

**Tennessee Department of Human Services
INSTRUCTIONS FOR USE OF FORM
HS-3476, SSBG Social Assessment and
Service Plan**

1. Purpose of the form

For SSBG, the assessment is to be used to evaluate the individual's level of physical and mental functioning, family relationships and interactions, socio-economic status, etc.

2. When it is used

This form is filled out upon opening an SSBG Homemaker case and every subsequent six months.

3. Who completes the form

SSBG 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

Client file, SSBG state office staff

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

Client file

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

6 years