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|  | **Tennessee Department of Human Services****Verification Checklist** |

IF YOU ARE APPLYING FOR SNAP and/or Families First/TANF BENEFITS, THE VERIFICATIONS LISTED BELOW ARE NEEDED AT INTERVIEW TO TIMELY PROCESS YOUR CASE.

TO HELP YOUR APPLICATION BE COMPLETED SOONER, be sure to keep your appointment. If you need to reschedule, please call your eligibility counselor or the **Family Assistance Service Center (FASC): 1-866-311-4287 (In Nashville, please dial 1-615-743-2000.)**. If you miss your appointment, you will need to make another one, or your application could be denied. If you already get assistance, this could cause those benefits to be late or stop.

Below we have listed some information that may need to be verified before your application can be completed. We’ve listed some of the papers you can use as proof. **There may be other kinds of proof you can use.** If you have trouble getting any of the information needed, please call your eligibility counselor and ask for help. The sooner you provide verifications, the sooner your application may be processed.

* **Social Security Number \*\***
* **Your Identity \*\***- for any new person for whom you want to receive assistance or who has moved into your home (Example: Driver’s License, School ID with photo, Passport, Resident Alien Card, I-94 card, or voter’s registration card)
* **Citizenship or Alien Status \*\***- for any person you want to receive assistance. (Example: Birth Certification, U.S. Passport, Certificate of Naturalization, Certificate of U.S Citizenship, hospital records, U. S Citizen I.D. Card, adoption papers, military records, USCIS (Immigration) papers)
* **Age \*** - for any new person for whom you want to receive assistance (Example: Birth Certificate, Hospital Records, Baptismal Records, and School Records)
* **Where you live \*\***- (Example: Rent Receipts, Mortgage Book, Property Tax Statement, or Homeowner’s Insurance)
* **Income \*\***- (Example: Check Stubs, W-2 forms, Award Letters, Employer Statements
* **Resources \*\***- (Example: Bank accounts, Certificates of Deposit, Savings Bonds, Property, Automobiles, Trucks, Boats, Motorcycles, and Recreational Vehicles)
* **School Attendance/Grades \***- for any dependent child for whom you want to receive assistance.
* **Immunizations and Health Checks \***- for any dependent child for whom you want to receive assistance.
* **Additional Information** – You may be asked to provide more information after your interview. Your eligibility counselor will explain what information is needed, how to get it and help you get it if you need help.

**\* Verifications that may be needed for Families First/TANF only**

**\*\* Verifications that may be needed for both SNAP and Families First/TANF**

Need to report a change? Have questions? Need help? Call the

**Family Assistance Service Center (FASC):**

 **1-866-311-4287 (In Nashville, please dial 1-615-743-2000).**

The FASC is here to help Monday-Friday 8 a.m. to 4:30 p.m CST.