

**Tennessee Department of Human Services
INSTRUCTIONS FOR USE OF FORM HS-2978,
Transmittal Authorization**

1. Purpose of the form

The form is for agencies to indicate how they want to receive information and correspondence from TDHS.

2. When it is used

At any time.

3. Who completes the form

Child care agency.

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

Child Care Licensing/provider file.

6. Who needs a copy and where should it be filed

Background Investigation Unit

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

5 years-RDA 2341