

Department of Human Services
INSTRUCTIONS FOR USE OF FORM HS-3117,
SSBG Application for Services

1. Purpose of the form

To determine eligibility for SSBG services.

2. When it is used

Upon the request for SSBG services (intake).

3. Who completes the form

SSBG Customers

4. An explanation of what goes into any field that is not clearly self-explanatory

N/A

5. Who needs the original and where should it be filed

Caseworker maintains the application in the client file.

6. Who needs a copy and where should it be filed

N/A

7. Length of time the form must be maintained after the service is rendered/case closed

Three years.