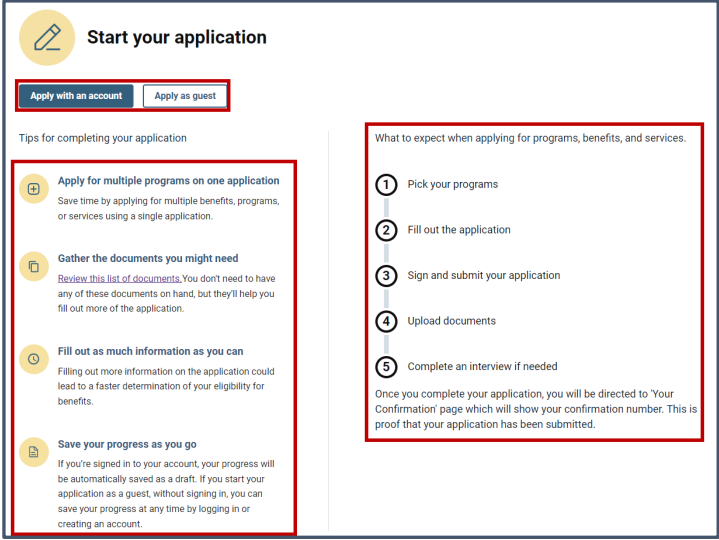
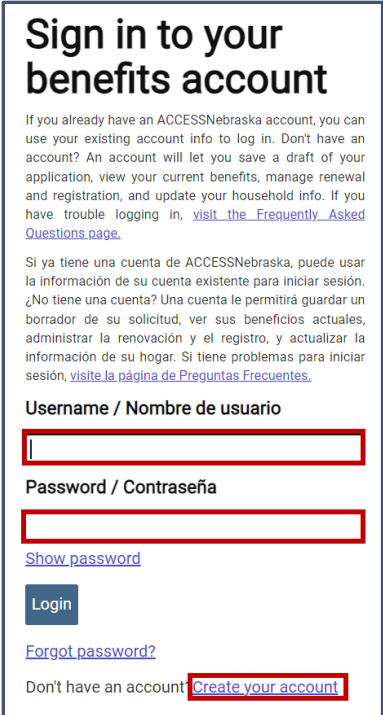




HOW TO COMPLETE A MINIMAL SUBMIT APPLICATION AND PRINT OR SAVE THE APPLICATION

Description: This guide provides the steps required to gain a basic knowledge of how to apply for benefits and services offered on the iServe Nebraska Portal with a minimal submit application.

Step #	Procedure
1.	Access the iServe Nebraska Portal landing page directly from the DHHS homepage at https://www.dhhs.ne.gov/. 
2.	On the Portal landing page, click the Apply for Benefits button. Apply for benefits and find the help you need iServe Nebraska is a convenient new way for Nebraskans to apply to get help with food, utilities, healthcare, childcare, and other essential needs. Nebraskans can apply for a single benefit, or several at the same time. Explore Benefits Apply for Benefits Manage Benefits Continue Application

Step #	Procedure
3.	The Start your application page displays. Review the Tips and What to Expect sections. Then, click the Apply with an account or Apply as guest button. 
4.	If you choose to Apply with an account, you will be routed to the Sign in to your benefits account page to log in. Note: If you do not have an iServe Nebraska account yet, click on the Create your account link to begin account creation. 

Step #	Procedure
5.	If you choose to Apply as guest, you will see a pop-up screen asking you to confirm your choice. Click Yes, apply as a guest to continue. Note: It is not required to have an account to apply, though applying as a guest you risk losing your progress if you leave the site before completing the application or lose your connection. Do you want to apply as a guest? When you choose a guest experience, if you leave the site or lose connection you may lose your data that you previously entered in your application. With an account, you can save a draft of your application, view your current benefits, complete renewal and recertification, and flag any household changes. Basically, your account gives you better access to your current and future benefits. <input checked="" type="button" value="Yes, apply as a guest"/> No, apply with an account This is a government computer system. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213(A), 7213A (the Taxpayer Browsing Protection Act), 7431 and Health Insurance Portability and Accountability Act of 1996. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. Additional information may be found at the Nebraska DHHS System Website Disclaimer under 'Disclaimer'.
Note:	• Creating an account and applying with that account is the preferred method. When you have an account, you can save your progress as you go. The draft application will remain on the portal for 30 days. • Completing the application as a guest requires that you complete the application in one sitting. You will not be able to save your progress.
6.	The Select the programs you want to apply for page displays. Scroll down the page and click anywhere in each box that contains the program you want to apply for in the following categories: ▪ Healthcare ▪ Food and Energy ▪ Refugee Assistance ▪ Family and Children ▪ Aged and Disabled
7.	Review the programs you selected to ensure they are accurate. Then, click the Save and continue button.

8.	The next page will display the Notice of Information Privacy Practices and additional information you need when applying for benefits. Review the information displayed and click the applicable button at the bottom of the page to move forward.
9.	At this point, you will click the Start button in the Personal Information section to begin completing the application. Note: ▪ The questions that will display are relevant to the information you provide so the questions can vary for each individual completing an application. ▪ As you complete each section, it is marked as completed to help you track your progress. ▪ A review page displays after you complete each section. You will have the option to review/edit your entries on this page. ▪ You can return to any previous page by clicking the Back link at the top of each page.
10.	A review page displays midway through the Personal Information section so you can review/edit your entries. Let's review your information so far Program Selection Programs Selected Edit Medicaid Help paying for healthcare Do you want to find out if you can get help paying for health coverage? Edit Yes. Select "Yes" if you wish to apply for Nebraska Medicaid or the Advanced Premium Tax Credit (APTC). To start, please tell us about yourself
11.	You can opt to submit a minimal submit application by clicking the Submit application now with only the above information link. Alternatively, you can click the Continue your application button to finish the Personal Information section. Continue your application Submitting now means that a caseworker has enough information to start reviewing your case. We may need to follow-up with you to get more information. Submit application now with only the above information

12.	You will be prompted to confirm you want to submit your application now. Clicking the Submit Application Now button will take you directly to the final section of the application. Are you sure you want to submit your application now? You may submit your application at any time after you have entered your name, address and signature. However, all remaining information or additional verifications may be needed for this application in order to process your request for assistance. We may need to reach you for more information. Continue your application Submit Application Now Submitting now means that a caseworker has enough information to start reviewing your case. We may need to follow-up with you to get more information.
13.	After successfully completing all the required sections, you will be routed to the Finishing Up and Submission section. You will be presented with a series of optional questions such as: • Additional information about your situation • Their location when completing the application • Voter Registration options • Ethnicity and race demographics
14.	Lastly, you will be required to read and agree or disagree with the Attestation statements, and the Rights and Responsibilities related to the type of benefits and services you are applying for.
15.	On the final page of the application, you are required to type your full name which serves as your electronic signature. Then, click Sign and Submit and wait for the confirmation page to display. Note: Please be patient after clicking Sign and Submit. Clicking the Escape key or the Back button; could interfere with the application submission.

16.	If you need to include supporting documentation with your application, click the Upload documents button on the confirmation page. What to expect next 1 Provide documentation If further documentation is required for your application, the specific agencies will reach out to you via a phone call and/or postal mail/email. If you'd like to upload documents now, here's a list of documents and you can upload them here. Upload documents 2 Complete a caseworker interview (if applicable) If required for your application, you will receive a phone call and postal mail/email to set up an interview. 3 Receive a final update on eligibility for benefits You'll receive your determination of eligibility via postal mail, or email if you selected that as your preferred method of communication.
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Print or Save an Application

Step	Description
1.	To save or print a copy of your completed application, click Download your application (PDF) on the Your confirmation page. This will open your application in a PDF document. To save click on the Download icon or to print click on the Printer icon. Note: Once you leave this page, these options are no longer available. If you want a copy of the application, you must make a selection before leaving the Your confirmation page. Download a copy of your application Downloading your application could be useful for your own records or to have as reference during a caseworker interview (if applicable). This page won't be accessible after you leave. Download your application (PDF) Print this page