

Table of Contents

FoodShare (SNAP) Application Process

When you apply for FoodShare, you'll need to have some information ready for each person applying. Here's what you should have:

- Birthday
- Home address
- Social Security number
- U.S. citizenship or immigration status
- Marital status (if you're married or not)
- Names of people who live with you and how they're related to you
- Money you earn from a job
- Job details (like your boss's name, address, and phone number)
- Other money you get (like Social Security or Unemployment)

You can apply in one of four ways:

- **Online:** Use the ACCESS website to apply. This is the fastest and easiest way to apply for benefits.
- **Phone:** Call your local county or Tribal agency during their office hours.
- **Mail:** Fill out and mail a paper application for FoodShare. Download form Wisconsin FoodShare Application, F-16019, fill it out, and mail it in.

In Person: Go to your local county or Tribal agency during their office hours.

After you apply for FoodShare, you must complete an interview. You can call or wait for your agency to call you for the interview. Your interview will be done by phone. You also can ask to meet in person at your agency office.

Once you file an application, it's important to complete your interview, and submit any requested verification documents right away, to avoid any delays. So long as you do so, you will generally receive a decision within 30 days from the day you filed for benefits.

If You Don't Agree with a Decision

If you think a decision about your benefits is wrong, you can ask for a Fair Hearing. Use the [Request for Fair Hearing form](#) to do this. A fair hearing request can also be made verbally to an agency worker. A hearing must be requested within 90 days of the decision.

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[Food Programs](#) [Food and Money Benefits](#) [Public Benefits](#)

Print

[Table of Contents](#)

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