**Tennessee Department of Human Services**

**INSTRUCTIONS FOR USE OF FORM HS-3457,**

**Family Assistance Fax Cover Sheet**

1. **Purpose of the form**

When a client sends in documents at times it is hard to identify who is sending them. Using this cover sheet would make it easier to identify the correct case.

1. **When it is used**

When needed by clients to fax documents

1. **Who completes the form**

TDHS Customers

1. **An explanation of what goes into any field that is not *clearly* self-explanatory or any additional information needed to process this form (e.g. routing, processing etc.)**

N/A

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

FARAS

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

N/A

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

Pending