

Simplified Reporting 12-Month Certification

SNAP Application Checklist

The Supplemental Nutrition Assistance Program (SNAP) is a [U.S. Department of Agriculture \(USDA\)](#) initiative administered by the [Tennessee Department of Human Services \(TDHS\)](#) that provides nutritional assistance to qualifying households. These families are classified based on household and income situation. Households that include children and able-bodied working adults under the age of 60 who are not self-employed are typically part of the Simplified Reporting Classification and certified to receive benefits for 12 months. Following SNAP approval, these households are required to submit a Simplified Reporting Form at an interim point in order to continue receiving SNAP benefits. **Use this checklist to track your SNAP procedures and deadlines.**

1. Complete the Application

Completing the SNAP application is the first step in your journey to receive SNAP. Applications can be completed online using the [Family Assistance Online Application](#) **OR** you may submit a printed application by [uploading](#), or mailing the application. *See page 2 for details.*

2. Complete the Eligibility Interview

The second step toward receiving SNAP benefits is completing your eligibility interview. Your SNAP case worker should contact you regarding the interview within 10 days of receiving your **completed** application. Interviews can be conducted during first contact with your case worker or scheduled for a future date according to federal guidelines.

3. Submit Verification Documentation

In this third step, you may be asked to submit documents that verify your social security number, identification, current residence, income, resource, shelter and/or other utility/living costs. Verification documentation can be submitted by [file upload](#), scheduled appointment, or by mail. *See page 2 for details.*

4. Application is Processed (Approved or Denied)

Once your application, interview and verification are completed, your application will be reviewed, and you will be notified of approval or denial of benefits within 30 days. You can check the status of your application by visiting apps.tn.gov/dhsc/ or logging into your [TDHS Account](#).

5. Complete the Simplified Reporting Form

“Simplified Reporting” households with 12-month certification are required submit a Simplified Reporting Form and verification at an interim point. Usually, this is due at the half mark between your approval and renewal date. You should receive your form and related instructions four weeks prior to the deadline and may submit required documents via fax, file upload, mail or scheduled appointment. Failure to complete this step will result in termination of your SNAP benefits. *See page 2 for details*

6. Application Renewal (Optional)

Simplified Reporting Households with 12-Month Certification may renew SNAP by completing a renewal application. Renewal may involve an interview and reverification. You will be notified of your renewal date and the associated submission requirements two months prior to the expiration of your current SNAP benefits. If you choose not to complete the renewal process, your SNAP case will be closed and benefits discontinued.

I submitted my completed application on this date:

I was contacted on this date:

by my caseworker:

My interview took place (or will take place) on this date:

Time:

I completed submitted my verification documentation on this date:

My Simplified Reporting form is due on this date:

I submitted my form on this date:

My current SNAP benefits end on during this month:

My renewal documents are due on this date:

SNAP Application Information

Simplified Reporting
12-Month Certification



Submitting Your SNAP Application:

To complete the SNAP application online visit FAOnlineApp.dhs.tn.gov **OR** complete and submit a printed application by: **1)** Uploading your complete printed application at fileupload.dhs.tn.gov **OR 2)** Mailing your application to: Family Assistance Division Department of Human Services, P.O. Box 620001 Memphis TN 38181. Visit tn.gov/humanservices/information-and-resources/ to download and print the application or contact [your local TDHS office](#) to receive an application.

Verification:

You have three options to submit verification documentation: **1)** Upload documentation online using the portal at fileupload.dhs.tn.gov **2)** Deliver documentation to your local TDHS office via scheduled appointment **3)** Mail verification documentation to: Family Assistance Division Department of Human Services, P.O. Box 620001 Memphis TN 38181.

Examples of Documents Used for Verification:

- **Social Security Number:** social security card
- **Identification:** driver's license, school ID with photo, Passport, Resident Alien Card, I-94 card, voter's registration card
- **Current Residence:** lease agreement, utility bill, phone bill, or driver's license with current address
- **Income and Resources:** check stubs, employer statement, award letters
- **Shelter costs:** mortgage payments, property tax, homeowner's insurance, rent receipt, lease agreement
- **Costs of utilities:** electric bill, water bill, gas bill

When to Submit Your Simplified Reporting Form for 12-Month Certification

Households with 12-Month Certification should submit their Simplified Reporting Form at the sixth month following SNAP approval. Forms are sent to SNAP recipients four weeks prior to the submission deadline. If you have misplaced your form, you may contact the Family Assistance Service Center by phone at 866-311-4287 and/or the TTY number at 711 to receive another form.

Stay in Touch:

One way to stay informed and ensure your benefits reach you is to update your contact information anytime it changes. This can be done through your [TDHS account](#) or by contacting our Family Assistance Service Center at 866-311-4287.



Learn More Online

Our Virtual Assistant, Ava, is available on our website 24/7 to guide you to the answers you need at tn.gov/humanservices. Videos, FAQs and other information about TDHS programs are also available through the TDHS online Resource Library at tn.gov/humanservices/information-and-resources.



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