District First Mobile Application:
How to Submit an Application in the District First Mobile

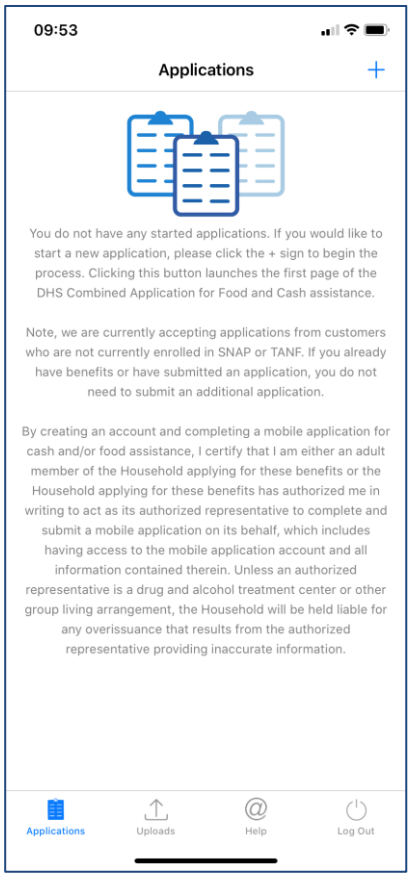
Procedure

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

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

Step-by-Step:

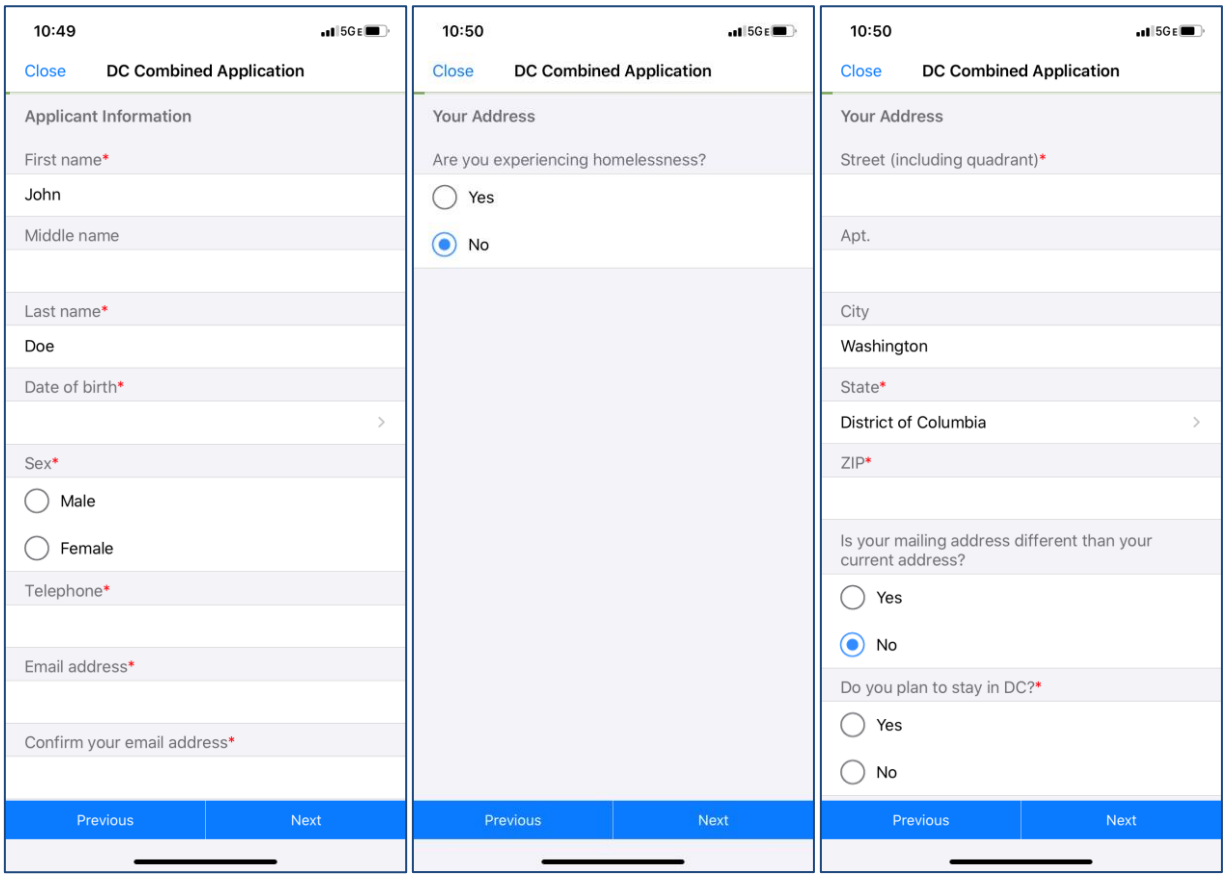
1. Log into the District First mobile app
2. Navigate to the "**Applications**" screen
3. Click the "**+**" icon to create a new application



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**"

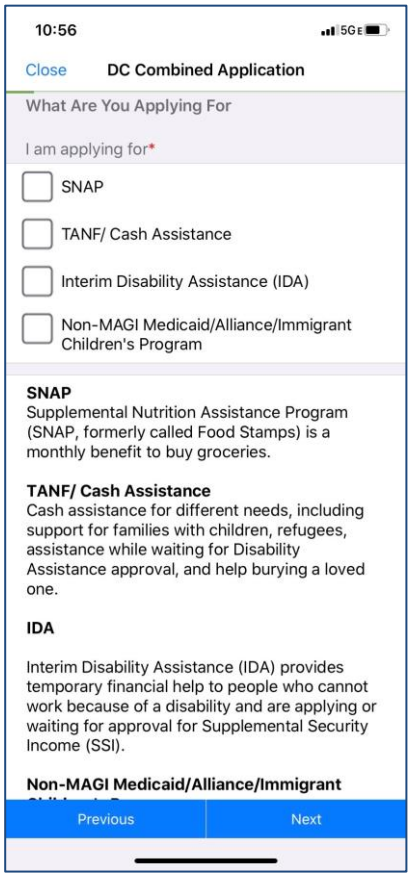
5 Applicant Information

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



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.



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.

10:59

Close DC Combined Application

Your Social Security Number

Do you have a Social Security Number?*

- Yes
- No

Previous Next

10:59

Close DC Combined Application

Your Social Security Number

You do not need to tell us your Social Security Number, however adding your Social Security Number now can speed up processing time for your application.

Social Security Number

Previous Next

10:59

Close DC Combined Application

Your Social Security Number

Have you applied for a Social Security Number?*

- Yes
- No

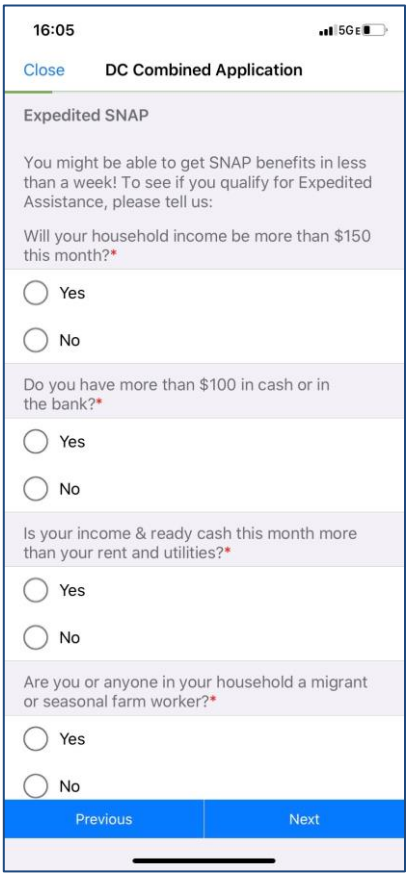
If No, tell us why you have not applied for an Social Security Number?

- I'm making my best effort to apply
- This is for a newborn under age 1 who has not yet received an SSN
- I'm not eligible for an SSN
- Other

Previous Next

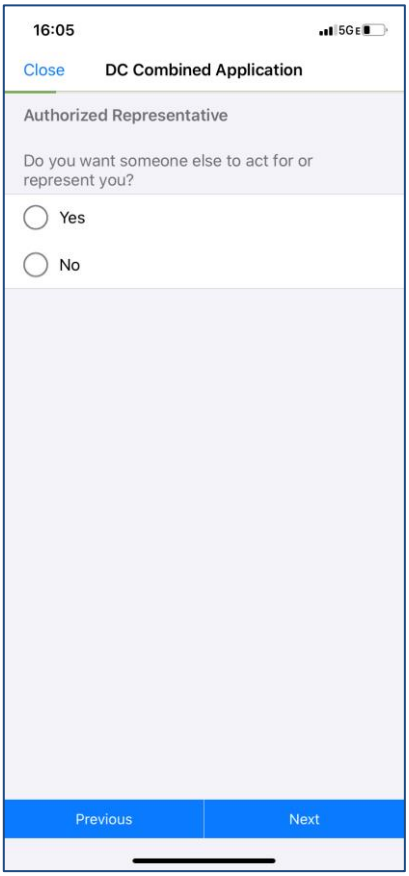
8 Expedited SNAP (Only Applicable if You are Applying for SNAP)

- The Expedited SNAP section only appears if you are applying for SNAP and helps determine if you are eligible to receive SNAP benefits immediately.



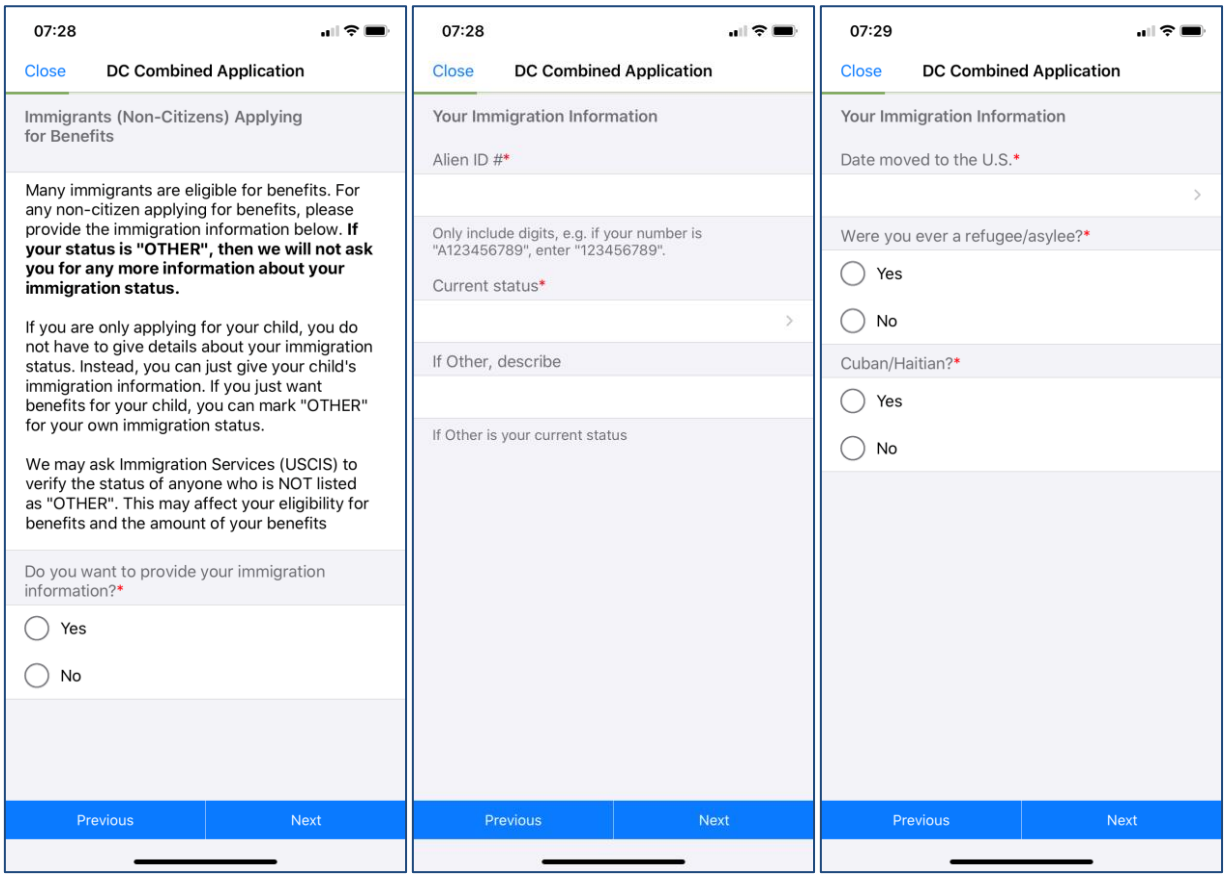
9 Authorized Representatives

- 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.



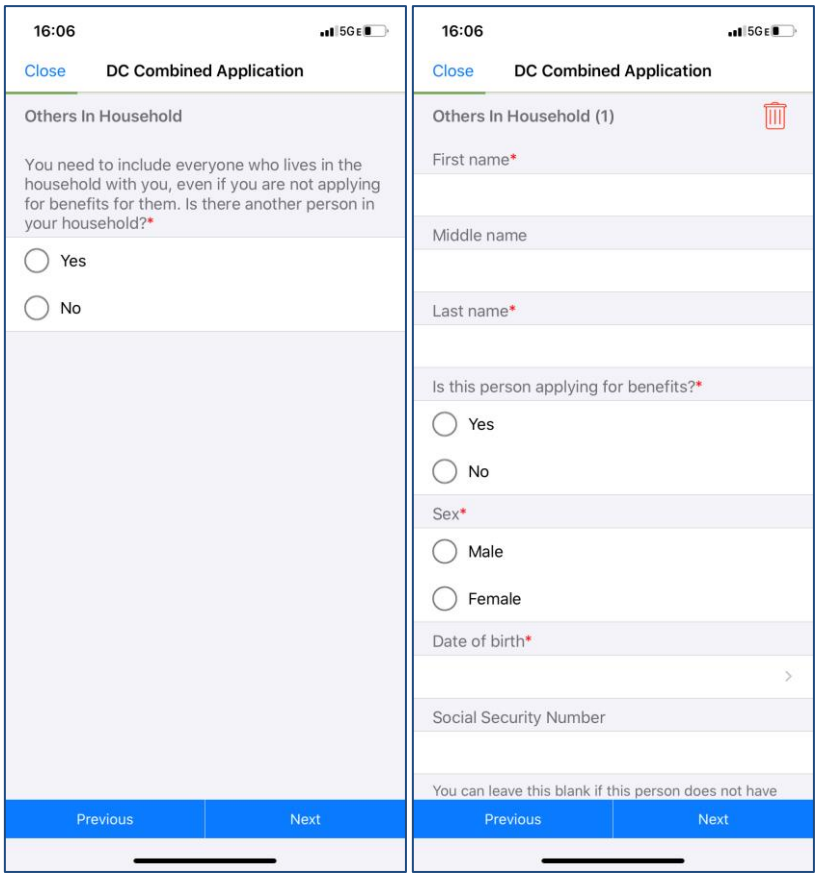
10 Immigrants (Non-Citizens) Applying for Benefits

- 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.



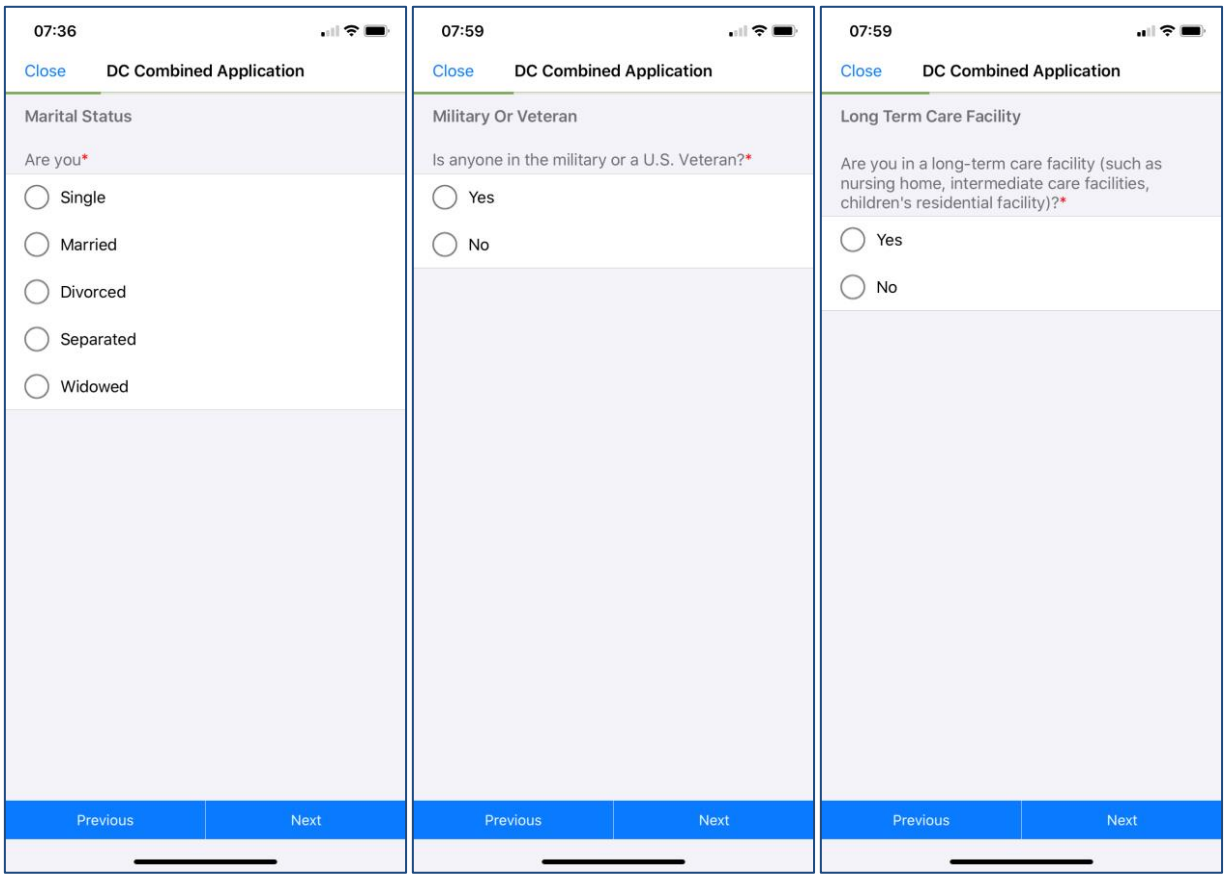
11 Who Lives With You

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



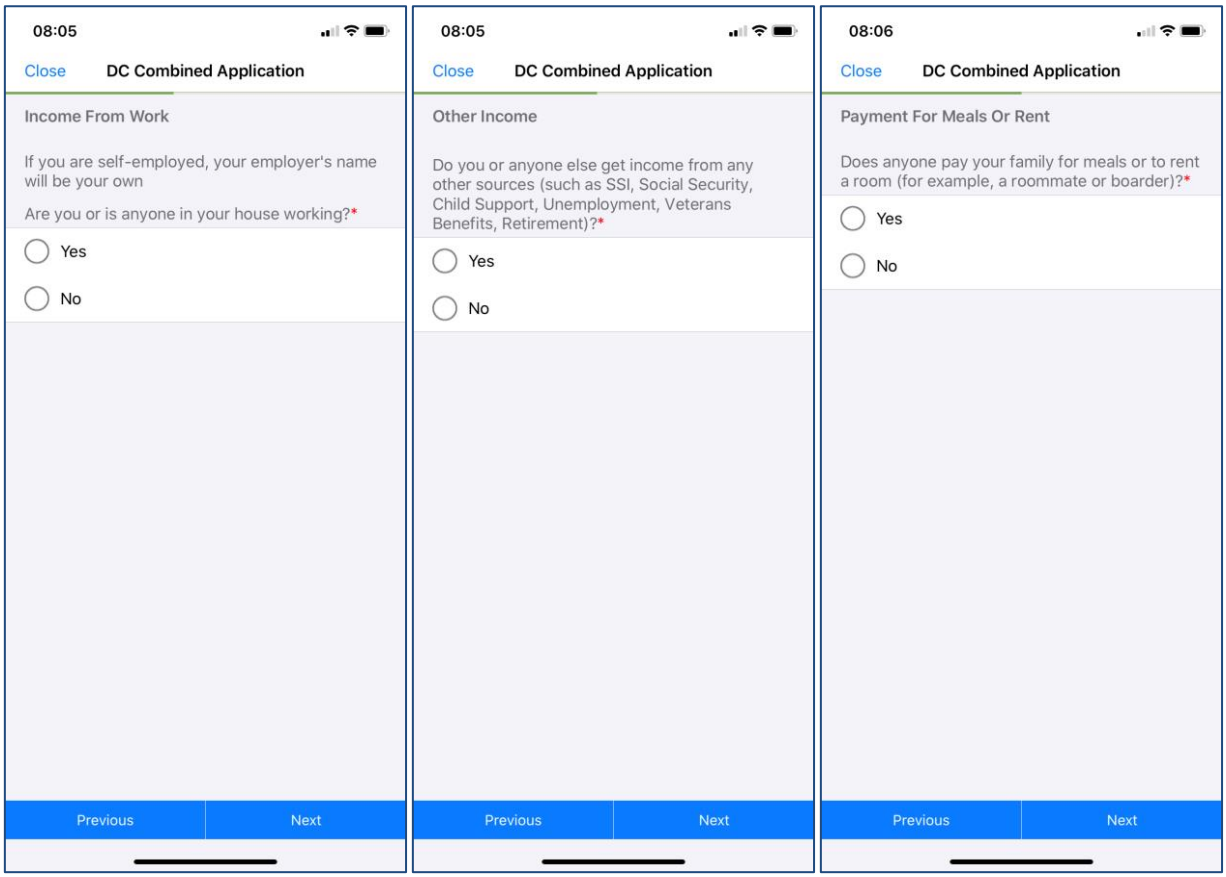
12 General Questions

- 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.



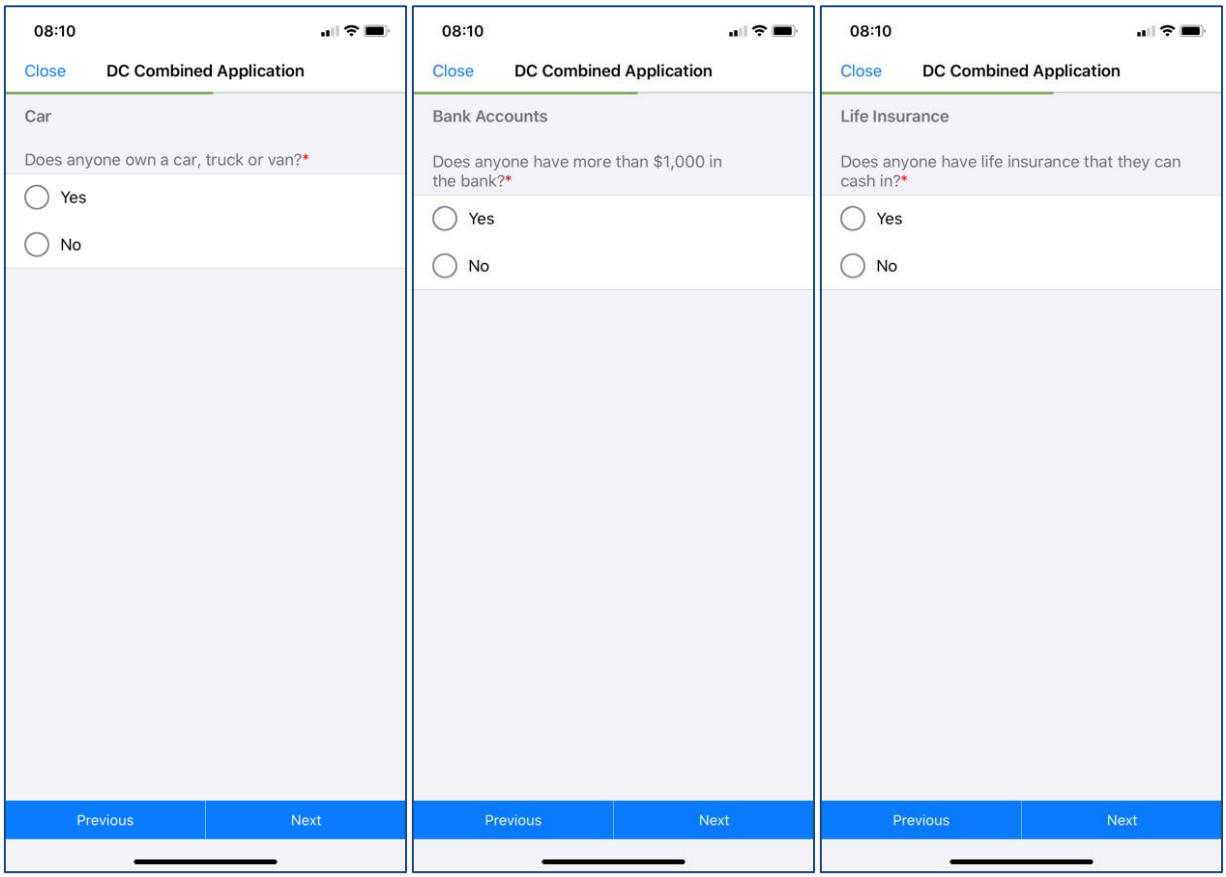
13 Income

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



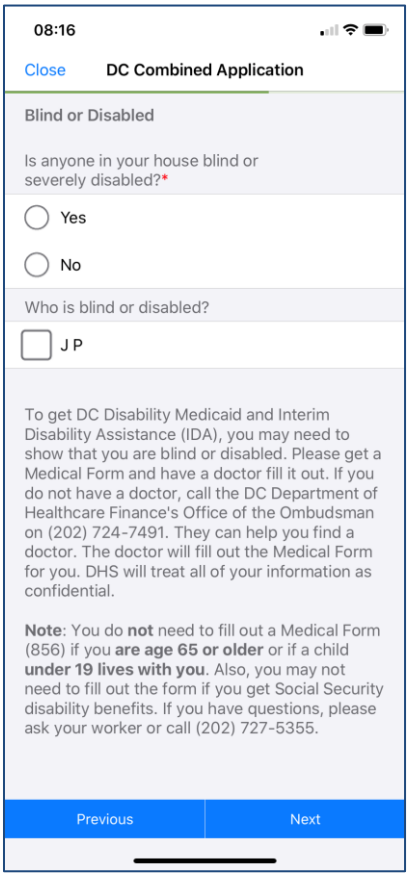
14 Assets

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



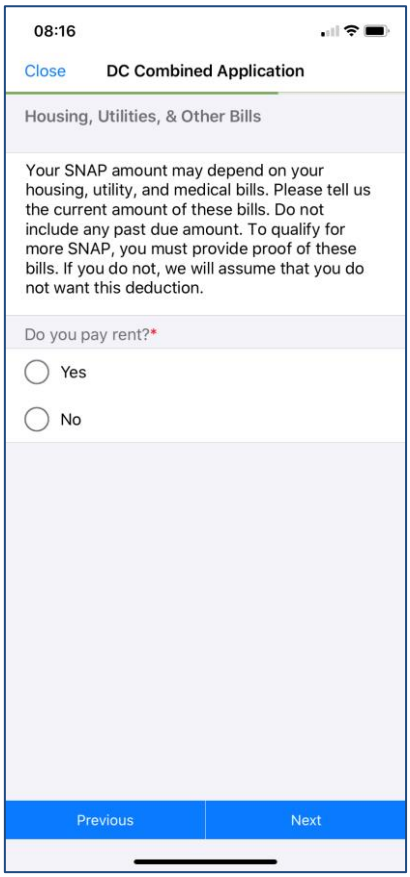
15 For the Blind & Disabled

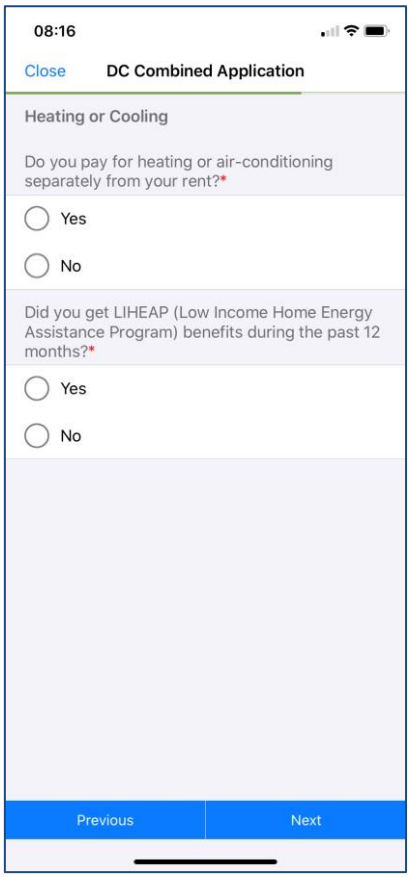
- The "**For the Blind & Disabled**" section asks if you or anyone in your household is blind or has any other disabilities.



16 Housing, Utilities & Other Bills

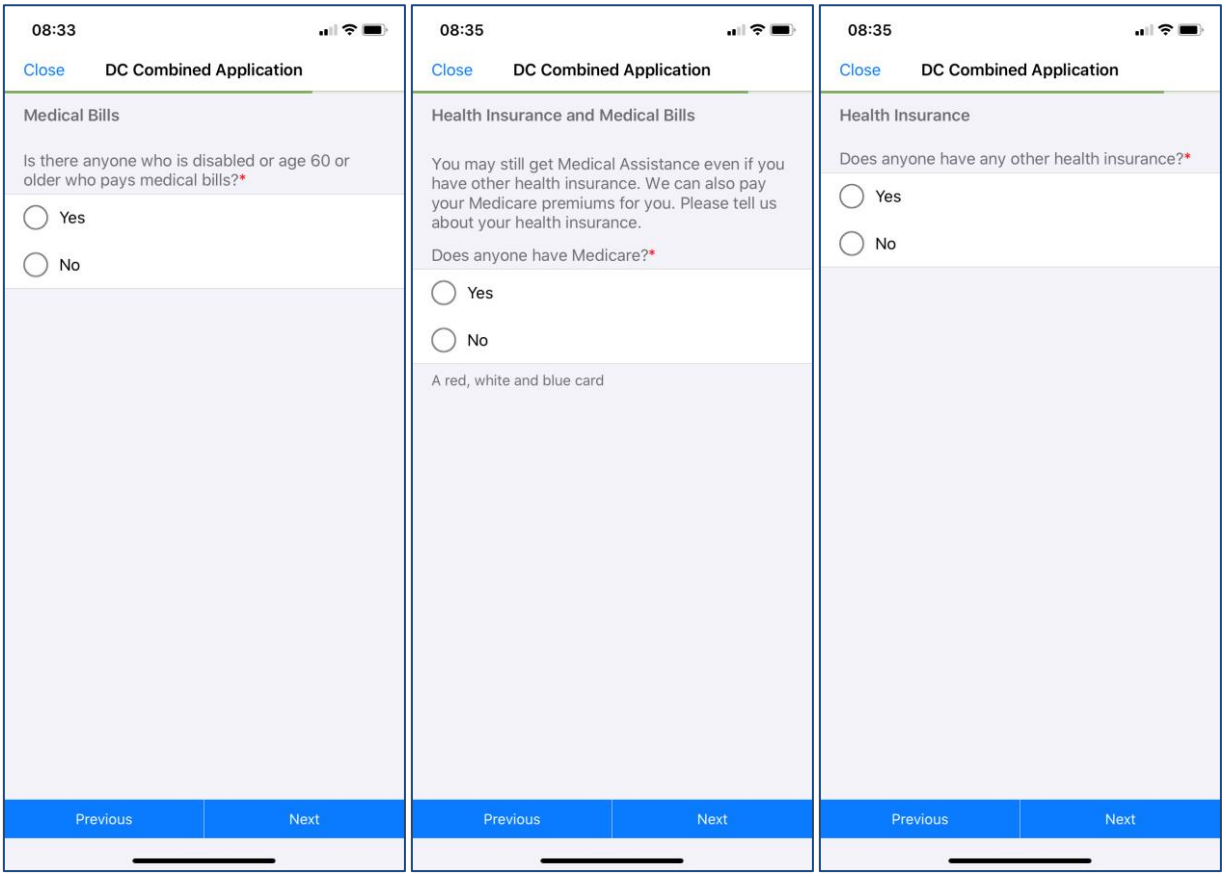
- The Housing, Utilities & Other Bills section asks questions related to your expenses including housing (e.g., rent), utilities (e.g., gas, electric) and whether or not you received LIHEAP Benefits.





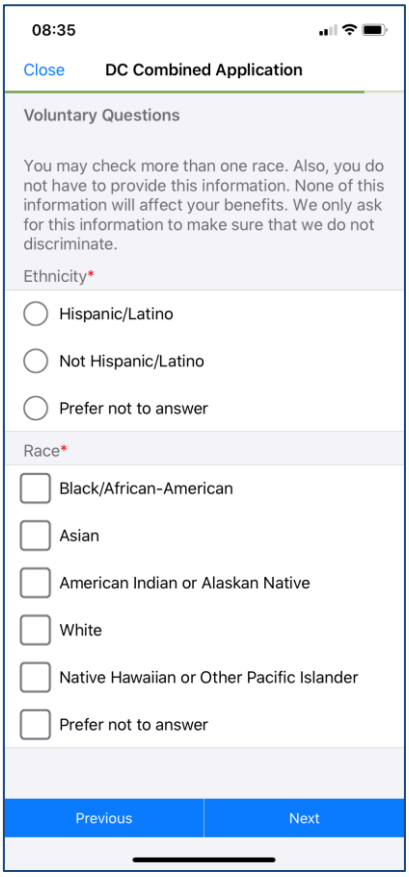
17 Health Insurance & Medical Bills

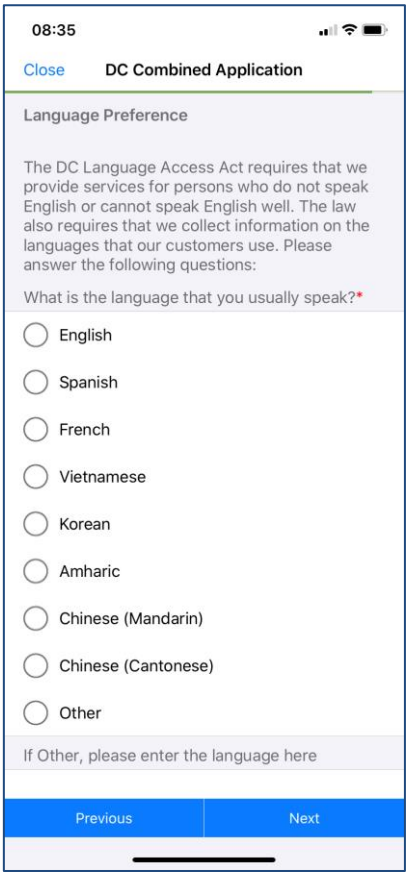
- The Health Insurance & Medical Bills section asks you to provide details related to your health insurance and medical costs.



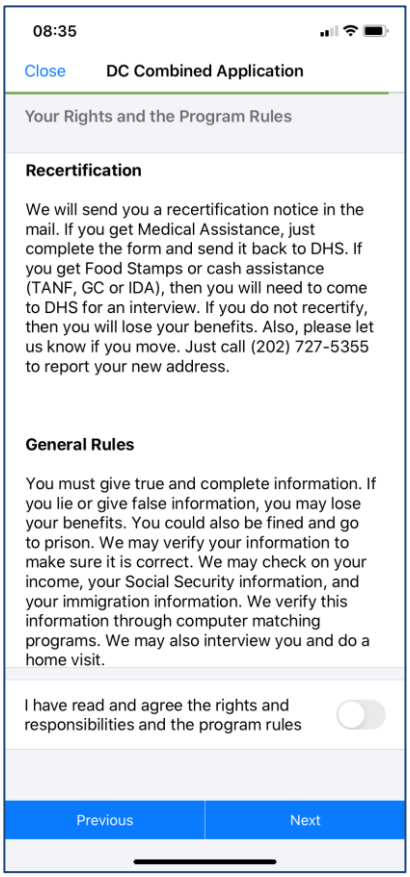
18 Voluntary Questions

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

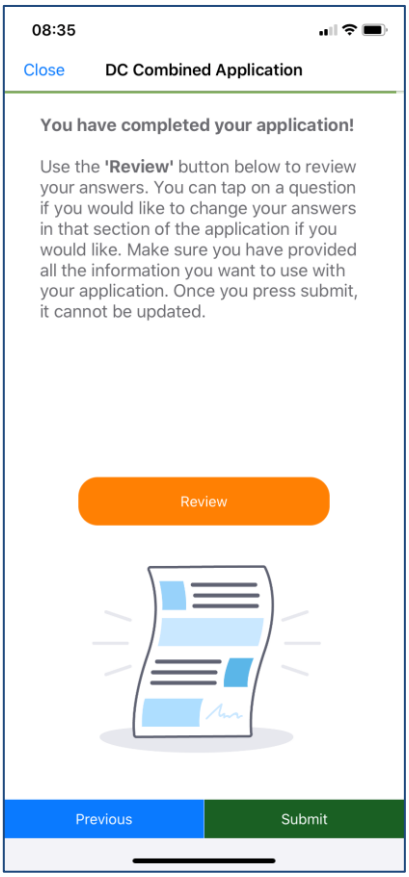
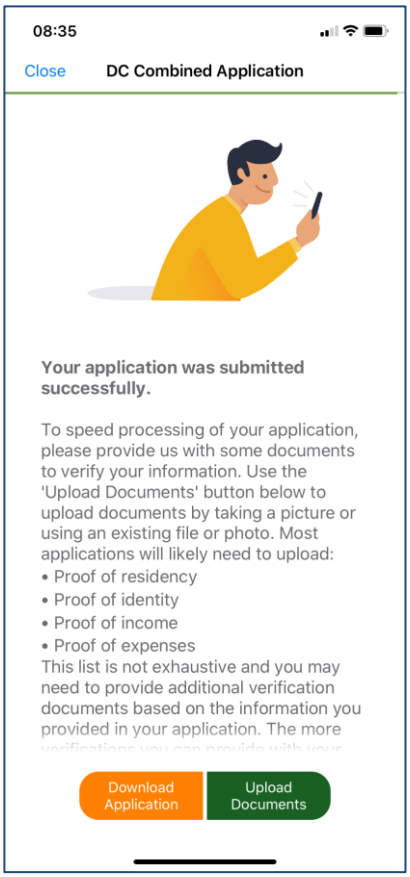




19 Read your rights and responsibilities and click the arrow to continue. Once you have reviewed, tap to sign and date your application.



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.


08:35
Close
DC Combined Application
You have completed your application!
Use the 'Review' button below to review your answers. You can tap on a question if you would like to change your answers in that section of the application if you would like. Make sure you have provided all the information you want to use with your application. Once you press submit, it cannot be updated.
Review
Previous
Submit

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