



# Tennessee Department of Human Services Family Assistance Application

Please tell us if you need assistance with this application because you have a disability or don't speak English. Free assistance is available. Contact the Family Assistance Service Center Number 866-311-4287 and/or the TTY number at 711. After the recorded message, you will reach an operator who can provide you with an interpreter.

## THIS BOX TDHS USE ONLY

Case #: \_\_\_\_\_  
Date received: \_\_\_\_\_  
County: \_\_\_\_\_

We will take your application with only your name, address, and signature. But the more you tell us, the faster we can see if you can get help. If you are approved, your benefits may start from the date we receive your application. In most cases you will need to talk with a TDHS worker to complete the application process.

You may be able to get SNAP in 7 days if:

1. Your household's monthly income is less than \$150, and you now have resources of \$100 or less.
2. Your shelter cost (plus utilities) is higher than your monthly income plus savings.
3. You do seasonal farm or migrant work.

If you have a disability that makes it hard for you to fill out or understand this application, we can help. We can call or visit you if you cannot come to our office. Clients may submit an application for benefits and certification materials to their county office by mail, hand-delivery, or apply online at <https://onedhs.tn.gov/>.

<b>Name (First/MI/Last)</b>			<b>I am applying for:</b> Families First <input type="checkbox"/> SNAP <input type="checkbox"/>		
<b>Home Address</b>			We may use your home or cell phone number to call and remind you of an appointment. We will leave a message if you do not answer.		
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Home Phone</b>	<b>Work Phone</b>	<b>Cell/Other Phone</b>
<b>Mailing Address (if different)</b>			We use Social Security Numbers to check that you are who you say you are. We use them to make sure you get the right amount of aid, to change the amount of aid you get, to check other computer and government records, and to make sure you qualify. We check Social Security, IRS, and employment records. We may check the United States Citizenship and Immigration Services (USCIS) records. If those records don't match what you say, it may affect whether you can get help and how much Families First or SNAP you get. If you give incorrect information on purpose to get help, you may go to jail.		
<b>City</b>	<b>State</b>	<b>Zip Code</b>			
<b>Email Address</b>		By providing Race/Ethnicity information, it helps show if Tennessee is following civil rights laws. Please use the following to indicate race: <b>W</b> = White, <b>B</b> = Black/African American, <b>A</b> = Asian, <b>H</b> = Native Hawaiian/Other Pacific Islander, <b>I</b> = American Indian/Alaskan Native ( <b>Your household is not required to give us this information and it will not affect your eligibility or benefit level.</b> ) <b>Marital Status:</b> Use one of the following below for each adult member of the household: <b>married, single, divorced, widowed, separated</b>			
Are you homeless: ( ) Yes ( ) No					
Do you need an EBT card? ( ) Yes ( ) No					

List everyone in your household (including self) To add more people, please attach another application or sheet of paper	Is this person applying for benefits? (Yes/No)	(NOT needed if person does not want to receive benefits) For more information, see page 1 of the Statement of Understanding		Sex (M/F)	(Optional) Check box if Hispanic/Latino	(Optional) Race (see above) Enter all that apply	Marital Status (see above)	Date of Birth	Check box if person is pregnant	Check box if person is disabled
		Social Security Number	Check box if U.S. citizen							

I certify under penalty of perjury (making false statements under oath) and all other applicable penalties that the statements made on this application, any attachments, and to whoever interviewed me are true and correct. All persons applying for or receiving aid are U.S. citizens, legal aliens, or eligible immigrants. I understand and agree to the rules and information given to me. If asked, I will give information that proves my statement, or I give TDHS permission to get proof. I understand I must report any changes the way TDHS tells me to. **I understand that the information I provide will be subject to verification by federal, state, and local officials to determine if such information is factual.**  
**Release:** The State of Tennessee or people who work for it may need to prove the information I gave is true. By signing this paper, I am saying it is OK to get proof. This will let them decide if I can get SNAP or Families First. I am also saying that I have read and understand the Statement of Understanding. **If you apply for SNAP, you may be subject to a Quality Control review. Clients may submit an application for benefits and certification materials to their county office by mail, hand-delivery, or apply online at <https://OneDHS.tn.gov/>.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Witness (if signed with an X): \_\_\_\_\_ Date: \_\_\_\_\_ Guardian or Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>THIS BOX For Families First only: Permission to release school attendance records</b> I (client) give permission for the school attendance records of children on this application to be released to the Tennessee Department of Human Services by the Tennessee Department of Education or my child's school. The Department of Human Services will use these records, including social security numbers, to help me meet my Families First responsibilities. The records will be destroyed when they are no longer needed.</p> <p>Signature: _____ Date: _____</p>	<p><b>My information will be shared with Books from Birth unless I decline.</b></p> <p>Check here to decline ____.</p> <p>Are you willing to comply with child support? (FF Only)</p> <p>Yes ____ No ____</p>	<p><b>Would you like a copy of your completed application?</b></p> <p>____ Yes ____ No</p> <p><b>If so, would you prefer a paper copy or electronic copy?</b></p> <p>____ Paper Copy ____ Electronic Copy</p>	<p style="text-align: center;"><b>Your SNAP benefits may end if you:</b></p> <ul style="list-style-type: none"> <li>*Give incorrect information or hide facts to get SNAP benefits;</li> <li>*Use someone else's Benefit Security Card without their permission;</li> <li>*Buy things with SNAP benefits like beer, cigarettes, or soap or pay on credit accounts.</li> </ul> <p><b>If you break these rules, you will not get SNAP benefits for:</b> 1 year the first time, 2 years the second time, and forever the third time.</p> <p><b>If you trade SNAP benefits for drugs. You can be cut off for:</b> 2 years the first time and forever the second time.</p> <p><b>You may be cut off SNAP forever if you're found guilty of:</b></p> <ul style="list-style-type: none"> <li>*Trading SNAP benefits for guns, ammunition, or explosives or controlled substances (illegal drugs);</li> <li>*Selling SNAP benefits worth \$500 or more.</li> </ul> <p><b>Don't give incorrect information about who you are or where you live to receive multiple SNAP benefits. Giving incorrect information can keep you from getting SNAP benefits for 10 years.</b></p> <p><b>Federal and/or State Convictions:</b> Have you or anyone in your household been found guilty of receiving TANF (cash benefits) or SNAP benefits from two or more states at the same time? Yes ____ No ____ Has anyone used TANF funds at the following establishments: liquor stores, casinos, poker rooms, adult entertainment business, bingo halls, race tracks, and/or licensed retail stores that derive their largest sales from loose tobacco, cigars, cigarettes, pipes, and other smoking accessories? (TANF only) Yes ____ No ____ Have you or any household member been convicted of buying or selling SNAP benefits over \$500? Yes ____ No ____ Do you or anyone in your household have a felony conviction because of behavior related to the possession, use or distribution of a controlled drug substance after 08/22/96 (SNAP &amp; TANF)? Yes ____ No ____ Are you or any member of your household hiding or running from the law to avoid prosecution, being taken into custody, or going to jail, for a convicted felony crime or attempted felony crime, or may have violation(s) of such, or are not in compliance with the conditions of parole or probation? Yes ____ No ____ Have you or any household member been convicted of trading SNAP benefits for drugs or controlled substance? Yes ____ No ____ Has anyone you are applying for received SNAP &amp; TANF from another state within the last 30 days? Yes ____ No ____</p>												
<p><b>I understand I may have one or two authorized representatives:</b></p> <p>_____ may apply for these benefits for me: SNAP ( ) ; Families First ( ) _____ may use my SNAP benefits for me ( ) ; may use my Families First benefits for me ( )</p> <p>_____ may apply for these benefits for me: SNAP ( ) ; Families First ( ) _____ may use my SNAP benefits for me ( ) ; may use my Families First benefits for me ( )</p>															
<p><b>Voter Registration</b></p>															
<p>Are you registered to vote where you live now? ( ) Yes ( ) No Would you like to register to vote? ( ) Yes ( ) No Do you want TDHS to mail a voter registration form to you? ( ) Yes ( ) No <b>The benefits you may receive from TDHS will not change whether you register to vote or not nor does it keep you from applying for benefits.</b></p>															
<p><b>Enter information about your household's INCOME in the boxes below.</b> Income includes but is not limited to employment, self-employment, alimony, child support, disability benefits, Social Security/SSI, Worker's Compensation, Unemployment benefits, pensions, stipends, and interest income.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Person with Income taxes/expenses</th> <th style="width:45%;">Source of income (such as job, Social Security, child support)</th> <th style="width:40%;">Monthly amount before taxes/expenses</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Person with Income taxes/expenses	Source of income (such as job, Social Security, child support)	Monthly amount before taxes/expenses									
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<p><b>List any household Resources (cash, checking ,savings, or other bank accounts, certificates of deposit, stocks, bonds, mutual funds, retirement accounts, trust funds, annuities, or other liquid assets)</b></p> <p>Type: _____ Value:\$ _____      Type: _____ Value:\$ _____</p> <p>Type: _____ Value:\$ _____      Type: _____ Value:\$ _____</p>															
<p><b>Any member who breaks any of the rules on purpose can be barred from SNAP for one year to permanently, fined up to \$250,000, imprisoned up to 20 years or both. He or She may also be subject to prosecution under other applicable Federal and State laws. He or she may be barred from SNAP for an additional 18 months if court ordered. Do not trade or sell EBT cards or use someone else's card. Have you or any member of your household been convicted as an adult of aggravated sexual abuse, murder, sexual exploitation and other abuse of children, a Federal or State offense involving sexual assault, or an offense under State law determined by the Attorney General to be substantially similar to such an offense, after February 7, 2014? Yes ____ No ____</b></p>															
<p><b>If you are between 18 to 24 years old, have you ever been in state custody as a child? Yes ____ No ____</b></p> <p style="text-align: center;"><b>Child Care Expenses</b></p> <p>Amount paid per week: \$ _____</p> <p>Child care provider name: _____</p>	<p style="text-align: center;"><b>Shelter Costs</b></p> <p>Rent / Mortgage (circle one)</p> <p>Monthly amount: \$ _____</p> <p>Gas/Electric \$ _____ per month</p> <p>Phone \$ _____ per month</p>	<p style="text-align: center;"><b>Medical Expenses</b></p> <p>List recurring medical expenses like prescriptions or insurance premiums. These can help you get more SNAP if you're elderly or disabled.</p> <p>Type: _____ \$ _____ per month</p> <p>Type: _____ \$ _____ per month</p>	<p style="text-align: center;"><b>Child Support Paid</b></p> <p>If you are legally obligated to pay child support payments to or for a child or children enter it here:</p> <p>Child: _____ \$ _____ per month</p> <p>Child: _____ \$ _____ per month</p>												
<p><b>This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs. The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027), found online at: <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at: <a href="http://www.fns.usda.gov/snap/contact_info/hotlines.htm">http://www.fns.usda.gov/snap/contact_info/hotlines.htm</a>.</b></p> <p><b>To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY). This institution is an equal opportunity provider. You may also write Tennessee, Department of Human Services, Office of General Counsel, Compliance Officer, Citizens Plaza Building, 500 Deaderick Street, Nashville, TN 37243, (615) 313-4700.</b></p>															

TDHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.

Distribution: FARAS (original)

HS-0169 (Rev. 03-22)

RDA: 1716

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