

**Tennessee Department of Human Services
INSTRUCTIONS FOR USE OF FORM HS-3131
SSBG Annual Program Evaluation**

1. Purpose of the form

To review the effectiveness and outcomes of the SSBG program, focusing on the continued improvement of services to the customer

2. When it is used

Annually

3. Who completes the form

SSBG Contractors

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 State Office Staff maintain the original copy in SSBG State Office Records

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

N/A

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

Six (6) years