

**Tennessee Department of Human Services
INSTRUCTIONS FOR USE OF FORM HS-3109,
SSBG Change in Circumstances**

1. Purpose of the form

Contracting agencies use this form to inform state SSBG staff of changes in client's status.

2. When it is used

Any time a case opens or closes

3. Who completes the form

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

SSBG Program Staff

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

Shared Drive

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

6 Years – RDA 11155