

## Certification Under Six Months

### 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. Families that include children and able-bodied working adults under the age of 60 who are certified to receive SNAP for a period under six months may be included in the Simplified Reporting 4-6-Month classification or Non-Simplified Reporting classification. **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, resource, shelter, and utility/living costs. Verification documentation can be submitted by [file upload](#), scheduled appointment, or by mail. *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/dhsc/](https://apps.tn.gov/dhsc/) or logging into your [TDHS Account](#).

#### 5. Application Renewal (Optional)

SNAP participants may apply to renew their benefits. Renewal requires completing a recertification application and may involve an interview and reverification. You will be notified of your recertification 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 you will no longer receive benefits.

**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:**

**My current SNAP benefits end on during this month:**

**My renewal documents are due on this date:**

# SNAP Application Information

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### 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.

### Examples of Documents Used for Verification:

- **Social Security Number:** social security card
- **Identification:** driver's license, school ID with photo, Passport, Resident Alien Card, I-94 card, voter's registration card
- **Current Residence:** lease agreement, utility bill, phone bill, or driver's license with current address
- **Income and Resources:** check stubs, employer statement, award letters
- **Shelter costs:** mortgage payments, property tax, homeowner's insurance, rent receipt, lease agreement
- **Costs of utilities:** electric bill, water bill, gas bill

### 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). Videos, FAQs and other information on TDHS programs can be found through the TDHS online Resource Library at [tn.gov/humanservices/information-and-resources](https://tn.gov/humanservices/information-and-resources).



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