How to Submit an Application

After you have signed up and logged into the **DCF Self-Service Portal**, you can apply for benefits or view and manage your existing information at any time.

First, you will begin by signing in to your secure account. Next, you will click the **Apply for assistance** link.

After reading the guidelines, click the **Continue** button and review the instructions that describe how the online application form works and then, click the **Continue** button. There is a tab for each section of the application. This means that after you complete a section, you're going to be able to click on its tab to return to that section if you need to. You can also keep track of how far you have to go to complete your application.

On the first page of the application, select the type of benefits you are applying for, and click the **Continue** button. You can select more than one benefit program if you need to.

On the Enter **Personal Information** page, remember you need to fill in all the fields marked with a red asterisk (*). Provide contact information including phone number and email address, so that a caseworker could get in touch with you if needed. Enter your address information, click the **Save, and Continue** button.

Then the online application checks your address against the United States Postal Service database and puts your address in their standard format to ensure that any mail sent to you will reach you as quickly as possible. You will be asked to validate your physical and mailing addresses. Select the address, then click and **Save and Continue** button.

You can select the office that will handle your application. After you select the office nearest to you, Click the **Save and Continue** button.

Next, you will be asked to answer questions about yourself. After answering the questions on each page, Click the **Save and Continue** button to navigate to the next page.

At the end of each section, a summary displays all the details entered so far. Take a moment to review your answers. You can change them using the **Edit** button. If you are satisfied with the information you provided and are ready to move on, click the **Save and Continue** button.

Now it is time to enter information about other people in your home. Click the **Add Another Person** button to answer questions about the other people in your household. If you live by yourself, Click the **Save and Continue** button.

It is time for you to enter Job and Job History information for you and/or the people in your home. Complete the questions then click the **Save and Continue** button.

You can review and edit any job information from the summary page. Click the **Save and Continue** button to keep filling out the application.

On the next several pages, you need to answer questions about non-job related income that is received by any person in the household. After completing the questions, click the **Save and Continue** button.

After reviewing the summary information related to your income, click the **Save and Continue** button when you are ready to complete the rest of the application.

In the next part of the application, you need to report information related to your expenses such as housing costs and utility information. When you are done answering the questions on each page, click the **Save and Continue** button.

Review your housing costs and if you have nothing to add or edit, click the **Save and Continue** button.

Click the **Save and Continue** button when you have finished completing the resource information and it all looks correct.

On the next few pages, you will answer additional questions about people in your home. Then click the **Save and Continue** button after each page is completed.

Review the summary information and if you're satisfied with your answers, click the **Save and Continue** button.

Next, you can provide copies of any documents that you have that support your application. The documents can be uploaded to the **Verification Documents** screen.

To add a document, select the Document Type and click the **Browse** button.

The document has been added successfully if the name of the document appears just below the **Browse** button.

To add more documents, repeat these steps as many times as you need. You can also return to DCF Self-Service Portal later and upload additional documents.

Click the **Save and Continue** button to continue submitting your application.

Finally, you are able to submit your application. Sign the application with your electronic signature.

At this time, you will also be offered the opportunity to register to vote.

After submitting your signed application, you will be given **a confirmation number** and the name of the DCF office nearest to you, where your application has been received. If you have any questions, you can call the office and use your confirmation number to help them locate your application.

Once you've completed your application it will be stored on the DCF Self-Service Portal, and you can access it at any time, save it to a file, or print the document.

Also after your application is stored, you may apply for Medical benefits. Click the **Apply for Medical benefits** button, to complete the application. Click the **Exit** button to return to the **Home** page.

On the Home page, you will find links that will allow you to check the status of your application and view or upload additional documents. Additionally, there will be a message in the **Message Center** that you can review now or later on.

You may save and leave your document at any time. Once you return, you may pick-up where you left off.