

**Tennessee Department of Human Services  
INSTRUCTIONS FOR USE OF FORM HS-3470 ,  
Specific Assistance to Individuals Only Recipient Notice**

**1. Purpose of the form**

The form ensures clients are aware that they are not full service PSSA clients and that the agency is not bound by licensing rules.

**2. When it is used**

When clients receive specific assistance only services

**3. Who completes the form**

Contracting agencies and their clients

**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 Coordinator/Client File

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

Client's File/SSBG H Drive

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

RDA 11155 - 6 years