

Tips for Filling Out the 3SquaresVT Paper Application

- Do not photocopy the application. Request an original by calling **1-800-479-6151** or going to www.vermontfoodhelp.com.
- Use blue or black ink and print clearly.
- To include notes or explanations, you may write in the outside margins, but not in the inner margins next to the fold. A good option is to enclose an extra 8½ x 11 size paper to write all your notes. Include the number of the application question that your notes are about and the applicant name on that extra page. Do not attach post-it notes or small pieces of paper.
- Be sure to sign the application on page 18A. Without a signature, the application cannot be processed and it will be returned to you.
- Tear off the instructions (pages 1-14) to keep for your reference. Only send the application itself (pages 1A-18A).
- Send the application to:
DCF-Economic Services Division
Application and Document Processing Center
103 South Main Street, Waterbury, VT 05671-1500
- To connect with an agency who can help you fill out the application, call **2-1-1** or the Senior Helpline (**1-800-642-5119**) or go to www.dcf.vermont.gov/mybenefits/partners.
- Once you send your application, you will receive a notice in the mail that your application has been received. If you do not receive a notice within 10 business days, call **1-800-479-6151** to ask about the status of your application.