**Tennessee Department of Human Services**

**INSTRUCTIONS FOR USE OF FORM HS-3456,**

**Specific Assistance Request**

1. **Purpose of the form**

The purpose is to ensure that all necessary components are included in the specific assistance requests.

1. **When it is used**

In instances where specific assistance to individuals is necessary

1. **Who completes the form**

Contracting agency staff

1. **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.)**

On page 2, the SSBG staff approving the request is to sign in the space beside the dropdown for selecting the approver’s name.

1. **Who needs the original and where should it be filed**

SSBG Program Coordinator receives the form, and files it On SSBG H drive

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

SSBG Intake Admin Secretary, and it is filed in the Agency's client's file

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

Pending