

HOW TO SAVE AN ECONOMIC ASSISTANCE RECERTIFICATION DRAFT

Description:

The Economic Assistance (EA) Recertification Draft option allows you to start an Economic Assistance Recertification application, save it as a draft, and return to complete the application later.

This quick guide provides step-by-step instructions on how to navigate the EA Recertification Draft option on the iServe Nebraska Portal.

| Step # | Procedure | | | |
|--------|---|--|--|--|
| 1. | While on the EA rece your progress as a dr | Vhile on the EA recertification application page, you can click on Save and exit the application to save our progress as a draft. | | |
| | | ← Back | | |
| | | Save and exit the application | | |
| | | Household details | | |
| | | Benefits eligible for extension | MARCY DARCY | |
| | | Edit | US Citizen? | |
| | | Household members | Yes No | |
| 2. | The Save and exit ap Recertification draft. | nd exit application page will display. Click Save and exit now to finish saving your EA tion draft. | | |
| | | Save and exit application | | |
| | | There may be pre-filled information in parts of the application you have section was seen by the green checkmark on the menu. Any pre-filled in seen will be deleted if you choose to save and exit your application now | not seen. You will know a formation that has not been | |
| | | Are you sure you want to exit your application | n now? | |
| | | Continue your application | | |
| | | Save and exit now | | |



RESUME AN EA RECERTIFICATION APPLICATION

| Step # | Procedure | | | |
|--------|--|--|--|--|
| 1. | When you are ready to complete the application, click Extend Your Benefits on the iServe Nebraska Portal home page. | | | |
| | 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 Manage Benefits | | | |
| | | | | |
| 2. | The Renew, review or recertify your benefits page displays. Click the Start EA Review/Recertification button. | | | |
| | Note: If you are not logged in, you will be routed to the login page. | | | |
| | Back Extend your benefits Extend your benefits From here you can review/recertify Economic Assistance (EA) benefits or renew Medicaid eligibility. These need to be done separately. Help us guide you to the correct application. Select an option below. Information Commic Assistance Review & Recertification Start a review/recertification application for your Economic Assistance benefits. Interview/recertification application for your Economic Assistance benefits. Interview/recertification application for your Economic Assistance benefits. Interview/recertification application for your Economic Assistance benefits. | | | |
| | Vaux Cauch Face and Accistant Paris (Pace tification Analisations according to a Click the Cautions | | | |
| 3. | Your Saved Economic Assistant Review/Recertification Applications page displays. Click the Continue button on the application you want to resume. | | | |

iServe Nebraska Portal – Save an Economic Assistance Recertification Draft



| Step # | Procedure | | | |
|--------|---|--|--|--|
| 4. | Your application page will display. Review the saved information for accuracy, then complete the applicable additional fields. | | | |
| | Note: The left side of the screen provides a list of the sections you still need to complete. Previously completed sections are marked as complete with a check mark. The green highlighted area shows the section you are currently working on. | | | |
| | | Household members | | |
| | | Benefits eligible for extension | | |
| | | Household members The people you live with are an important all people who live at your address. | | |
| | | Personal information HELEN BOBB - Primary Applicant | | |
| | | Additional household details Date of Birth: 07/05/1950 | | |
| | | Financial situation Social Security Number: ***-**-1118 | | |
| | | Summary/Finishing up Relationship: Self | | |
| | | | | |
| 5. | Complete the applicable i advance to the next page | Complete the applicable information, then click Save and continue at the bottom of each page to advance to the next page. | | |
| | | Expenses/utilities | | |
| | | List all household expenses. Only reported and/or verified expenses will be counted (based on each program's rules) and used to determine the amount of benefits you and your household members may receive. Please complete this section based on the expenses you or anyone in the household is billed. Verification documents may be required to determine benefits. | | |
| | | Expenses include rent/mortgage, childcare, child support, medical co-pay, health insurance premiums, prescriptions, etc. | | |
| | | Does your household have any expenses? | | |
| | | Expense assistance | | |
| | | Has anyone in the household received help paying for the expenses selected in the past 12 months? | | |
| | | | | |
| | | Save and continue | | |
| 6. | The Sign and Submit page displays. Click Sign and Submit to submit your application. | | | |