**SNAP/FOOD STAMPS DOCUMENTATION FOR LOUISIANA PRE-K PROGRAM**

(Only for parents that receive food stamps and cannot find their letter for verification.)

**This document was prepared to help assist parents in providing documentation for qualification for the LA 4 grant.**

1. Go to Website : [dcfs.la.gov](http://dcfs.la.gov/) or go straight to #3.
2. On the left side of the screen, click "Assistance"
3. This will bring up this screen : <https://cafe-cp.dcfs.la.gov/selfservice/>
4. Here you will either sign in to your "cafe" account, then go to #9 or go to #5 to set up your café account.
5. Look for: New to LA CAFÉ? [Click here to get started!](https://cafe-cp.dcfs.la.gov/selfservice/selfserviceJSPController?VALID_GET=Y&PAGE_ACTION=ASGTSLoad&tab=1) under the picture and click to get started.
6. Click “Next”, then Click “Create Account.”
7. Fill in the following: 1.) Personal Information, 2.) create a user id, password and pin, 3.) retype numbers and/or letters in the box for security check, 4.) click in the box for user acceptance agreement.
8. Click on “Create Account” at the bottom right of the screen, then after the account is created, it will bring you to the sign in page (user id and password).
9. Sign in to your "cafe account", you will click on "check my cases."
10. Under "Case Summary", you will see a list of Case types. Click on the "Snap Details" highlighted in blue.
11. This will bring you straight to the form you need to print out. It has a huge "Print" button at the top.