**Department of Human Services**

**INSTRUCTIONS FOR USE OF FORM HS-0169**

**Family Assistance Application**

1. **Purpose of the form**

Used to apply for SNAP and Families First benefits.

1. **When it is used**

Upon requesting services.

1. **Who completes the form**

Individuals applying for SNAP and Families First.

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

N/A.

1. **Who needs the original and where should it be filed**

FARAS database.

1. **Who needs a copy and where should it be filed**

FARAS database.

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

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