

Simplified Reporting 24-Month Certification

SNAP Application Checklist

The Supplemental Nutrition Assistance Program (SNAP) is a [U.S. Department of Agriculture \(USDA\)](#) initiative administered by [Tennessee Department of Human Services \(TDHS\)](#) that provides nutritional assistance to qualifying households. These families are classified based on membership and income situation according to federal guidelines. SNAP benefit recipients who are over the age of 60 and/or have disabilities are typically part of the **Simplified Reporting 24-Month Certification. These participants have a 24-month certification period and are required to submit a Mid-Certification Form that is due at the 12th month of their certification period following approval.** Use this checklist to track your SNAP procedures and deadlines.

1. Complete the Application

Applications can be completed online using the [One DHS Customer Portal](#) OR you may submit a printed application via mail. *See page 2 for details.*

2. Complete the Eligibility Interview

The second step toward receiving SNAP benefits is completing your eligibility interview. Your SNAP case worker should contact you regarding the interview within 14 days of receiving your **completed** application. Interviews can be conducted during first contact with your case worker or scheduled for a future date according to federal guidelines.

3. Submit Verification Documentation

You may be asked to submit documents that verify your social security number, identification, current residence, income, resources, shelter, utility and/or living costs. Copies of verification documents can be **uploaded** on the [One DHS Customer Portal](#) or submitted via scheduled appointment or by mail. *See page 2 for details.*

4. Application is Processed (Approved or Denied)

Once your application, interview and verification are completed, your application will be reviewed, and you will be notified of approval or denial of benefits within 30 days. You can check the status of your application by logging into your [TDHS Account on the One DHS Customer Portal](#).

5. Complete the Mid-Certification Form

Simplified Reporting households with 24-month certification are required to submit a Mid-Certification Form and verification. Usually, this is due at the half mark between your approval and renewal date. You should receive your form and related instructions four weeks prior to the deadline and may submit required documents via fax, file upload, mail or scheduled appointment. **Failure to complete this step will result in termination of your SNAP benefits.** *See page 2 for details*

6. Renewal (Recertification) or Close of Case

Simplified Reporting Households with 24-month certification may renew SNAP after 24-months by completing a renewal application. Renewal may involve an interview and reverification. You will be notified of your renewal date and the associated submission requirements two months prior to the expiration of your current SNAP benefits. If you choose not to complete the renewal process, your SNAP case will be closed and benefits discontinued.

I submitted my completed application on this date:

I was contacted on this date:

Case worker's name:

My interview took place (or will take place) on this date:

Time:

I submitted my verification documentation on this date:

My Simplified Reporting form is due on this date:

I submitted my form on this date:

My current SNAP benefits end during this month:

My renewal documents are due on this date:

SNAP Application Information

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Submitting Your SNAP Application

Tennesseans may visit the One DHS Customer Portal at OneDhs.Tn.Gov to complete the SNAP application on line **OR** complete and submit a printed application by: **1)** uploading their application on the [One DHS Customer Portal](https://OneDHS.CustomerPortal) **OR 2)** Delivering the application to a local office **3)** Mailing their application to: Family Assistance Division, Department of Human Services, P.O. Box 620001, Memphis, TN 38181. Visit Tn.Gov/HumanServices/Information-and-Resources/ to download and print the application or contact [your local TDHS office](#) to receive an application or assistance.

Submitting Verification

Customers have three options to submit verification documentation: **1)** Upload documentation via the One DHS Customer Portal at OneDhs.Tn.Gov **2)** Deliver documentation to a local TDHS office **3)** Mail **copies** of verification documentation to: Family Assistance Division, Department of Human Services, P.O. Box 62000, Memphis TN 38181.

Documents that may be used for verification:

- **Social Security Number:** social security card
- **Identification:** driver's license, school ID with photo, passport, resident alien card, I-94 card, voter's registration card
- **Current residence:** lease agreement, utility bill, phone bill, or driver's license with current address
- **Income:** check stubs, employer statement, award letters
- **Shelter costs:** mortgage payments, property tax, homeowner's insurance, rent receipt, lease agreement
- **Costs of utilities:** electric bill, water bill, gas bill
- **Resources:** bank statements, title, registration, deed

Instructions for Uploading Documents

Customers can visit our [@TNHumanServices YouTube channel for video instructions](#) or **download a direction sheet** from the [Applying for SNAP TDHS web page.](#)

When to Submit Your Mid-Certification Form for 24-Month Certification

Households with 24-Month Certification should submit their Mid-Certification Form at the 12th month following SNAP approval. Forms are sent to SNAP recipients four weeks prior to the submission deadline. If you have misplaced your form, you may contact the Family Assistance Service Center by phone at 866-311-4287 and/or the TTY number at 711 to receive another form.

Stay in Touch:

One way to stay informed and ensure your benefits reach you is to update your contact information anytime it changes. This can be done on the [One DHS Customer Portal](https://OneDHS.CustomerPortal) or by contacting our Family Assistance Service Center at 866-311-4287.



Learn More Online

Our Virtual Assistant, Ava, is available on our website 24/7 to guide you to the answers you need and details about SNAP and other programs for families can found on the website at Tn.Gov/HumanServices/For-Families/.



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