Tennessee Department of Human Services
INSTRUCTIONS FOR USE OF FORM HS-3465
Community and Social Services Invoice for Reimbursement

1. Purpose of the form
   The purpose of the form is for agencies to request reimbursement from the state of Tennessee for contracted services provided to clients

2. When it is used
   Every month when reimbursement is requested

3. Who completes the form
   Contracting Agency Staff

4. 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

5. Who needs the original and where should it be filed
   SSBG Intake Admin Secretary receives and files in the Contracting Agency financial files

6. Who needs a copy and where should it be filed
   SSBG Program Coordinator who files copy in the SSBG H drive

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