

District Direct Mobile Application

How to Submit an Application

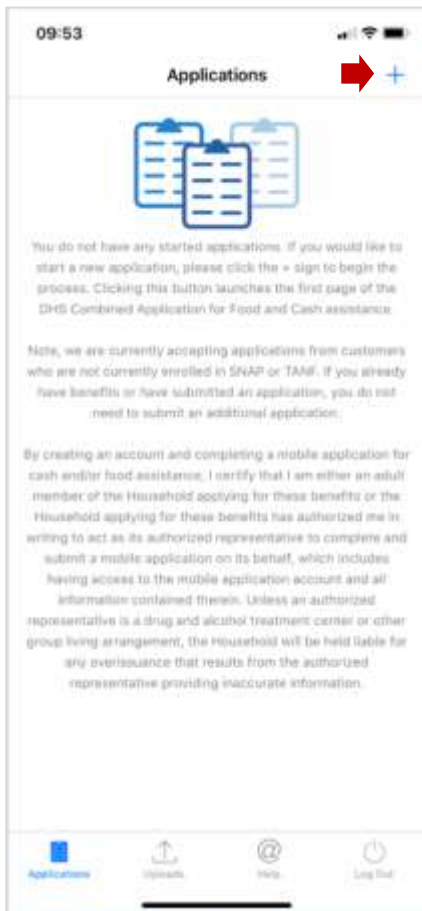
PROCEDURE

How to Submit an Application in the District Direct (Mobile App)

Overview: The following user guide gives an overview on how to submit an application in the District Direct mobile app

STEP-BY-STEP:

1. Log into the District Direct mobile app
2. Navigate to the “Applications” screen
3. Click the “+” icon to create a new application



4. Review the "Language Accessibility" screen and note that if you need a Spanish, Amharic, Chinese, or Vietnamese interpreter, you can call ESA at the listed number. Otherwise, click "Next"



5. Applicant Information - The Applicant Information section asks for you to provide information such as your name, date of birth, sex, and contact information.

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Close

Applicant Information

First name*
John

Middle name

Last name*
Doe

Date of birth*
3

Sex*
 Male
 Female

Telephone*

Email address*

Confirm your email address*

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Your Address

Are you experiencing homelessness?
 Yes
 No

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Your Address

Street (including quadrant)*

Apt.

City
Washington

State*
District of Columbia

ZIP*

Is your mailing address different than your current address?
 Yes
 No

Do you plan to stay in DC?*

Yes
 No

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6. What Are You Applying For - The What Are You Applying section asks you to select which programs you are applying for (i.e., SNAP, TANF / Cash Assistance, Interim Disability Assistance (IDA), or Non-MAGI Medicaid / Alliance / Immigrant Children's Program).

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What Are You Applying For

I am applying for*

SNAP

TANF/ Cash Assistance

Interim Disability Assistance (IDA)

Non-MAGI Medicaid/Alliance/Immigrant Children's Program

SNAP
Supplemental Nutrition Assistance Program (SNAP, formerly called Food Stamps) is a monthly benefit to buy groceries.

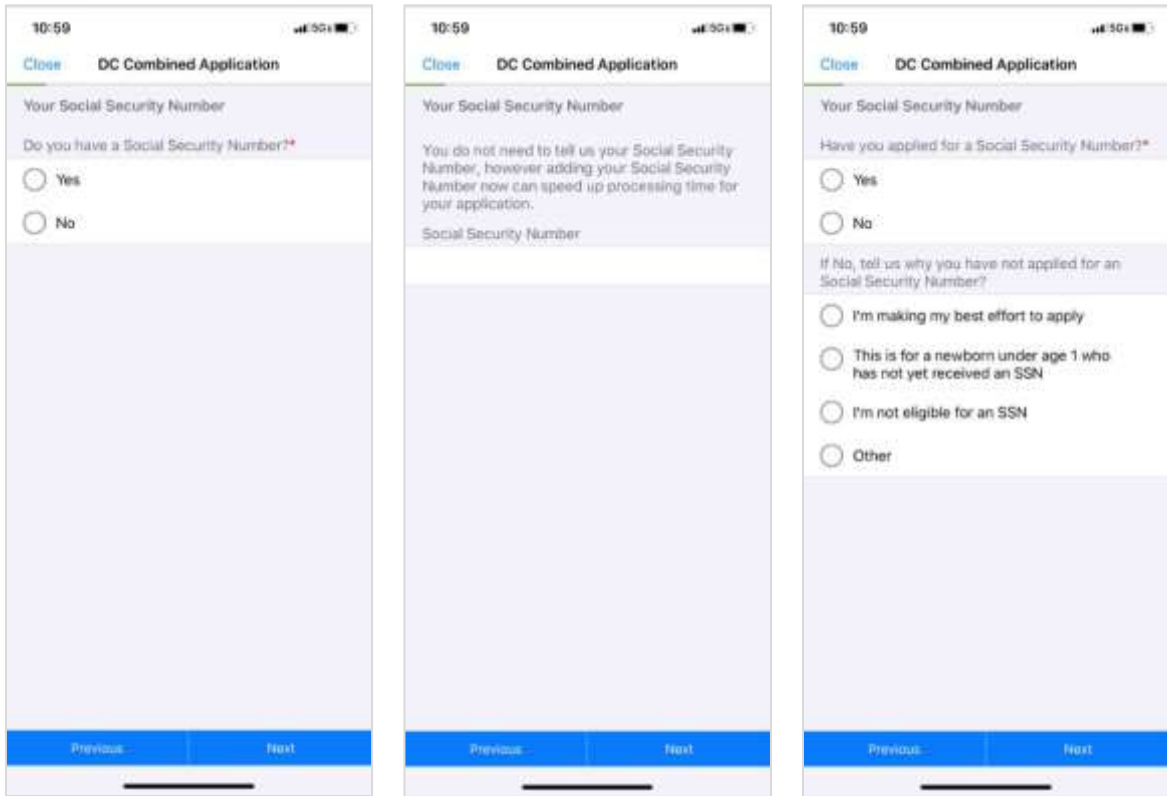
TANF/ Cash Assistance
Cash assistance for different needs, including support for families with children, refugees, assistance while waiting for Disability Assistance approval, and help burying a loved one.

IDA
Interim Disability Assistance (IDA) provides temporary financial help to people who cannot work because of a disability and are applying or waiting for approval for Supplemental Security Income (SSI).

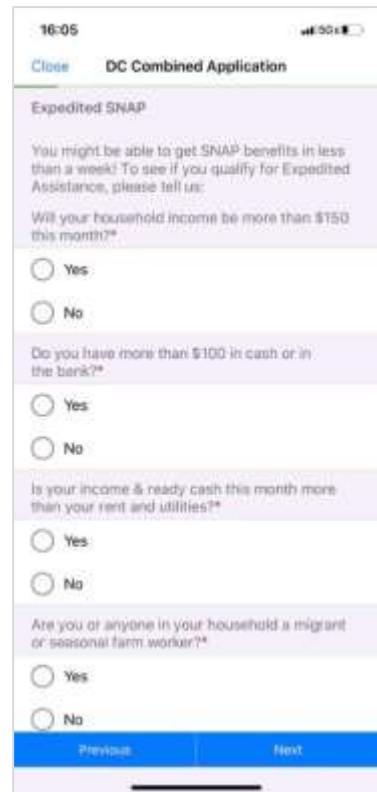
Non-MAGI Medicaid/Alliance/Immigrant

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7. Your Social Security Number –The next session confirms whether or not you have a social security number. Please note that it is not necessary to provide your social security number but doing so will speed up processing of your application.



8. Expedited SNAP (Only Applicable if You are Applying for SNAP) – The Expedited SNAP section only appears if you are applying for SNAP and helps determine if you are eligible to receive SNAP benefits immediately.



- 9. Authorized Representatives** – The Authorized Representative section allows you to elect an authorized representative to act on your behalf, when needed. By adding an Authorized Representative, you have authorized this person to act on your behalf and to complete and submit a mobile application on your behalf, which includes having access to the mobile application account and all information contained therein. Unless an authorized representative is a drug and alcohol treatment center or other group living arrangement, the Household will be held liable for any over issuance that results from the authorized representative providing inaccurate information.

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Expedited SNAP

You might be able to get SNAP benefits in less than a week! To see if you qualify for Expedited Assistance, please tell us:

Will your household income be more than \$150 this month?*

Yes

No

Do you have more than \$100 in cash or in the bank?*

Yes

No

Is your income & ready cash this month more than your rent and utilities?*

Yes

No

Are you or anyone in your household a migrant or seasonal farm worker?*

Yes

No

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- 10. Immigrants (Non-Citizens) Applying for Benefits** – The Immigrants (Non-Citizens) Applying for Benefits section asks for your immigration information. (Please note: This section will only appear if you indicated that you are not a U.S. citizen.

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Immigrants (Non-Citizens) Applying for Benefits

Many immigrants are eligible for benefits. For any non-citizen applying for benefits, please provide the immigration information below. **If your status is "OTHER", then we will not ask you for any more information about your immigration status.**

If you are only applying for your child, you do not have to give details about your immigration status. Instead, you can just give your child's immigration information. If you just want benefits for your child, you can mark "OTHER" for your own immigration status.

We may ask Immigration Services (USCIS) to verify the status of anyone who is NOT listed as "OTHER". This may affect your eligibility for benefits and the amount of your benefits

Do you want to provide your immigration information?*

Yes

No

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Your Immigration Information

Alien ID #*

Only include digits, e.g. if your number is "A123456789", enter "123456789".

Current status*

If Other, describe

If Other is your current status

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Your Immigration Information

Date moved to the U.S.*

Were you ever a refugee/asylee?*

Yes

No

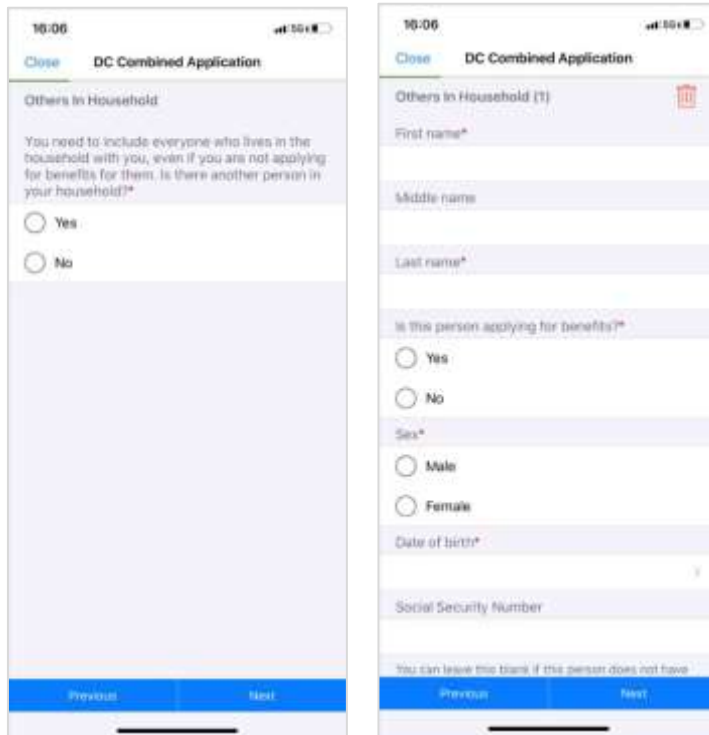
Cuban/Haitian?*

Yes

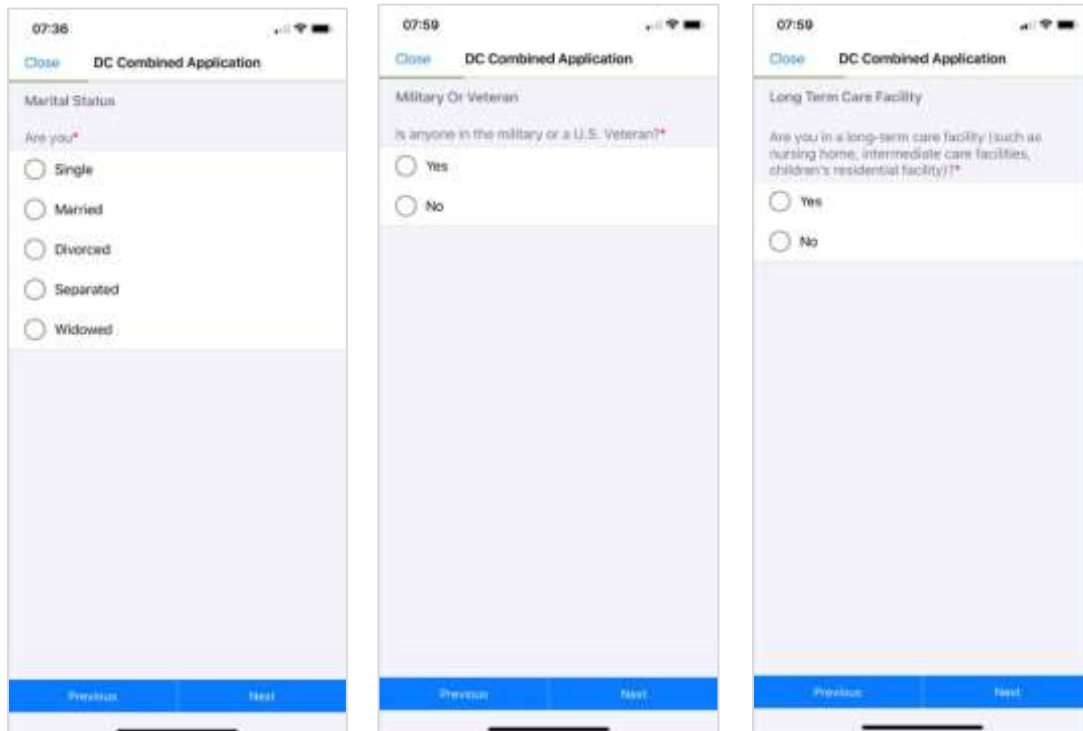
No

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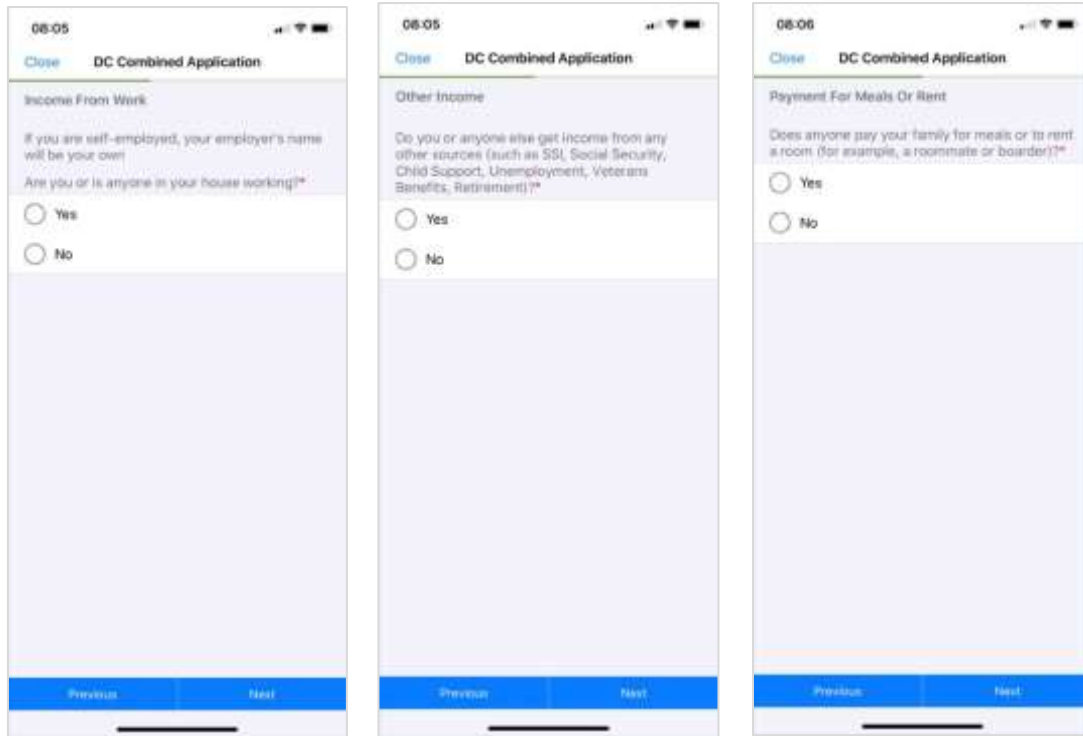
11. Who Lives With You – The Who Lives With You section asks for information regarding any household members including name, date of birth, sex, relation, etc.



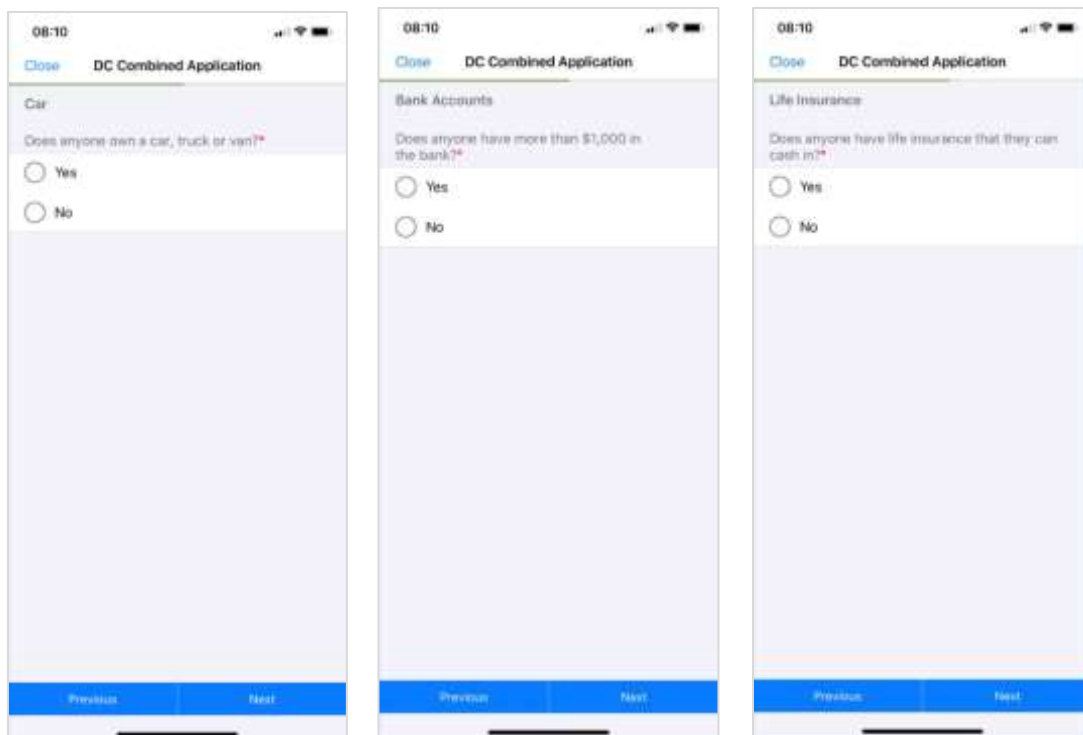
12. General Questions – The General Questions section asks for general information such as marital status, military status, pregnancy (females only), long-term care, child- or elder-care charges, etc.



- 13. Income** – The Income section asks questions related to your sources of income include employment, rent payments, and other income.



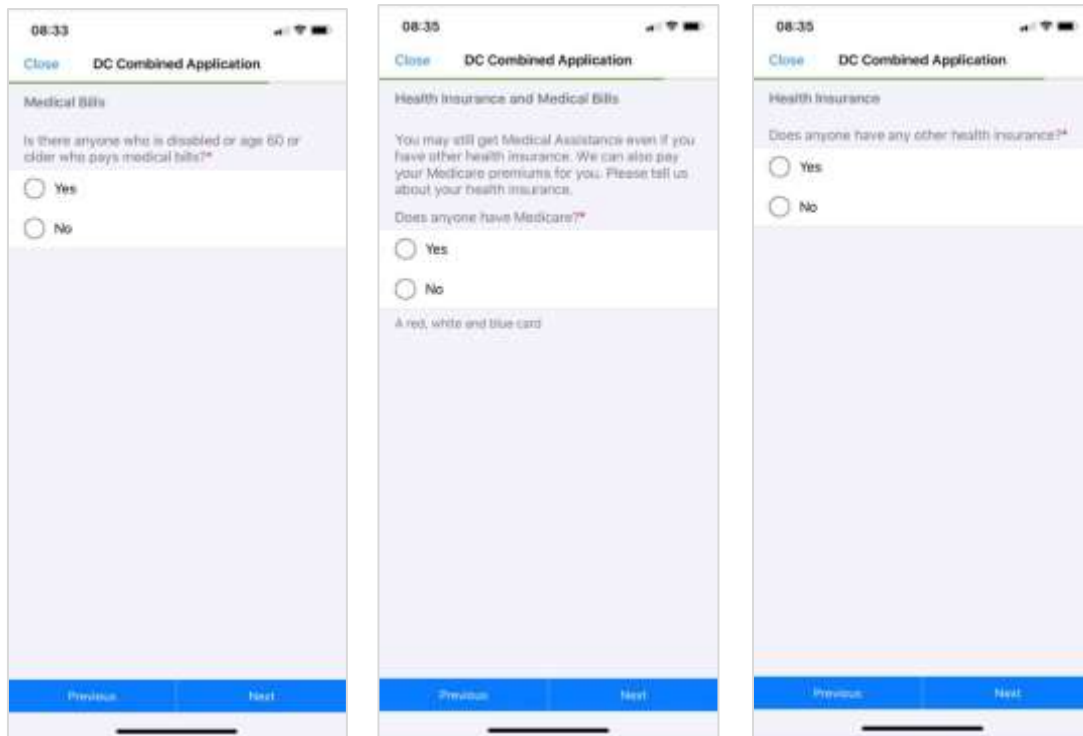
- 14. Assets** – The Assets sections asks questions related your various assets including property, vehicles, stocks, cash, and others.



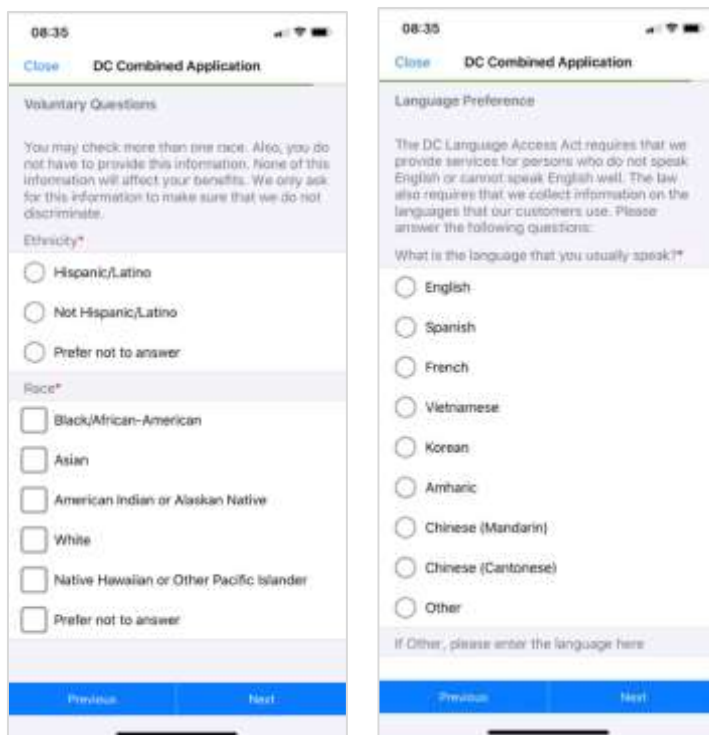
15. For the Blind & Disabled – The “For the Blind & Disabled” section asks if you or anyone in your household is blind or has any other disabilities.

16. Housing, Utilities & Other Bills – The Housing, Utilities & Other Bills section asks questions related to your expenses including housing (e.g., rent), utilities (e.g., gas, electric) and whether or not you received LIHEAP Benefits.

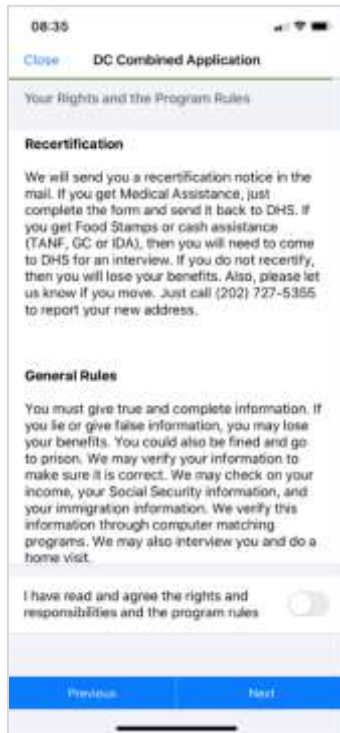
17. Health Insurance & Medical Bills – The Health Insurance & Medical Bills section asks you to provide details related to your health insurance and medical costs.



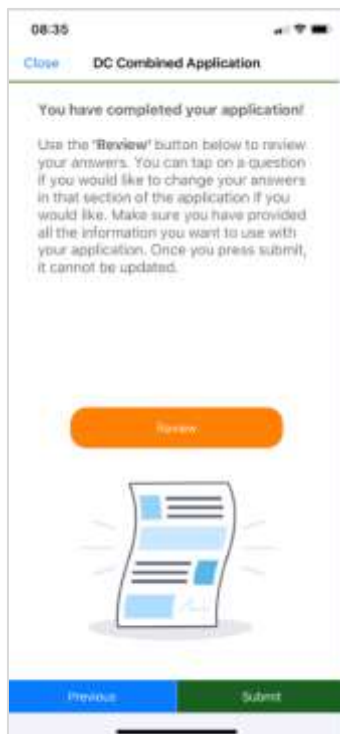
18. Voluntary Questions – The Voluntary Questions section asks demographic questions that you are not required to answer, we only ask for this information to make sure we do not discriminate.



19. Read your rights and responsibilities and click the arrow to continue. Once you have reviewed, tap to sign and date your application.



20. Before applying, we highly recommend you review your application before you apply by tapping "Review Form". Once you apply, you cannot make changes to your application. After you have reviewed, tap "Apply" to submit your application.



21. Once you have successfully submitted your application, you will see the confirmation screen. To immediately begin uploading your documents, tap "**Upload Documents**".

