



CalFresh Application Verification Document Checklist

Step I: Collect Verification Documents

Collect all documents necessary from each category below before you start your online CalFresh application. Please note that this is a “suggested” list of acceptable verifications. Depending on your specific situation, you may need to provide something different from what is listed.

Step II: Submit Online

Submit your verification documents with your online CalFresh application using your computer or phone at getcalfresh.org/?source=sonomastate. A copy or picture of your documents is sufficient proof.

IMPORTANT NOTE: It is preferable that you submit verification along with your application. However, if you cannot submit these documents when you submit your application, you add them to your application later at getcalfresh.org/docs. You will need your case number from your application in order to submit these documents.

- **Identification (choose one):**

- Driver’s License
- State ID Card
- School ID Card
- Birth Certificate

- **Social Security Number (if you have one)**

- **Living Expenses (whichever applies):**


- Campus Housing Receipt
- Rental/Lease Agreement
- Mortgage Receipt
- Self-Declaration: Self-written paper declaring your rent (include date and signature)

- **Income (if working):**

- Pay Stubs

- **Proof of Exemption (provide all that apply to you):**

- ***Cal Grant Acceptance:*** Letter from California Student Aid Commission (see Obtain CalGrant A or B Letter section below)
- ***Work-Study Approval:*** Financial Aid Award Letter from finaid@sonoma.edu
- ***\$0 Family Contribution:*** Self-Declaration or Financial Aid Award Letter from finaid@sonoma.edu
- ***Working At Least 20 Hours Per Week:*** Include pay stubs

- **On-Campus Job:** Request a verification letter from our CalFresh Outreach Team (calfresh@sonoma.edu)
- **Enrolled in an Exempt Program (see website below):** Request a verification letter from our CalFresh Outreach Team (calfresh@sonoma.edu)
 - Visit:  SSU_LPIEs List
- **Proof of Student Status:**
 - **Class Schedule:** Go to MySSU->Student Center
 - **Financial Aid Award Letter:** Contact Financial Aid at finaid@sonoma.edu

Additional Instructions: Obtain CalGrant A or Letter

For the Cal Grant Acceptance verification, you will need to submit a letter from the California Aid Commission that says your Cal Grant is TANF funded. Unfortunately, if your CalGrant is not TANF funded, it won't qualify. To find your letter, use any of the following options:

- **Option I:** Search your email inbox that you used to apply for financial aid. Find the letter that the California Student Aid Commission sent you about your CalGrant.
- **Option II:** Create an account on the [WebGrants 4 Students](#) to access and manage your CalGrant.
- **Option III:** Request a copy of the notification through the Commission's Student Support unit at 1-888-224-7268 or at studentsupport@csac.ca.gov

Request CalFresh Letter Email Template:

Hello. My name is (Your name as it appears on FAFSA). I am receiving Cal Grant _____. My CSAC ID is _____. In order to verify my CalFresh eligibility as a student, I need the CalFresh eligibility letter. I may have misplaced it or never received it. Can you please send this letter to me by email?

*Thank you,
(Your name as it appears on FAFSA)*