



FEDERATION OF
VIRGINIA FOOD BANKS



You Have Applied For SNAP!

Application date:

Tracking Number (T#):

Local Department:

CommonHelp Login:

Next Steps For SNAP Applications

Now that your application has been submitted, it is in the hands of the Department of Social Services (DSS). Please note that our application assistants cannot access your application or assist with the following steps.

Here is what will happen next:

- 1** Once your application has been reviewed by your local county department, you will receive a Notice of Action with a case number. You will be notified to complete an interview by phone or in person. If you don't receive a Notice of Action within 10 business days, contact your local DSS office.
- 2** Complete the interview to verify your application. DSS will let you know what documents you need to submit.
- 3** You can upload requested documents on CommonHelp by signing into your account. You can also email them to your caseworker or drop them off at your local DSS office.
- 4** Processing your application can take up to 30 days (if you completed your interview and submitted documentation when requested). Once processed, you will receive the benefit card in the mail.

Want Additional Help?

If you did not receive a decision by the due date, you should call the Client Services Hotline for immediate help. Hotline hours are Monday - Friday, except holidays, from 8:15 a.m. to 5 p.m.

Richmond Calling Area: **(804) 692-2198**

Rest of Virginia: **(800) 552-3431**

Legal Aid Help

If you are unsatisfied with the action from your local agency, have problems with your SNAP case, or are having trouble getting in touch with someone at your local DSS office, you may contact your local legal aid office. Their partners will be able to help you understand your legal rights.

Call the Legal Aid Hotline: **(866)-534-5243**

Visit: www.valegalaid.org

List of Local Legal Aid Offices in Virginia:

Blue Ridge Legal Services, Inc.
204 N. High Street
Harrisonburg, VA 22803
540-433-1830

Blue Ridge Legal Services, Inc.
303 S. Loudoun Street, Suite D
Winchester, VA 22604
540-662-5021

Central VA Legal Aid Society
229 N. Sycamore Street
Petersburg, VA 23803

Blue Ridge Legal Services, Inc.
132 Campbell Avenue, SW
Suite 300
Roanoke, VA 24011
540-344-2080

Blue Ridge Legal Services, Inc.
215 S. Main Street
Lexington, VA 24450
540-463-7334

Central VA Legal Aid Society
101 West Broad Street, Suite 101
Richmond, VA 23220
804-648-1012 800-868-1012

Central VA Legal Aid Society
1010 Preston Avenue
Charlottesville, VA 22903
434-296-8851 800-390-9983

Legal Aid Justice Center
237 N. Sycamore Street, Suite A
Petersburg, VA 23803
804-862-2205

Legal Aid Society of Roanoke Valley
132 Campbell Avenue SW, Suite 200
Roanoke, VA 24011
540-344-2088

Legal Aid Justice Center
626 East Broad Street, Suite 200
Richmond, VA 23219
804-643-1086

Legal Aid Justice Center
6066 Leesburg Pike, Suite 520
Falls Church, VA 22041
703-778-3450

Legal Aid Society of Eastern VA
36314 Lankford Highway, Suite 4
Belle Haven, VA 23306
757-442-3014

Legal Aid Society of Eastern VA
125 St. Paul's Boulevard, Suite 400
Norfolk, VA 23510
757-627-5423

Legal Aid Society of Eastern VA
30 W. Queens Way
Hampton, VA 23669
757-275-0080

Legal Services of Northern VA
100 N. Pitt Street, Suite 307
Alexandria, VA 22314
703-778-6800

Legal Aid Society of Eastern VA
199 Armistead Avenue
Williamsburg, VA 23185
757-220-6837

Legal Services of Northern VA
10700 Page Avenue, Suite 100
Fairfax, VA 22030
703-778-6800

Legal Services of Northern VA
500 Lafayette Boulevard, Suite 140
Fredericksburg, VA 22401
703-778-6800

Legal Services of Northern VA
3401 Columbia Pike, Suite 301
Arlington, VA 22204
703-778-6800

Legal Services of Northern VA
8-A South Street, SW
Leesburg, VA 20175
703-778-6800

Rappahannock Legal Services, Inc.
1200 Sunset Lane, Suite 2122
Culpeper, VA 22701
540-825-3131

Legal Services of Northern VA
9240 Center Street
Manassas, VA 20110
703-778-6800

Legal Services of Northern VA
8305 Richmond Highway, Suite 17B
Alexandria, VA 22309
703-778-6800

Southwest VA Legal Aid Society, Inc.
227 West Cherry Street
Marion, VA 24354
276-783-8300

Rappahannock Legal Services, Inc.
311 Virginia Street
Tappahannock, VA 22560
804-443-9394

Rappahannock Legal Services, Inc.
300 Lafayette Boulevard, Suite 100
Fredericksburg, VA 22401
540-371-1105

Virginia Legal Aid Society
513 Church Street
Lynchburg, VA 24504
434-846-1326

Southwest VA Legal Aid Society, Inc.
16932 West Hills Drive
Castlewood, VA 24224
276-762-9354

Southwest VA Legal Aid Society, Inc.
155 Arrowhead Trail
Christiansburg, VA 24073
540-382-6157

Virginia Legal Aid Society
519 Main Street
Danville, VA 24541
804-799-3550

Virginia Legal Aid Society, Inc.
217 E. Third Street
Farmville, VA 23901
434-392-8108

Virginia Legal Aid Society, Inc.
16 Liberty Street Extension
Martinsville, VA 24112
434-799-3550

Virginia Legal Aid Society, Inc.
155 E. Washington Street
Suffolk, VA 23434
757-539-3441

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