



## Before You Begin

### What To Expect When Applying for Benefits

Before you start, you might want to gather the following information to help you complete the application:

- Full names, dates of birth, and Social Security Numbers (SSNs) for the people applying for benefits.
- If someone in your home is pregnant, the due date and number of babies for that pregnancy.
- If someone is working, pay check stubs for that person's job(s). We will ask how much each person makes at his/her job, how often he/she is paid, and how many hours he/she works.
- Benefit check stubs or award letters for types of income, such as Social Security, Supplemental Security Income (SSI), or Child Support. We will ask when these types of benefits started, how much is received, and how often it is received.
- If someone is self-employed, last year's tax return for his/her self-employment (if he/she filed taxes for the business). Otherwise, try to gather information about his/her income and expenses for the business.
- How much you pay each month for housing (examples: rent, lot rent, mortgage, property taxes, or homeowner's insurance).
- How much you pay each month for utilities (examples: electricity, gas, phone, water, and trash removal).
- How much you pay for someone's care (example: day care for your children) and who provides the care.
- If you are applying for Food Assistance, we will ask about the total amount of money you have at home and in your checking accounts and savings accounts.

Keep in mind that if you do not have a way to get the information, an application site worker might be able to help you get the information.

# What is the PEAK Application Process?

1

- Go to [www.colorado.gov/PEAK/](http://www.colorado.gov/PEAK/)

2

- Click and read "Before You Begin" which lists the documents you may need to complete your application.

3

- **OPTIONAL**
- Click the "Am I Eligible" link and answer a few questions to see the benefits for which you or your family members *may* qualify.

4

- Click "Apply for Benefits"

5

- Create a new account if you have not done so already.

6

- Write down your account information: your username and password, your secret questions and your answers to the secret questions.

7

- **Fill out the application with the information you have with you.**
- If there is a situation that prevents you from completing the application, choose to either "Save and Exit" or "Set my application date" and follow directions on the next screen.

8

- Submit your application.

9

- Write down your tracking number.

10

- Send all of the needed verifications and documents to the application office that is processing your paperwork.

11

- Schedule and attend an appointment with a case worker if required.
- Cash Assistance and Food Assistance require an interview; Medical Assistance does not