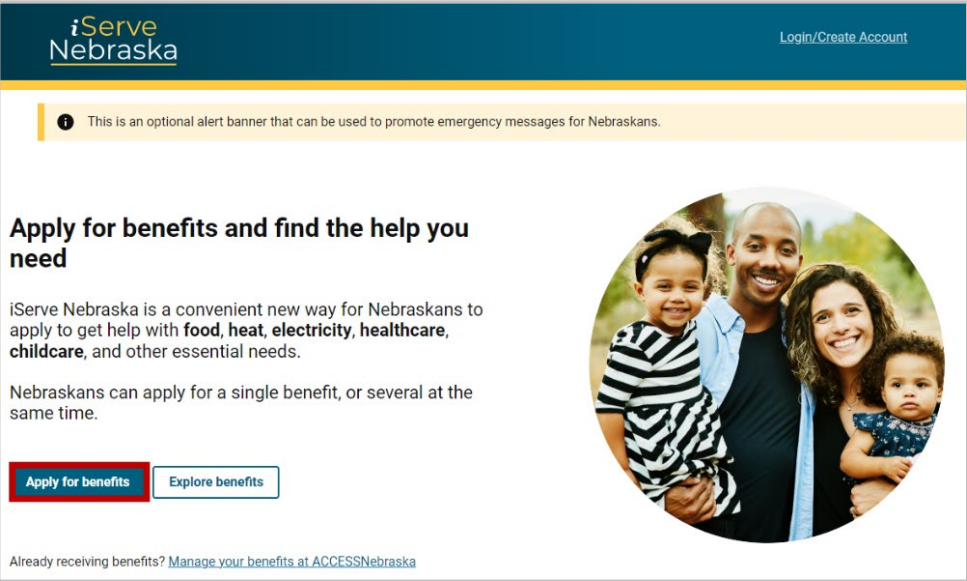




iServe Nebraska: How to Submit an Incomplete Integrated Application & Printing the PDF

Incomplete Integrated Applications

This job aid provides the steps required to gain a basic knowledge of how to apply for benefits and services offered on the iServe Nebraska Portal *without completing* the full integrated application.

Step	Description
1.	Access the iServe Nebraska Portal landing page from the DHHS website or directly at https://iserve.nebraska.gov .
2.	On the Portal landing page, click the Apply for benefits button. A screenshot of the iServe Nebraska Portal landing page. At the top is a dark blue header with the iServe Nebraska logo on the left and a "Login/Create Account" link on the right. Below the header is a yellow alert banner with an information icon and the text: "This is an optional alert banner that can be used to promote emergency messages for Nebraskans." The main content area has a white background. On the left, it says "Apply for benefits and find the help you need" followed by a paragraph: "iServe Nebraska is a convenient new way for Nebraskans to apply to get help with food, heat, electricity, healthcare, childcare, and other essential needs. Nebraskans can apply for a single benefit, or several at the same time." Below this are two buttons: "Apply for benefits" (red) and "Explore benefits" (blue). On the right is a circular image of the same family from the header. At the bottom, it says "Already receiving benefits? Manage your benefits at ACCESSNebraska".
3.	The Start your application page displays. Review the Tips and What to Expect sections. Then, choose either Apply with an account or Apply as a guest .

	Apply for benefits  Start your application Apply with an account Apply as guest Tips for completing your application  Apply for multiple programs on one application Save time by applying for multiple benefits, programs, or services using a single application.  Gather the documents you might need Review this list of documents. You don't need to have any of these documents on hand, but they'll help you fill out more of the application.  Fill out as much information as you can Filling out more information on the application could lead to a faster determination of your eligibility for benefits.  Save your progress as you go If you're signed in to your account, your progress will be automatically saved as a draft. If you start your application as a guest, without signing in, you can save your progress at any time by logging in or creating an account. What to expect when applying for programs, benefits, and services. 1 Pick your programs 2 Fill out the application 3 Sign and submit your application 4 Upload documents 5 Complete an interview if needed Once you complete your application, you will be directed to 'Your Confirmation' page which will show your confirmation number. This is proof that your application has been submitted.	
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. Sign in to your benefits account If you already have an ACCESSNebraska account, you can use your existing account info to log in. Don't have an account? An account will let you save a draft of your application, view your current benefits, manage renewal and registration, and update your household info. If you have trouble logging in, visit the Frequently Asked Questions page. Si ya tiene una cuenta de ACCESSNebraska, puede usar la información de su cuenta existente para iniciar sesión. ¿No tiene una cuenta? Una cuenta le permitirá guardar un borrador de su solicitud, ver sus beneficios actuales, administrar la renovación y el registro, y actualizar la información de su hogar. Si tiene problemas para iniciar sesión, visite la página de Preguntas Frecuentes. Username / Nombre de usuario Password / Contraseña Show password Login Forgot password? Don't have an account?Create your account ←	

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 risks 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. 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'.
6.	On the Select the programs you want to apply for page click the checkbox next to each benefit you want to apply for in the following categories: • Healthcare • Food and Utilities • Family and Children • Refugee Assistance • Aged and Disabled Select the programs you want to apply for, review the information box for the minimum information required to apply, then click Continue. You have the right to submit an incomplete application for all selected benefits and services. This must include your name, address, and signature. We recommend continuing to complete the application online to get the fastest response. If you choose to submit an incomplete application, a caseworker will contact you in the future to gather more information. Continue
7.	The next step is required if you opted to apply for Medicaid and Economic Assistance. Review the Notice of Information Privacy Practices. Then click the I understand and agree button to continue.

Note: When applying for Economic Assistance you will be presented with a second agreement, **Applying for Economic Assistance Programs**. Review the agreement and click **Continue**.

[Create an account or sign in to save your application](#)

Before you start, read and agree to the information below

We'll keep your information private as required by law. Your answers on this form will only be used to determine eligibility for health coverage or help paying for coverage. We'll check your answers using the information in our electronic databases and the databases of other federal agencies. If the information doesn't match, we may ask you to send us proof.

We won't ask any questions about your medical history. Household members who don't want coverage won't be asked questions about citizenship or immigration status.

IMPORTANT: As part of the application process, we may need to retrieve your information from the Internal Revenue Service (IRS), Social Security, the Department of Homeland Security, and/or a consumer reporting agency. We need this information to check your eligibility for coverage and help paying for coverage if you want it and to give you the best service possible. We may also check your information at a later time to make sure your information is up to date. We'll notify you if we find something has changed.

Notice of Information Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU MAY ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Nebraska Department of Health and Human Services "DHHS" and those Agencies inclusive of health care facilities and medical assistance programs that are affiliated under the common control of the Health and Human Services Act, are required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain the privacy of Protected Health Information and to provide notice of its legal duties and privacy practices with respect to Protected Health Information.

USES AND DISCLOSURES:

DHHS may access, use and share medical information without your consent for purposes of:

[Download Notice of Information Privacy Practices](#)



Please read the entire Notice of Information Privacy Practices before continuing.

I agree to allow my information to be used and retrieved from data sources for this application. I have consent for all people I will list on the application for their information to be retrieved and used from data sources.

I understand and agree

	One last step before starting your application Below are details about filling out an Economic Assistance application. Applying for Economic Assistance Programs You can complete an application, review or recertification with only your name, address and signature. However, if you provide more information, it will help us determine your eligibility more quickly. Your application is dated the day you submit your application using the electronic signature or the next business day if submitted after hours or on a weekend or holiday. Processing begins the day we receive your application. For Supplemental Nutrition Assistance Program (SNAP) - formerly known as the Food Stamp Program, we will issue your benefits based on the date we receive your application. You may qualify for expedited service for the Supplemental Nutrition Assistance Program (SNAP). This means you may get SNAP benefits within seven (7) days of your SNAP application date if: You file a SNAP application with at least your name, address and signature, Continue
8.	Click the Start button to begin filling out the application. Note: - The questions that 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. - You can return to any previous page by clicking the Back link at the top of each page.

[← Back](#)
[Create an account or sign in to save your application](#)

Your benefits and services application

1

Program selection

Applying for: Supplemental Nutrition Assistance Program (SNAP)

Completed [Edit](#)

2

Personal information

Your name, living situation, contact information, and any authorized representatives

Start

3

Household members

Questions about everyone you live with, including details about caretakers, food assistance, marital status, tax filing, and pregnancy

Not started

4

Household details

Questions about disabilities, school, foster care, military status, and other information

Not started

5

Additional household details

Questions about household members' citizenship and immigration status, Social Security numbers, and a few other things

Not started

6

Income

Questions about household members' current jobs, recently left jobs, self-employment earnings, deductions, other kinds of income, and healthcare

Not started

7

Resources

Questions about household assets such as cash, accounts, investments, vehicles, and property

Not started

8

Expenses

Questions about household costs for property and housing, utilities, medical care, childcare, adult dependent care, and other expenses

Not started

9

Finishing up and submission

Optional voter registration, optional race and ethnicity questions, application review, and application submission

Not started

9. A review page displays midway through the **Personal Information** section so you can review/edit your entries.

Note: You can return to any previous page by clicking the **Back** link at the top of each page.

Program selection

[Edit](#)

Personal information

Household members

Household details

Additional household details

Income

Resources

Expenses

Finishing up and submission

[← Back](#)
[Save and exit the application](#)

Let's review your information so far

Program Selection

Programs Selected

Medicaid

Emergency Assistance (EA)

[Edit](#)

Help paying for healthcare

Do you want to find out if you can get help paying for health coverage?

Yes. Select "Yes" if you wish to apply for Nebraska Medicaid or the Advanced Premium Tax Credit (APTC).

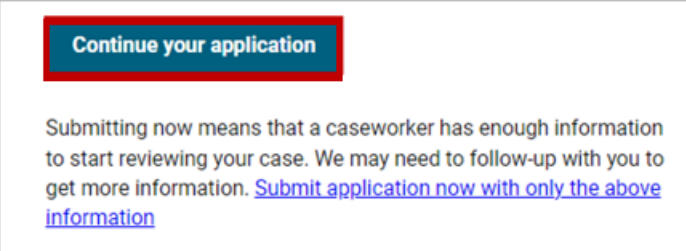
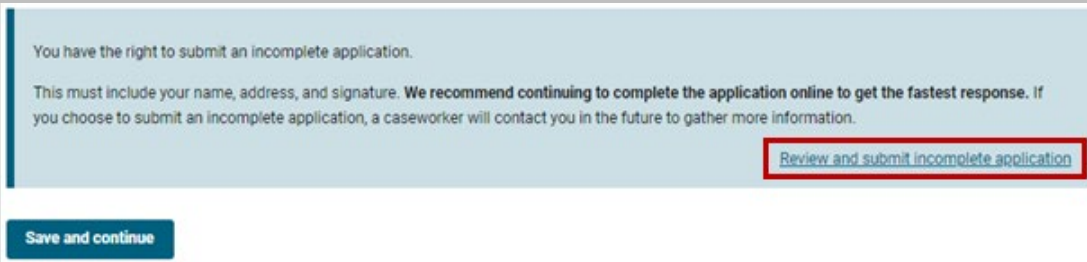
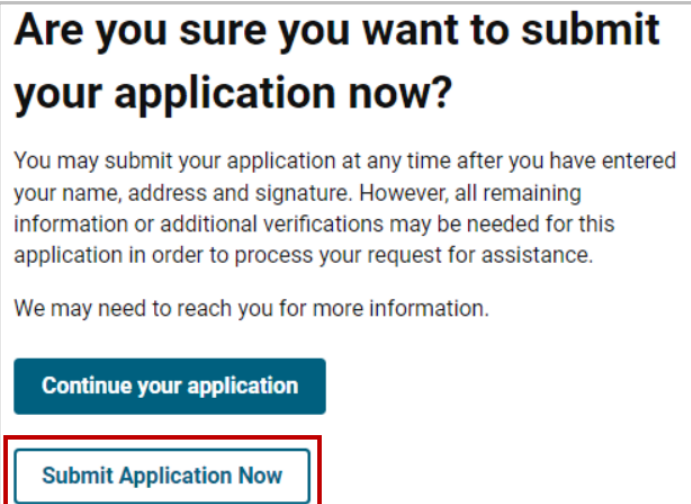
[Edit](#)

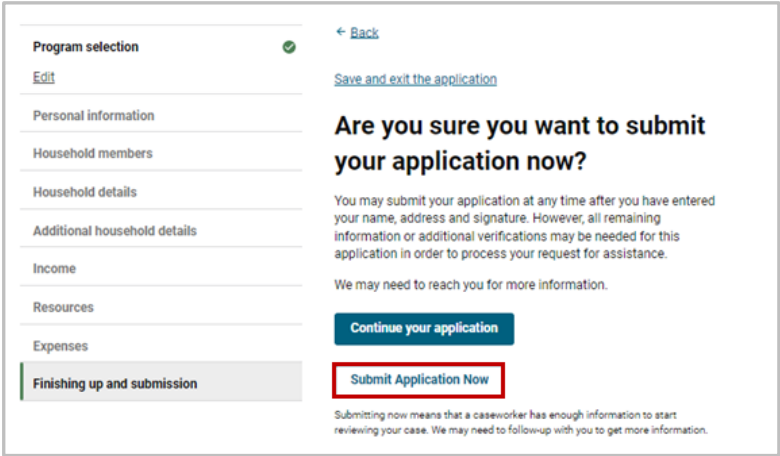
You have the right to submit an incomplete application.

This must include your name, address, and signature. We recommend continuing to complete the application online to get the fastest response. If you choose to submit an incomplete application, a caseworker will contact you in the future to gather more information.

[Review and submit incomplete application](#)

Save and continue

10.	Click the Continue your application button to proceed. After the Personal Information section  The screenshot shows a blue button labeled "Continue your application" with a red border. Below it, text states: "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".
11.	Upon completing the entire Personal Information section, you will have the option to continue to the next section or submit an incomplete application. To submit an incomplete application, click the Review and submit incomplete application link.  The screenshot shows a light blue box with text: "You have the right to submit an incomplete application. This must include your name, address, and signature. We recommend continuing to complete the application online to get the fastest response. If you choose to submit an incomplete application, a caseworker will contact you in the future to gather more information." Below this is a blue button labeled "Save and continue". To the right, a link "Review and submit incomplete application" is highlighted with a red border.
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.  The screenshot shows a confirmation screen with the heading "Are you sure you want to submit your application now?". The text below reads: "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." At the bottom, there are two buttons: "Continue your application" and "Submit Application Now", with the latter highlighted by a red border.

13.	Your final section is Finishing up and submission, which will take you to the Final Questions pages. Click the Submit Application Now link to begin the submission process. 
14.	You will be guided through several optional questions requesting: • Additional information about your situation • Your location when completing this application • Voter Registration options • Ethnicity and race demographics
15.	Then you will be required to type your full name which serves as your electronic signature, read, and agree or disagree with the Attestation statements, and the Rights and Responsibilities related to Medicaid and Economic Assistance. Once complete, click Sign and submit. Then wait for the confirmation number to display. Note: Please be patient after you have clicked on Sign and Submit. Do not click the Escape key or the Back button; they could interfere with the application submission.

Print or Save your 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: These options must be completed before leaving your confirmation page, as there is no way to return to save or print later on. 