

## 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 household and income situation according to federal guidelines. The 10-Day Reporting Classification is reserved for households that need SNAP for a short time period (under four months) or have a self-employed adult household member. This group is 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

Completing the SNAP application is the first step in your journey to receive SNAP. Applications can be completed online using the [Family Assistance Online Application](#) OR you may submit a printed application by [uploading](#), or 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 10 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

In this third step, you may be asked to submit documents that verify your social security number, identification, current residence, income, shelter, utility and/or living costs. Verification documentation can be submitted by [file upload](#), scheduled appointment, 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 visiting [apps.tn.gov/dhsccl](#) or logging into your [TDHS Account](#).

### 5. Report Changes Within 10 Days of Income Change

SNAP recipients in the 10-Day Reporting Classification may experience fluctuations in their income, residency, household composition, child-support or other resources. These changes should be reported within 10 days of occurrence. You can download and submit the Change Form via fax, file upload, mail or scheduled appointment at your local office.

### 6. Application Recertification (Optional Renewal)

SNAP participants with 10-Day reporting are certified SNAP for a period under four months or as long as 12 months and may choose to renew benefits. 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. 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:**

**by my caseworker:**

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

**Time:**

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

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

# SNAP Application Information

## 10-Day Reporting



### Submitting Your SNAP Application:

To complete the SNAP application online visit [FAOnlineApp.dhs.tn.gov](https://FAOnlineApp.dhs.tn.gov) OR complete and submit a printed application by: **1)** Uploading your complete printed application at [fileupload.dhs.tn.gov](https://fileupload.dhs.tn.gov) **OR 2)** Mailing your 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.

### Verification:

You have three options to submit verification documentation: **1)** Upload documentation online using the portal at [fileupload.dhs.tn.gov](https://fileupload.dhs.tn.gov) **2)** Deliver documentation to your local TDHS office via scheduled appointment **3)** Mail 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
- **Income:** check stubs, employer statement, award letters
- **Identification:** driver's license, school ID with photo, Passport, Resident Alien Card, I-94 card, voter's registration card
- **Shelter costs:** mortgage payments, property tax, homeowner's insurance, rent receipt, lease agreement
- **Current Residence:** lease agreement, utility bill, phone bill, or driver's license with current address
- **Costs of utilities:** electric bill, water bill, gas bill

### When to Report Changes to Income:

SNAP recipients under the 10-Day Reporting classification should report changes to residency, household composition, child-support or other resources within 10 days of occurrence. You have three options to submit your Change Form: **1)** Upload documentation online using the portal at [fileupload.dhs.tn.gov](https://fileupload.dhs.tn.gov) **2)** Deliver documentation to your local TDHS office **3)** Mail verification 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 at [tn.gov/humanservices](https://tn.gov/humanservices). Help is also available through the TDHS online Resource Library at [tn.gov/humanservices/information-and-resources](https://tn.gov/humanservices/information-and-resources) that provides videos, FAQs and other information about TDHS programs.



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