

**Tennessee Department of Human Services
INSTRUCTIONS FOR USE OF FORM HS-3475**

SSBG Authorized Signatories Form

1. Purpose of the form

This informs SSBG who at the agency can sign the contracts, invoices, and budget revisions.

2. When it is used

Each year with annual service proposal and upon any subsequent changes.

3. Who completes the form

Agency directors

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, SSBG Program Director

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

Pending