

## SNAP Application Checklist for Households Certified for Four Months and Households Supported by Self Employed Adults

The Supplemental Nutrition Assistance Program (SNAP) is a [U.S. Department of Agriculture \(USDA\)](#) initiative administered by [Tennessee Department of Human Services \(TDHS\)](#). The program provides nutritional assistance to qualifying households. These families are classified based on household and income situation according to federal guidelines. The **Change Reporting Classification** is reserved for households that need SNAP for a short time period (less than four months) or whose only earned income is from self-employed adults. **These households are required to report changes to income or household expenses within 10 days of an income adjustment using a Change Form.** 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 by mailing the application. *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 at a local office or by mail. Verification may be unnecessary if you are enrolled in another TDHS program, but re-verification may be required upon renewal. *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. Report Changes Within 10 Days of Income Change (Conditional)

SNAP recipients in the Change Reporting Classification are required to report changes to their income, residency, household composition, child- support, resources, or deductions within 10 days of occurrence. Change forms can be download from the TDHS webpage and submitted a via the One DHS Customer Portal, mail, or scheduled appointment.

### 6. Recertification or Close of Case

SNAP participants may renew benefits or close their case at the end of their certification period. Renewal may involve an interview and re-verification. You will be notified of your renewal date and the associated submission requirements two months prior to the expiration of your current SNAP benefits.

**I submitted my application on this date:**

**I was contacted by my case worker on this date:**

**Caseworker's Name:**

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

**Interview Time:**

**I submitted my verification documentation on this date:**

**I reported changes to my income on the following dates:**

**My SNAP benefits end during this month:**

# Supplemental Nutrition Assistance Program (SNAP) Change Reporting



## Submitting Your SNAP Application:

Tennesseans may visit the One DHS Customer Portal at [OneDhs.Tn.Gov](https://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 their application to a local TDHS office **OR 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/](https://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 the One DHS Customer Portal at [OneDhs.Tn.Gov](https://OneDhs.Tn.Gov) **2)** Deliver documentation to the local TDHS office **3)** Mail **copies** of verification documentation to: Family Assistance Division Department of Human Services, P.O. Box 620001, 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 Report Changes to Income:

SNAP recipients under the Change Reporting classification should report changes to residency, household composition, child-support or other resources within 10 days of occurrence. Customers have three options to submit their Change Form: **1)** Upload documentation on line using One DHS Customer Portal at [OneDhs.Tn.Gov](https://OneDhs.Tn.Gov) **2)** Deliver documentation to the local TDHS office **3)** Mail change documentation to: Family Assistance Division Department of Human Services, P.O. Box 620001 Memphis TN 38181. Forms are available for download the at [Tn.Gov/HumanServices/Information-and-Resources/Dhs-Forms-and-Applications](https://Tn.Gov/HumanServices/Information-and-Resources/Dhs-Forms-and-Applications).

## 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 through your [TDHS account](#) 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/](https://Tn.Gov/HumanServices/For-Families/).



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