

SOLICITUD DE INFORMACION (REQUEST FOR INFORMATION)

PURPOSE: To provide notification to food stamp or Income Maintenance applicants or participants of information necessary to establish initial or continued eligibility for participation in the food stamp or Income Maintenance Programs.

NOTE: *This form is used for Spanish speaking EUs. For food stamps and Temporary Assistance cases, in FAMIS, record on EUMEMROL (FM3Z) that the IM-31A (Spanish) was sent to the EU.*

NUMBER OF COPIES AND DISPOSITION: The Spanish translation is an online version only. Mail or give the original to the applicant/participant. File a copy in the case record. Retain until the end of the current certification period or reinvestigation.

INSTRUCTIONS FOR COMPLETION: Use the Spanish translation as appropriate.

NOMBRE DE CARPETA - Case Name

NUMERO DE CARPETA - Case Number

DOMICILIO - Address

FECHA - Date

LA INFORMACION CORRESPONDIENTE (etc.) - This section tells the individual what information must be returned in order to make an eligibility determination. Allow 10 days for the individual to provide the information.

SECTION 1 - IDENTIFICACION Y DOCUMENTOS REQUERIDOS - IDENTIFICATION AND DOCUMENTS REQUIRED, SUCH AS -

1. TARJETAS DE SEGURO SOCIAL - Social Security cards
2. FOTO DEL PERMISO PARA CONDUCIR - Photo driver's license
3. FOTO DEL DOCUMENTO DE IDENTIDAD - Photo ID
4. CERTIFICADOS DE NACIMIENTO - Birth Certificates

5. PLANES DE SERVICIO FUNERARIO PREPAGO - Prepaid burial plans
6. LIBRETA DE MATRIMONIO - Marriage license
7. SENTENCIA DE DIVORCIO - Divorce decree
8. TITULOS DE PROPIEDAD - Deeds
9. POLIZAS DE SEGURO (DE VIDA Y MEDICO) - Insurance policies (Life and Medical)

SECTION II - COMPROBANTES DE RECURSOS DE DINERO - PROOF OF ALL MONEY OWNED

10. CERTIFICADOS DE DEPOSITOS O DE DEPOSITOS IRA - Certificates of Deposits or IRA
11. LIBRETA DE CUENTA DE AHORRO, RESUMEN BANCARIO - Savings account book, bank statement
12. RESUMEN BANCARIO DE CUENTA CORRIENTE - Current checking account bank statement
13. BONOS DEL GOBIERNO U OTROS - Government or other bonds
14. ACCIONES - Stocks
15. HIPOTECAS A SU FAVOR - Mortgages you own
16. ESTADO CONTABLE DE LA CUENTA CREDIT UNION O DECLARACION DEL SALDO EXISTENTE - Credit Union account book or balance statement
17. DINERO EN EFECTIVO - Cash you own
18. EXPLIQUE SI DISPONE DE OTROS RECURSOS - If other, explain

SECTION III - COMPROBANTES DE SUS INGRESOS - PROOF OF ALL INCOME

19. ULTIMOS COMPROBANTES DE PAGO - Last pay stubs
20. DECLARACION DEL EMPLEADORA/A (etc.) - Statement from your employer (including home employment such as child care, ironing, house cleaning, or other odd jobs.) Statement should include date of hire, rate of pay, hours per pay period, and how often and when paid, and be signed and

dated by the employer. If this is a separation statement, it should also be signed and dated by the employer. If this is a separation statement, it should also include the last day worked, reason for separation, and the date the last check was received

21. SI SE DEDICA A TAREAS AGRICOLAS (ETC.) - If you farm or are self-employed, your latest income tax report or document
22. DECLARACION CON EL MONTO DE SUBSIDIO PARA EDUCACION O CAPACITACION, PRESTAMO O BECA - Statement verifying amount of education or training grant, loan or scholarship
23. AYUDA DE PERSONAS QUE NO PERTENEZCAN A LOS GRUPOS ASISTENCIALES - Contributions from person outside of assistance group
24. CARTA DE OTORGAMIENTO DE CUALQUIER OTRO TIPO DE PENSION - Award letter from any other type of pension
25. INGRESOS PERCIBIDOS EN CONCEPTO DE ALQUILER DE CUARTOS O PROVISION (ETC.) - Income received for room or room/board from other members of the household
26. RENTA PROVENIENTE DE ALQUILER DE PROPIEDADES - Rent received from rental property
27. CARTA DE OTORGAMIENTO DEL SEGURO SOCIAL - Social Security award letter
28. BENEFICIOS SSI - SSI benefits
29. SEGURO DE DESEMPLEO - Unemployment Compensation
30. ASISTENCIA O PENSION PARA LOS HIJOS - Child support
31. PENSION ALIMENTICIA - Alimony
32. BENEFICIOS PARA VETERANOS DE GUERRA - Veterans benefits
33. JUBILACION FERROVIARIA - Railroad retirement
34. ASIGNACIONES DE LAS FUERZAS ARMADAS - Armed Forces allotment
35. COMPENSACION PARA LOS TRABAJADORES - Worker's Compensation

36. EXPLIQUE SI DISPONE DE OTROS INGRESOS - If any other income, explain

SECTION IV - COMPROBANTES DE GASTOS - PROOF OF ALLOWABLE EXPENSES

37. PAGO DE ALQUILER O DE LA VIVIENDA - Rent or house payment

38. IMPUESTO INMOBILIARIO - Real estate tax

39. SEGUROS SOBRE LA VIVIENDA - Insurance on house

40. TELEFONO - Telephone

41. ELECTRICIDAD - Electricity

42. GAS - Gas

43. COMBUSTIBLE - Oil

44. AGUA/SERVICIOS CLOCALES - Water/sewage

45. SERVICIOS DE BASURA - Trash removal

46. CUIDADO DE LOS NINOS - Child care

47. CUENTAS DE SERVICIOS MEDICOS PARA: - Medical bill for:

48. MANTENIMIENTO DE LOS HIJOS - Child support you pay

49. EXPLIQUE SI EXISTEN OTROS GASTOS - If other, explain

SECTION V. CIUDADANIA Y CONDICION DE EXTRANJERO/A - CITIZENSHIP AND ALIEN STATUS

50. TARJETA DEL REGISTRO EN EXTRANJERIA (ALIEN REGISTRATION RECEIPT) - Alien registration receipt card

51. DECLARACION DE CIUDADANIA - Declaration of citizenship

52. PERMISO DE REINGRESOS AL PAIS - Re-entry permit

53. REGISTRO DE ENTRADAS Y SALIDAS - Arrival-Departure record

54. OTROS COMPROBANTES DEL SERVICIO DE INMIGRACION Y CIUDADANIA

- Other proof from the United States Citizenship and Immigration Service(formerly Immigration and Naturalization Service).

SECTION VI - INFORMACION SOBRE PADRES QUE NO EJERCEN CUSTODIA - INFORMATION ABOUT NON-CUSTODIAL PARENT(S)

55. DOMICILIO - Address
56. LUGAR DE EMPLEO - Place of employment
57. NUMERO DEL SEGURO SOCIAL - Social Security number

SECTION VII - REFERENCIAS - REFERENCES

58. NECESITAMOS EL NOMBRE, EL DOMICILIO Y EL NUMERO, etc. - We need the name, address and telephone number of an unrelated person. We will ask this person such questions as does he or she know what income, property, and resources your household has, and who lives in your household.

SECTION VIII - INFORMACION ADICIONAL - OTHER

59. EXPLIQUE - Explain

IMPORTANTE - This section asks the individual if s/he has questions or delays in providing any of the requested items to the caseworker.

EMPLEADO QUE TRAMITA SU CASO - CASEWORKER/CASE MANAGER - Caseworker or Case Manager enters his/her name.

NUMERO TELEFONICO - PHONE NUMBER - Worker enters his/her office phone number.

ENTRE - BETWEEN - Worker enters the office hours.

