of proof on your computer, you can upload them now to help your case worker process your application quickly. Click the Upload Document button to upload a scanned image now.

 **Upload Document**

Proof of Identity
Your identification, such as picture ID or drivers license.

Proof of Assets
Proof of resources (assets), such as checking, savings, vehicles, CD's, IRA's, stocks, life insurance, burial policies.

Social Security Number
Social Security numbers or proof of application for everyone requesting benefits. If you state on the application that you have a Social Security Number, you will need to provide proof.

Proof of Citizenship or Alien Status
Proof of status in this country such as Visa, Legal Permanent Resident Card, Passport, or Employment Authorization Card for everyone you are applying for. If applying for Child Care Assistance, provide birth certificates for the children requesting care.

Proof of Income
Proof of current wages or income for your household, such as pay stubs, award letter, employer letter, Social Security, child support.

Proof of Pregnancy
If someone is pregnant, proof of when the baby is due (letter or statement from a health care provider or doctor).

Proof of Health Insurance
Health insurance card or policy.



Proof of Expenses
Proof of expenses such as day care, rent, mortgage, utilities, child support or medical costs.



For Child Care ONLY:



3. Find out what you can or should upload by reading under “Types of Proof.” Click Upload Document.


Upload Document

Tell us more about the document you want to submit.

 ***Whose Document** 
click here to choose ▼

 ***Type of Proof** 
click here to choose ▼

 ***Document Type** 
click here to choose ▼

 Choose File | No file chosen

Only the following file types are accepted *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.pdf

Only upload one page at a time and file size must be less than or equal to 3MB.

Next

4. Use the drop-down menus to answer: whose document, the type of proof, and document type.

Upload Document

Tell us more about the document you want to submit.

*Whose Document ?
The Household

*Type of Proof ?
click here to choose
click here to choose
Identification/Citizenship
Other Proof

Choose File No file chosen

Only the following file types are accepted * .jpg, * .jpeg, * .png, * .tif, * .tiff, * .pdf

Only upload one page at a time and file size must be less than or equal to 3MB.

Next

Upload Document

Tell us more about the document you want to submit.

*Whose Document ?
The Household

*Type of Proof ?
Identification/Citizenship

*Document Type ?
Birth Certificate

Choose File No file chosen

Only the following file types are accepted * .jpg, * .jpeg, * .png, * .tif, * .tiff, * .pdf


Only upload one page at a time and file size must be less than or equal to 3MB.


Next


5. Click Choose File and select your document. Repeat for each document you need to upload.


Upload Document

Tell us more about the document you want to submit.

*Whose Document 
 The Household

*Type of Proof 
 Identification/Citizenship

*Document Type 
 Birth Certificate

 Choose File Upload Document.png


Only the following file types are accepted *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.pdf

Only upload one page at a time and file size must be less than or equal to 3MB.


Next

6. Upload your document(s) by clicking Next.

Confirm Submission

Please confirm what you told us about this document before you submit it. If you want to change anything, click the Back button and you may change your answers. 

Document For : The Household
 Type of Proof : Other Proof
 Document Type : Other
 Filename : Document Upload.png

 Choose File Document Upload.png

Only the following file types are accepted *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.pdf

Only upload one page at a time and file size must be less than or equal to 3MB.


Back **Upload**

7. Review to make sure you added the correct documents. Click Upload.

Upload Successful

Your document has been uploaded successfully. Close this window to return to the last page and continue uploading documents.

Important Note: Your Verification Needed list will not be updated until a worker has had a chance to review the document you just uploaded. However, you can still view the document.

 *.html' File type is not allowed to upload

Choose File PEAKView Au... 2018.html

Only the following file types are accepted *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.pdf


Only upload one page at a time and file size must be less than or equal to 3MB.

Next

8. After you click upload, one of these windows will pop up:

- **Upload Successful.** Click the X in the upper right hand corner to close message.
- **Upload Error.** The upload did not work. Click Next to try again.

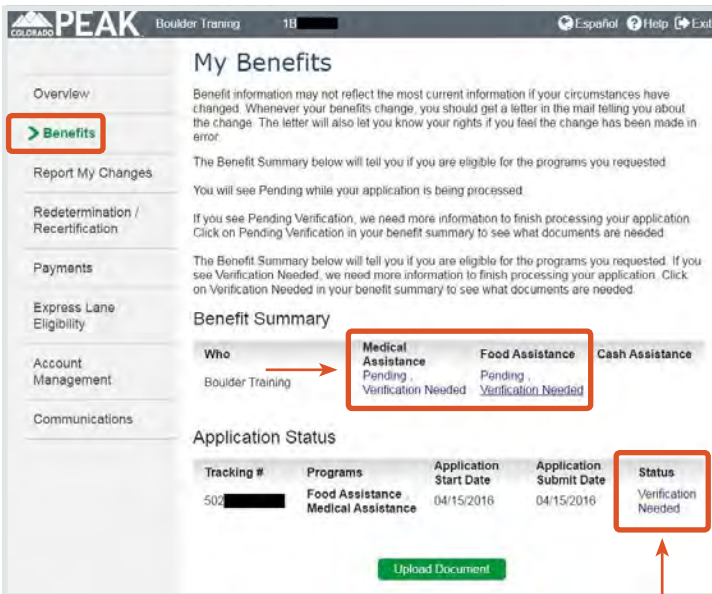
Congratulations!
 You uploaded your document!



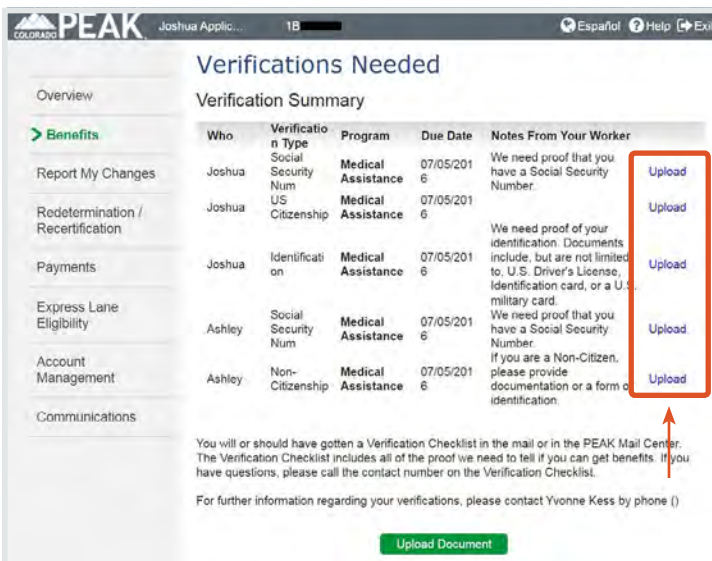
Upload Documents in Your PEAK Account



1. Click **Manage My Account** or **Sign In**.
2. Enter your email address and password. Click **Sign In**.



3. Click on **Benefits**.
4. You will see **Verification Needed** in blue if you need to upload documents. Click on any of the blue “**Verification Needed**” links to open the Verifications Needed page.



5. Click the **Upload** links or the **Upload Document** button. Follow the directions above to upload your documents.