

**Tennessee Department of Human Services  
INSTRUCTIONS FOR USE OF FORM HS-3463,  
SSBG Contract Budget Revision**

**1. Purpose of the form**

to make adjustments to approved contracting agency budgets

**2. When it is used**

Each time money needs to be moved between line items in agency budgets

**3. Who completes the form**

Fiscal staff from contracting agencies

**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 Program Coordinator or Director receives the form and files it in the SSBG Shared Drive

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

N/A

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