How to Submit a Mid-Certification

PROCEDURE

How to Submit a Mid-Certification in the District Direct Mobile App

Overview: Follow the steps below to successfully submit a mid-certification in the District Direct mobile app

STEP-BY-STEP:

1. User clicks on the **More Options** dashboard.

   ![iPhone Dashboard](image1.png)  
   ![Android Dashboard](image2.png)
2. User selects “Report a Change.”

[iPhone]

[Android]
3. User selects the “**Mid-Certification Report**” and begins a new form.

**[iPhone]**

**[Android]**
4. Once a new Mid-Certification Report is initiated, the mobile app will display a form that consists of a series of questions asked over several screens.

[Android]

IMPORTANT: Your SNAP (Food Stamps) will end if you do not complete this form!

You must submit a report about changes in your household since your last certification or your District of Columbia (District) Supplemental Nutrition Assistance Program (SNAP/Food Stamps) will end. We need the information asked for on this form to see if you are still eligible and to compute the amount of your monthly benefits. When you answer the questions, you must give information for everyone included in your SNAP (Food Stamps) benefits. This includes parents or spouses who live with you but are not included in your SNAP benefits because of their immigration status. This also includes information for sponsors of aliens, even if the sponsor does not live in your home. You must complete, sign, and submit this form and upload the documents requested in the form to us. We encourage you to do so today.
5. Once a Mid-Certification Report is completed with the recipient signature, the user can no longer update it.

   a. Tapping on a completed Mid-Certification Report opens a read-only version of the report form.
   b. For an “In-Progress” Mid-Certification Report, the user can provide updates to the report on the Report A Change screen.

[iPhone] [Android]