

Department of Human Services
INSTRUCTIONS FOR USE OF FORM HS-3003
Request for Food Stamp Replacement Due to Household Misfortune

1. Purpose of the form

To receive a replacement for SNAP benefits if there is a power outage or other household misfortune.

2. When it is used

As needed when there's a power outage or other household misfortune.

3. Who completes the form

Client local family assistance office

4. An explanation of what goes into any field that is not clearly self-explanatory

N/A

5. Who needs the original and where should it be filed

Local family assistance office staff – scan in FARAS.

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

Client upon request

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

RDA 1716 – 5 years