

# Resource Guide for Youth Exit Packet



## Jefferson Region



Cabinet for Health and Family Services  
Department of Community Based Services  
Division of Protection and Permanency  
Chafee Independence Program

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# Important Documents



Jefferson County Independent Living Coordinators

For assistance in accessing any of your benefits or community resources contact:

Lorraine Wilbur  
908 W Broadway 8W  
Louisville, Kentucky 40203  
(502) 595-4504 X 5910  
[Lorraine.wilbur@ky.gov](mailto:Lorraine.wilbur@ky.gov)

Kenny Ingram  
908 W Broadway 8W  
Louisville, Kentucky 40203  
(502) 595-4504 X 5143

## **OBTAINING IMPORTANT DOCUMENTS**

### **CIMINAL BACKGROUND CHECK**

To get a copy of your police record, go to the Records Department at 633 W. Jefferson St. Their phone number is (502) 574-2050. The cost of the record is \$5.00.

### **BIRTH CERTIFICATE**

Requests can be made by mail, using a check or money order. Mail payment along with application to Vital Statistics, 275 East Main St 1E-A, Frankfort, KY 40621. The Office of Vital Statistics telephone number is (502) 564-4212. Requests can also be made by phone using a credit card by calling (800) 241-8322, option 1. To order a copy online with a credit card, visit [www.chfs.ky.gov/dph/vital](http://www.chfs.ky.gov/dph/vital). Each certified copy costs \$10.00.

### **SOCIAL SECURITY CARD**

To obtain your Social Security Card, go to the Social Security Main Office at **601 West Broadway**. Their phone number is **1800-772-1213**. You will need to provide at least 2 documents to prove age, identity and U.S. citizenship. This can include your Identification card and birth certificate.

### **IDENFICIATION CARD**

You can apply for an I.D. card at any of the driver's license offices. The cost for those over 16 years old is \$12.00. To obtain an I.D. card you must:

- Present Signed Social Security Card
- Another document with your signature
- Birth Certificate and
- Proof of Residency (like a piece of mail)

The cost of an I.D. card for homeless individuals is \$4.00. You must:

- Obtain a voucher from a local homeless shelter (verifying you stayed there)
- Present signed social security card and
- Birth Certificate

### **DRIVER'S LISCENCE AND PERMIT**

Permit tests can be taken at the Circuit Clerk Office, Bowman Field Location. You will need your social security card, an original or certified birth certificate and proof of residence. The Kentucky Driver's Manual can be located online at <http://transportation.ky.gov>. Applicants under the age of 21 must hold the driving permit for a minimum of 180 days (6 months). Applicants over the age of 21 must hold the driving permit for a minimum of 30 days. Permit holders 18 and older, after successfully completing the road test, will be eligible for the full unrestricted license provided the Driver Education Program has been completed.

# BIRTH



## COMMONWEALTH OF KENTUCKY STATE REGISTRAR OF VITAL STATISTICS

APPLICATION FOR A CERTIFIED COPY OF BIRTH CERTIFICATE.  
Certificates of Birth that occurred in Kentucky since 1911 are on file in this office

Please Print or Type All Information Required On This Form

BIRTH CERTIFICATE INFORMATION				
1. Full Name at Birth	First	Middle	Last	
2. Date of Birth	Month	Day	Year	Sex      Age Last Birthday
3. Place of Birth	Kentucky City or Town	Kentucky County	Name of Hospital	
4. Mother's Maiden Name	First	Middle	Last	
5. Father's Name	First	Middle	Last	

If this child has been adopted, please give original name if known:

\_\_\_\_\_

What is your relationship to the person whose certificate is being requested?

\_\_\_\_\_

Signature and telephone number of the person requesting this certificate:

\_\_\_\_\_ Signature      \_\_\_\_\_ Telephone

DO NOT WRITE IN THIS SPACE	
Volume	_____
Certificate	_____
Year	_____
Date	_____
Searched by	_____

Certificates may also be ordered by the following methods:

**Internet:** Certificates may be ordered on the internet using a credit card (Visa, MasterCard, Discover or American Express) or check. An additional charge card fee will apply. This is in addition to the fee for each certified copy requested. Certificates requested via internet, [www.vitalchek.com/kentucky-express-birth-certificates.aspx](http://www.vitalchek.com/kentucky-express-birth-certificates.aspx), may be returned by overnight courier for the cost of the additional shipment fee if that record is available.

**Telephone:** Orders may be placed by telephone using a credit card (Visa, MasterCard, Discover or American Express) or check. An additional charge card fee will apply. This is in addition to the fee for each certified copy requested. Certificates requested via telephone may be returned by overnight courier for the cost of the additional shipment fee. The telephone number to place your order is (800) 241-8322, choose option 1.

**Mail:** Orders are accepted by mail, using a check or money order in U.S. dollars drawn on a U.S. bank for payment. It can take up to 30 working days to process your request from the date payment is posted. Mail to Vital Statistics, 275 East Main Street 1E-A, Frankfort, KY 40621. The Office of Vital Statistics telephone number is (502) 564-4212.

**Walk-in:** You may order a certified copy of the birth record by coming to this office. The office is located at the address above. Orders are accepted for same day issuance from 8:00 AM until 3:30 PM Monday through Friday.

FEES	
A fee is to be paid for certified copies or records, or for a search of the files or records when no copy is available. The fee for a certified copy of a birth certificate is \$10.00 U.S. Additional copies are \$10.00 U.S. each. Make check or money order payable to "Kentucky State Treasurer." This fee is non refundable.	
_____ Certified Copies @ \$10.00 each	How many
Total Amount Enclosed	_____

### THIS SECTION MUST BE COMPLETE FOR ALL ORDERS

REQUESTORS INFORMATION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME

MAILING ADDRESS

CITY, STATE, ZIP CODE

# SOCIAL SECURITY ADMINISTRATION

## Application for a Social Security Card

Applying for a Social Security Card is free!

### USE THIS APPLICATION TO:

- Apply for an original Social Security card
- Apply for a replacement Social Security card
- Change or correct information on your Social Security number record

**IMPORTANT:** You MUST provide a properly completed application and the required evidence before we can process your application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. We will return any documents submitted with your application. For assistance call us at 1-800-772-1213 or visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov).

### Original Social Security Card

To apply for an original card, you must provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status. If you are not a U.S. citizen and do not have DHS work authorization, you must prove that you have a valid non-work reason for requesting a card. See page 2 for an explanation of acceptable documents.

**NOTE:** If you are age 12 or older and have never received a Social Security number, you must apply in person.

### Replacement Social Security Card

To apply for a replacement card, you must provide one document to prove your identity. If you were born outside the U.S., you must also provide documents to prove your U.S. citizenship or current, lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

### Changing Information on Your Social Security Record

To change the information on your Social Security number record (i.e., a name or citizenship change, or corrected date of birth) you must provide documents to prove your identity, support the requested change, and establish the reason for the change. For example, you may provide a birth certificate to show your correct date of birth. A document supporting a name change must be recent and identify you by both your old and new names. If the name change event occurred over two years ago or if the name change document does not have enough information to prove your identity, you must also provide documents to prove your identity in your prior name and/or in some cases your new legal name. If you were born outside the U.S. you must provide a document to prove your U.S. citizenship or current lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

### LIMITS ON REPLACEMENT SOCIAL SECURITY CARDS

Public Law 108-458 limits the number of replacement Social Security cards you may receive to 3 per calendar year and 10 in a lifetime. Cards issued to reflect changes to your legal name or changes to a work authorization legend do not count toward these limits. We may also grant exceptions to these limits if you provide evidence from an official source to establish that a Social Security card is required.

### IF YOU HAVE ANY QUESTIONS

If you have any questions about this form or about the evidence documents you must provide, please visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov) for additional information as well as locations of our offices and Social Security Card Centers. You may also call Social Security at 1-800-772-1213. You can also find your nearest office or Card Center in your local phone book.



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## EVIDENCE DOCUMENTS

The following lists are examples of the types of documents you must provide with your application and are not all inclusive. Call us at 1-800-772-1213 if you cannot provide these documents.

**IMPORTANT :** If you are completing this application on behalf of someone else, you must provide evidence that shows your authority to sign the application as well as documents to prove your identity and the identity of the person for whom you are filing the application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable.

### **Evidence of Age**

In general, you must provide your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

### **Evidence of Identity**

You must provide current, unexpired evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, we prefer to see documents issued in the U.S. Documents you submit to establish identity must show your legal name AND provide biographical information (your date of birth, age, or parents' names) and/or physical information (photograph, or physical description - height, eye and hair color, etc.). If you send a photo identity document but do not appear in person, the document must show your biographical information (e.g., your date of birth, age, or parents' names). Generally, documents without an expiration date should have been issued within the past two years for adults and within the past four years for children.

As proof of your identity, you must provide a:

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

If you do not have one of the documents above or cannot get a replacement within 10 work days, we may accept other documents that show your legal name and biographical information, such as a U.S. military identity card, Certificate of Naturalization, employee identity card, certified copy of medical record (clinic, doctor or hospital), health insurance card, Medicaid card, or school identity card/record. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, or a school identity card, or other school record maintained by the school.

If you are not a U.S. citizen, we must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph.

**WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD STUB OR A SOCIAL SECURITY RECORD as evidence of identity.**

### **Evidence of U.S. Citizenship**

In general, you must provide your U.S. birth certificate or U.S. Passport. Other documents you may provide are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

### **Evidence of Immigration Status**

You must provide a current unexpired document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, or I-766. If you are an international student or exchange visitor, you may need to provide additional documents, such as Form I-20, DS-2019, or a letter authorizing employment from your school and employer (F-1) or sponsor (J-1). We CANNOT accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid non-work reason. Your card will be marked to show you cannot work and if you do work, we will notify DHS. See page 3, item 5 for more information.

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## HOW TO COMPLETE THIS APPLICATION

Complete and sign this application **LEGIBLY** using **ONLY** black or blue ink on the attached or downloaded form using only 8 ½" x 11" (or A4 8.25" x 11.7") paper.

**GENERAL:** Items on the form are self-explanatory or are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

4. Show the month, day, and full (4 digit) year of birth; for example, "1998" for year of birth.
5. If you check "Legal Alien Not Allowed to Work" or "Other," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. **NOTE:** Most agencies do not require that you have a Social Security number. Contact us to see if your reason qualifies for a Social Security number.
- 6., 7. Providing race and ethnicity information is voluntary and is requested for informational and statistical purposes only. Your choice whether to answer or not does not affect decisions we make on your application. If you do provide this information, we will treat it very carefully.
- 9.B., 10.B. If you are applying for an original Social Security card for a child under age 18, you **MUST** show the parents' Social Security numbers unless the parent was never assigned a Social Security number. If the number is not known and you cannot obtain it, check the "unknown" box.
13. If the date of birth you show in item 4 is different from the date of birth currently shown on your Social Security record, show the date of birth currently shown on your record in item 13 and provide evidence to support the date of birth shown in item 4.
16. Show an address where you can receive your card 7 to 14 days from now.
17. **WHO CAN SIGN THE APPLICATION?** If you are age 18 or older and are physically and mentally capable of reading and completing the application, you must sign in item 17. If you are under age 18, you may either sign yourself, or a parent or legal guardian may sign for you. If you are over age 18 and cannot sign on your own behalf, a legal guardian, parent, or close relative may generally sign for you. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including additional information on the signature line as this may invalidate your application. Call us if you have questions about who may sign your application.

## HOW TO SUBMIT THIS APPLICATION

In most cases, you can take or mail this signed application with your documents to any Social Security office. Any documents you mail to us will be returned to you. Go to <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> to find the Social Security office or Social Security Card Center that serves your area.

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## PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD

Protect your SSN card and number from loss and identity theft. DO NOT carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card; e.g., to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you did not initiate.

### PRIVACY ACT STATEMENT Collection and Use of Personal Information

Sections 205(c) and 702 of the Social Security Act, as amended, authorize us to collect this information. The information you provide will be used to assign you a Social Security number and issue a Social Security card.

The information you furnish on this form is voluntary. However, failure to provide the requested information may prevent us from issuing you a Social Security number and card.

We rarely use the information you supply for any purpose other than for issuing a Social Security number and card. However, we may use it for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following:

1. To enable a third party or an agency to assist Social Security in establishing rights to Social Security benefits and/or coverage;
2. To comply with Federal laws requiring the release of information from Social Security records (e.g., to the Government Accountability Office and Department of Veterans' Affairs);
3. To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level; and
4. To facilitate statistical research, audit or investigative activities necessary to assure the integrity of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for Federally-funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.

Complete lists of routine uses for this information are available in System of Records Notice 60-0058 (Master Files of Social Security Number (SSN) Holders and SSN Applications). The Notice, additional information regarding this form, and information regarding our systems and programs, are available on-line at [www.socialsecurity.gov](http://www.socialsecurity.gov) or at any local Social Security office.

This information collection meets the requirements of 44 U.S.C. §3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 8.5 to 9.5 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.

# SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card

Form Approved  
OMB No. 0960-0066

<b>1</b>	<b>NAME TO BE SHOWN ON CARD</b>	First	Full Middle Name	Last
	<b>FULL NAME AT BIRTH IF OTHER THAN ABOVE</b>	First	Full Middle Name	Last
	<b>OTHER NAMES USED</b>			
<b>2</b>	Social Security number previously assigned to the person listed in item 1		<input type="text"/> - <input type="text"/> - <input type="text"/>	
<b>3</b>	<b>PLACE OF BIRTH</b> (Do Not Abbreviate) City	State or Foreign Country		<b>4</b>
		Office Use Only FCI	<b>DATE OF BIRTH</b> MM/DD/YYYY	
<b>5</b>	<b>CITIZENSHIP</b> (Check One)	<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3) <input type="checkbox"/> Other (See Instructions On Page 3)		
<b>6</b>	<b>ETHNICITY</b> Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>7</b>	<b>RACE</b> Select One or More (Your Response is Voluntary) <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian	
<b>8</b>	<b>SEX</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female		
<b>9</b>	<b>A. PARENT/ MOTHER'S NAME AT HER BIRTH</b>	First	Full Middle Name	Last
	<b>B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 9 B on Page 3)		<input type="text"/> - <input type="text"/> - <input type="text"/>	
		<input type="checkbox"/> Unknown		
<b>10</b>	<b>A. PARENT/ FATHER'S NAME</b>	First	Full Middle Name	Last
	<b>B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 10B on Page 3)		<input type="text"/> - <input type="text"/> - <input type="text"/>	
		<input type="checkbox"/> Unknown		
<b>11</b>	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before?			
		<input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14)		
<b>12</b>	Name shown on the most recent Social Security card issued for the person listed in item 1	First	Full Middle Name	Last
<b>13</b>	Enter any different date of birth if used on an earlier application for a card		MM/DD/YYYY	
<b>14</b>	<b>TODAY'S DATE</b> MM/DD/YYYY	<b>15</b>	<b>DAYTIME PHONE NUMBER</b> Area Code    Number	
<b>16</b>	<b>MAILING ADDRESS</b> (Do Not Abbreviate)	Street Address, Apt. No., PO Box, Rural Route No.		
		City	State/Foreign Country	ZIP Code
<b>17</b>	<b>YOUR SIGNATURE</b>	<b>18</b>	<b>YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:</b> <input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify _____	
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)				
NPN		DOC	NTI	CAN
PBC	EVI	EVA	EVC	PRA
		NWR	DNR	UNIT
EVIDENCE SUBMITTED		SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		
		DATE		
		DATE		

CABINET FOR HEALTH AND FAMILY SERVICES  
 RECORDS MANAGEMENT SECTION  
 275 EAST MAIN STREET, SECTION 3E-G  
 FRANKFORT, KY 40621  
 PHONE: (502) 564-3834

OPEN RECORDS REQUEST

PLEASE PROVIDE THE FOLLOWING INFORMATION SO THAT WE MAY PROCESS YOUR REQUEST  
 EFFICIENTLY

DATE	
NAME OF REQUESTOR	
ADDRESS	
CITY, STATE, ZIP	
PHONE NUMBER	

INFORMATION REQUESTED

NAME OF PERSON WHOSE RECORDS ARE REQUESTED	
SOCIAL SECURITY NUMBER	
DATE OF BIRTH	
NAME OF THE CHILD'S MOTHER (If Child Protective Services Case)	
COUNTY WHERE INCIDENT OCCURRED	
SOCIAL WORKER (IF KNOWN)	
DATE OF INCIDENT	
I request to inspect the following document(s):	

Records Requests Fee: The charge is ten cents (\$0.10) per page after twenty (20) pages, plus postage. Please do not send money with this request. This office will notify you of the amount due once the records are available.

I hereby certify that I am the Requestor identified above.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

SEND COMPLETED DOCUMENTS TO RECORDS MANAGEMENT SECTION, 275 EAST MAIN STREET, and  
 SECTION 3E-G, FRANKFORT, KY 40621.

ATTORNEYS ONLY

For attorney seeking client information, please enclose a completed Form CHFS-305 signed by the client, including the address where the records should be sent.

ATTORNEY INFORMATION:

NAME	
ADDRESS	
CITY, STATE, ZIP	
PHONE NUMBER	

PLEASE COMPLETE AND SUBMIT FORM CHFS-305 AND/OR CHFS-305A WITH THIS DOCUMENT

ADMINISTRATIVE OFFICE OF THE COURTS  
PRETRIAL SERVICES RECORDS DIVISION  
100 MILLCREEK PARK  
FRANKFORT, KENTUCKY 40601  
502-573-1682 or 800-928-6381  
pretrialcustomerservice@mail.aoc.state.ky.us



The process to obtain the information contained in the CourtNet Disposition System is as follows:

- Individuals** Requesting a record on yourself requires a \$10.00 fee (check or money order). Enclose a self addressed stamped envelope for a return reply.
- Nonprofit Health Care Housing Auth.** Requesting a record on individuals requires a \$10.00 fee (check or money order) and your nonprofit number (Form #51-A-126). Your return envelope must be addressed with adequate postage, and the other envelope only needs the address of the person being checked.
- Licensing/Others** A request for licensing purposes and on another person requires a \$10.00 fee (check or money order) and must include two envelopes. Your return envelope must be addressed with adequate postage, and the other only needs the address of the person being checked.
- Government** Government entities must provide both envelopes mentioned above, a tax exempt number for waiver of fees, contact person, phone number, and mailing address on their request. Multiple inquires can be made on a continuation form.

Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect information contained on the record is incorrect, or have any questions, please contact Pretrial Services Records Division at (502) 573-1682 or (800) 928-6381.

PLEASE PRINT OR TYPE THE INDIVIDUALS INFORMATION CLEARLY.

SOCIAL SECURITY NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

MAIDEN OR ALIAS NAMES: \_\_\_\_\_

STREET ADDRESS / P.O. BOX: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS. 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - if applicable.

_____ Individual's Signature	_____ Date
_____ Non-Profit Number (Form 51-A-126), or Tax Exempt Number	_____ E-mail address(sent to this e-mail only)
_____ Would you like the CourtNet Records e-mailed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
_____ Company	_____ Telephone Number
_____ Requestor/Contact Person	Please denote which purpose applies to this request:
_____ Address	___ Employment
_____ City, State, Zip	___ Criminal Investigation
	___ Screening Housing Applicants
	___ Volunteer/Care over Juvenile
	___ Licensing
	___ Other (please explain) _____

## County Clerk Offices

Bowman Field  
3501 Roger Schupp Street  
Louisville, KY 40205  
Phone: (502) 595-4405

---

Downtown Branch  
Driver's License Branch  
514 West Liberty Street (Old Jail Building)  
Phone: (502) 595-4924

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West Louisville Branch  
Driver's License Office  
The NIA Center  
2900 W. Broadway  
Phone: (502) 775-5122

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Outer Loop / Highview Branch  
Driver's License Branch  
7509 Outer Loop (Located in the Valu Market Shopping Center)  
Louisville, KY 40228  
Phone: (502) 239-4292 or (502) 239-4293

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Southwest Branch  
Driver's License Branch  
K-Mart Plaza  
4917 Dixie Highway  
Louisville, KY 40258  
Phone: (502) 595-4703 or (502) 595-4709

---

Middletown Branch  
Driver's License Branch  
Eastern Government Center  
200 Juneau Drive  
Middletown, KY 40243  
Phone: (502) 244-6097 or (502) 244-6098

# Housing Resources



# Housing Assistance

## **New Directions Housing Corporation – Income Based Apartments**

- 1000 E. Liberty St 40204
- (502) 589-2272

## **Louisville Metro Housing Authority**

- **Public Housing** - 420 S. 8<sup>th</sup> St; (502) 596-1320; 3 year waiting list;

**Section 8**- 801 Vine St. (502) 574-1000; waiting list closed

## **Life House Maternity Home- Pregnant Mothers**

2710 Riedling Drive  
502.897.1655

## **Family Scholar House – Parents pursuing college education**

403 Reg Smith Circle  
(502) 584-8090

## LOW INCOME/SUBSIDIZED HOUSING:

### BERRYTOWN

12424 HERSFIELD RD  
LOUISVILLE, KY 40223-2182  
Phone: 502-245-6593

### BRANDEIS APARTMENTS

925 S. 26<sup>TH</sup> ST  
502-589-2272

### CALIFORNIA SQUARE II APARTMENTS

1681 Garland Avenue  
Louisville, KY 40210  
Phone: 502-589-9034

### CARPENTER'S APARTMENTS

3524 Georgetown Circle  
LOUISVILLE, KY 40215  
Phone: 502-363-4040

### CITY VIEW PARK I - WALNUT

1001 PLACE JANUE  
LOUISVILLE, KY 40203-1969  
Phone: 502-583-6559

### CITY VIEW PARK II - CHESTNUT

1279 Place Noir  
Louisville, KY 40203-1928  
Phone: 502-583-6552

### DIRECTIONS

1718 W. Muhammad Ali Blvd. ST  
LOUISVILLE, KY 40203-1657  
Phone: 502-589-2272

### GUARDIAN COURT APARTMENTS

6100 GUARDIAN CT  
LOUISVILLE, KY 40219-1340  
Phone: 502-964-4792

### JACKSON WOODS APARTMENTS

1014 S JACKSON ST  
LOUISVILLE, KY 40203-3469  
Phone: 502-719-7150

### MOUNT VERNON II APARTMENTS

6733 CARRIBEAN LN  
Phone: 502-968-6171

### O'CONNOR SQUARE APTS

5101 RUSSETT BLVD  
LOUISVILLE, KY 40218-4414  
Phone: 502-589-2272

### PHOENIX HILL TOWNHOUSES

928 E. Marshall Street.  
LOUISVILLE, KY 40204-6016  
Phone: 502-581-1804

### PLYMOUTH APARTMENTS

1635 PLYMOUTH CT  
LOUISVILLE, KY 40203-3500  
Phone: 502-581-8800

### REESER COURT APARTMENTS

1600 S 4TH ST  
LOUISVILLE, KY 40208  
Phone: 502-589-2272

### REGENCY PARK-LOUISVILLE

10407 WEST MANSLICK RD  
FAIRDALE, KENTUCKY 40118  
Phone: 502-367-2560

### RIVERTOWN APTS

1204 S 1ST ST  
LOUISVILLE, KY 40203-2882  
Phone: 859-276-5388

### RUSSELL APARTMENTS

1718 MUHAMMAD ALI BLVD.  
LOUISVILLE, KY 40203-1657  
Phone: 502-589-2272

### SHAWNEE APARTMENTS

1000 E Liberty St  
Louisville, KY 40204-1029  
Phone: 502-589-2272

### SHIVELY APARTMENTS

3105 CLINTON PLACE  
SHIVELY, KENTUCKY 40206  
Phone: 502-447-1225

### SMOKETOWN APARTMENTS

1110 S Preston St  
Louisville, KY 40203-2736  
Phone: 502-589-2272

### ST. WILLIAM APARTMENTS

925 S. 26<sup>TH</sup> ST.  
502-589-2272

### VIRGINIA APARTMENTS

118 WEST ST. CATHERINE STREET  
C/O NEW DIRECTIONS  
502-589-2272

### WATTERSON LAKEVIEW APARTMENTS

3701 W WHEATMORE DR  
Phone: 502-366-4501

### WELLESLEY TOWNHOUSES (OSAGE II)

1600 S SECOND ST  
LOUISVILLE, KY 40208-1904  
Phone: 502-447-1225

### WOODBRIIDGE APARTMENTS

1000 Glenridge Drive  
LOUISVILLE, KY 40242-3787  
Phone: 502-423-1784



## Are you a single parent interested in pursuing a college degree?

Our mission is to end the cycle of poverty and transform our community by empowering families and youth to succeed in education and achieve life long self sufficiency.

We provide Academic Advising , Family Support Services, Peer Support, Community Activities , and Housing.



Single-Parent Students entering our program must meet the following qualifications:

- be single
- have a child, children, or be pregnant
- meet low-income housing requirements
- have a high school diploma or GED
- have the desire to pursue a college degree

If you meet these qualifications and want to know more about how to become a participant in the Family Scholar House program please call 584-8090 or toll free 877-677-9177 to complete an intake and schedule an orientation.

Family Scholar House, Inc. is changing lives, families, and communities through education.

## **Why is the Family Scholar House Needed?**

Family Scholar House recognizes the challenges that single parents face in trying to provide housing, childcare, and basic necessities for their children without adequate income or the education necessary to obtain career-track employment.

We work with current and future participants to overcome the stigma sometimes associated with poverty. Together, we focus on the greater goal- education. At Family Scholar House, we believe that helping single parent students change their lives through the attainments of a college degree brings long term change and new opportunities for them and their children.

## **What Assistance and Support Does Family Scholar House Provide?**

As an organization and as individuals, we provide a safe and motivational environment that supports single parents in obtaining a baccalaureate degree. While it is our goal to achieve this dream with all our participants, it is up to our participants to commit themselves to the time and effort to accomplish their education and aspirations.

### **Education Support**

Participants enroll in the colleges of their choice to pursue the courses of study of their choice, with the goal to obtain a baccalaureate degree. Family Scholar House helps single parents obtain financial assistance to pay for classes and books. Some of the parents also obtain work-study assistance through their colleges and universities. All participants meet regularly with an advocate to assist with academic advising and review educational progress.

### **Case Management and Other Support**

Family Scholar House employs Case management advocates who will meet regularly with participants to assist in obtaining needed support services and to address barriers to self-sufficiency.

### **Peer Support and Community Activities**

Family Scholar House encourages the participants and their children to become a community for each other as they focus on common education goals and develop new skills together. To support this goal, in addition to required monthly workshops, group activities during the month provide opportunities for peer support and interaction with Family Scholar Mentors.

### **Housing Assistance**

Single parents entering the residential program are provided with an apartment based upon family size in accordance with HUD guidelines. Participants pay 30% of their gross income toward their rent. All participants are responsible for their own utilities. All participants meet regularly with their case manager for guidance on household management.



LEGAL AID SOCIETY  
PURSUING JUSTICE. RESTORING HOPE.

The mission of the Legal Aid Society is to pursue justice for people in poverty.

The information in this booklet is for educational purposes only. Do not rely on it if you live outside Louisville, Kentucky. Seek the advice of an attorney for assistance with specific problems. Call the Legal Aid Society at (502)

584-1254 or the Kentucky Lawyer Referral Service at (502) 583-1801.

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# Chapter I: Moving Into Your New Dwelling

## Find A Safe Place For These Things

- Your lease
- Security deposit damage list
- Copies of correspondence with your landlord
- Copies of housing inspection records
- Rent payment receipts

## Inspect Your Dwelling

- Inspect the dwelling together with your landlord and agree to a complete list of existing damage. Both of you should sign and date the list. Ask your landlord to make you a copy of the list and keep the copy in a safe place.

## Look For Smoke Detectors

- Your landlord must supply and install them; you must maintain and test them.
- Never tamper with or remove the batteries from a smoke detector.

## Ask About Lead Paint

- Your landlord must disclose what he knows about lead paint if your home was built before 1978 and give you other information about lead paint.
- If you are concerned about lead paint, call Louisville Metro Health Department at (502) 574-5000.

## Chapter II: Living In Your Dwelling

### **Protect Your Rights by Documenting Everything**

- When you keep good records of everything, you will be able to prove your side of the story in case anything ever goes wrong. Your landlord will keep records to protect himself so you should, too.
- When you call your landlord, write down the date, who you called, who you spoke to, and what the person told you.
- Ask for signed, dated receipts every time you pay your rent.
- When you mail something to your landlord, send it via certified mail. Keep a copy of what you mailed and the mailing and delivery receipts.

### **Letting Your Landlord Enter Your Apartment**

- You have a right to privacy and your landlord has a right to access to your apartment.
- Your landlord must give you two days' notice before entering your apartment. Your landlord can enter only at reasonable times and should not make repeated demands for entry.
- In an emergency, your landlord can enter your apartment without notice.
- If your landlord has given proper notice or an emergency exists, do not unreasonably stop him from entering.
- Do not change the locks if it would deny your landlord access to your apartment.
- If your landlord abuses the right to access, call Legal Aid Society at (502) 584-1254 or the Kentucky Lawyer Referral Service at (502) 583-1801.



## Maintenance and Repair of your Dwelling

- Your Landlord's Maintenance and Repair Obligations
  - ◊ Your landlord must make repairs to keep your dwelling fit and
  - ◊ Your landlord must provide essential services: LG&E, running water, reasonable amounts of hot water, and reasonable heat between October and May. However, if you don't pay a utility bill for which you are directly responsible, the company can shut off the utility.
  - ◊ Air conditioning is not an essential service. But if your landlord provides it, your landlord must keep it in working order.
  
- What to do if Essential Services are Shut Off
  - ◊ Send written notice to your landlord via certified mail, call a housing inspector at 574-3321, and call Metrocall at 311.
  - ◊ If your landlord refuses to restore the essential service, contact an attorney. Call Legal Aid Society at (502) 584-1254 or Kentucky Lawyer Referral Service at (502) 583-1801.
  
- What to do if Your Landlord Fails to Repair or Maintain Your Dwelling
  - ◊ You may be able to end your lease and move out of your dwelling upon proper written notice (a "14/30 letter") or make the necessary repairs yourself and deduct the cost from your rent ("repair and deduct"). First, ask yourself these questions:
    1. Does your landlord's failure to make repairs or maintain the premises materially affect health and safety? You may repair and deduct or send a 14-30 letter only for problems that materially affect health and safety.

2. Is the repair or maintenance needed because of something you, your family, or your guests did (or failed to do)? You may not repair and deduct or end your lease by sending a 14/30
3. How much will it cost to repair? If the cost is less than \$100 or half a month's rent (whichever is greater), you may repair and deduct.

◇ How to Send a 14-30 Letter to end the lease

1. A 14-30 letter tells your landlord that he has 14 days to make the necessary repairs; otherwise, the lease will end in 30 days.
2. Send a letter to your landlord via certified mail that specifies the repairs or maintenance that your dwelling needs. State in the letter that your lease will terminate 30 days after receipt of the letter if the repair or maintenance is not completed within 14 days.

◇ How to Repair and Deduct

1. Send written notice to your landlord via certified mail. State what needs repair or maintenance, and advise your landlord that you will fix the problem at his expense if the repair is not made.
2. Unless it is an emergency, give your landlord 14 days to make the repairs or perform the maintenance.
3. If your landlord still has not make the repair or perform the maintenance, repair the problem yourself or have someone else do it.
4. When the work is completed, send your landlord an itemized statement for completed work that you have paid for in full. You

may not deduct the cost of your labor or for charges you have not paid.

5. Deduct from your rent the cost of the work, not exceeding \$100 or half a month's rent (whichever is greater).
6. If you have questions, you should contact an attorney. You may call Legal Aid Society at (502) 584-1254 or Kentucky

### **Changes to Your Lease**

- Changes in Rent Amount
  - ◊ If you have a yearly lease, the rent amount cannot change during the year unless your lease provides for an increase.
  - ◊ If you have a month-to-month lease, your landlord must give you 30 days' notice at the time rent is due before increasing your rent.
  - ◊ If you have a week-to-week lease, your landlord must give you seven days' notice at the time the rent is due before increasing your rent.
  - ◊ Seek the help of an attorney or call Legal Aid Society at 584-1254 if you would like help determining what kind of lease you have.
- Changes in Lease Rules
  - ◊ If your landlord makes up a new rule after the lease has been signed, your landlord must notify you of the change.
  - ◊ If the new rule substantially changes your lease, you are not bound by the new rule unless you sign it.
  - ◊ If you don't think the new rule is fair, ask your landlord for a written copy of it and say you need a week to think it over. Seek the help

of an attorney or call Legal Aid Society at 584-1254 to find out whether the new rule is enforceable.

### **Dealing With Landlord-Tenant Problems Collectively**

- If you are having problems with your landlord, other tenants may be having problems too. You may solve your problems together by forming a tenants' union. The union can help you negotiate with your landlord.
- Seek the help of an attorney or call Legal Aid Society at (502) 584-1254 for more information about organizing a tenants' union.

## **Chapter III: Moving Out of Your Dwelling**

### **Ending Your Lease**

- **How To End A Lease: Generally**
  - ◊ Whether and how you can end your lease depend on the terms of your lease. You have to read your lease to see what it says. If you end your lease early, you may be liable for damages for unpaid rent.
  - ◊ You end a lease by giving proper notice to your landlord. Send the notice via certified mail when your rent is due. For example, if your rent is due on the first of every month, mail the notice in time for your landlord to receive it by the first.
- **How To End a Month-to-Month Lease**
  - ◊ Send your landlord a written notice that says you are terminating the lease. Send it via certified mail at least 30 days before the rent is due. That means that if you want to move out on May 1<sup>st</sup>, you have to send the notice in time for your landlord to receive it by April 1<sup>st</sup>.

- ◇ Either you or your landlord can give a 30 day written notice terminating a month-to-month lease.
- How to End a Week-to-Week Lease
  - ◇ Send your landlord a written notice that says you are terminating the lease. Send it via certified mail at least seven days before the rent is due.
  - ◇ Either you or landlord can give a seven day written notice terminating a week-to-week lease.
- How to End a Fixed-Term Lease
  - ◇ You have to read your lease to see what it says about ending the lease.
  - ◇ You may be penalized for ending your lease. The penalty for ending your lease will be listed in your lease.
  - ◇ Seek the help of an attorney or call Legal Aid Society at (502) 584-1254 if you need help finding out how to terminate your lease.
- Ending Your Lease Because Your Landlord Fails to Perform Maintenance Obligations
  - ◇ Seek the help of an attorney or call Legal Aid Society at (502) 584-1254. They will advise you about whether you can end your lease for this reason and how to do it.

### **Move-Out Inspection**

- Before you move out, you and your landlord should inspect your dwelling and make a list of any damages beyond ordinary wear and tear. Inspect everything carefully before you sign the list. If you don't agree with the list, don't sign it. Give your landlord a signed, written statement that explains why you disagree.

- If you aren't allowed to inspect, or if your landlord does not inspect, your landlord can't keep any of your security deposit for damages that were not documented as occurring during your lease.
- If there are damages beyond ordinary wear and tear, your landlord must give you an estimate of the cost of repairs before they are paid. If the estimate is unreasonable, do not sign it. Write a Statement of Dissent that explains why the estimate is unreasonable. Send it to your landlord via certified mail.
- You and your landlord can settle any disagreements over the security deposit in Small Claims Court.

## Chapter IV: Eviction

Your landlord can't evict you without giving you proper notice and then going to court. Your landlord can't lock you out, set out your things, or turn off the utilities to try to force you to move.

If you receive an eviction petition, seek the help of an attorney or call Legal Aid Society at (502) 584-1254 or the Kentucky Lawyer Referral Service at (502) 583-1801. Go to court on the date listed in the eviction petition, even if you and your landlord have worked something out to make sure your case is dismissed. Plan to arrive 30 minutes early. If you do not show up or are late, you will probably be evicted. An eviction may hurt your credit and affect a landlord's willingness to rent to you in the future.

### Reasons Your Landlord May Try To Evict You

- Non-Payment of Rent
  - ◊ Your landlord must give you written notice that your rent is late and must be paid within seven days. If you pay all of the rent and late fees within seven days, your landlord must accept your payment. Your landlord does not have to accept a partial payment or a payment that does not include late fees.

After the seven day period, your landlord does not have to accept any payment.

- ◇ Next, he must file an eviction petition. You will receive a copy from the sheriff or by certified mail. The petition will give you a date to be in court.
- ◇ If your landlord does not follow the steps above, your landlord can't evict you. Show up on your court date and explain why your landlord can't evict you. Bring rent receipts or canceled checks that prove that you paid your rent on time. The court will not accept money order receipts.

- Breach of the Lease

- ◇ Your landlord must give you written notice of what you did to breach the lease and that you have 14 days to correct the problem.

If you correct it, your landlord can't evict you. If you do not correct the problem, your landlord can evict you. If the same lease violation occurs again in the next 6 months, your landlord can give you written notice eviction proceedings will start in 14 days. This time, your landlord doesn't have to give you a chance to correct the problem.

- ◇ Next, your landlord must file an eviction petition. You will receive a copy from the sheriff or by certified mail. It will give you a date to be in court.
- ◇ If your landlord does not follow the steps above, he can't evict you. Show up on your court date. When your name is called, explain why you can't be evicted. Bring proof that you corrected the problem or did not violate the lease.

- Termination of a Month-to-Month or Week-to-Week Lease

- ◇ If you don't have a fixed-term lease, your landlord can ask you to move out for any reason by giving you written notice.
  - ◇ If you have a week-to-week lease, your landlord must give you written notice at least seven days before the rent is due.
  - ◇ If you have a month-to-month lease, your landlord must give you written notice at least thirty days before the rent is due.
  - ◇ If you don't move after receiving proper notice, your landlord can proceed to evict you.
- **Retaliation**
    - ◇ Your landlord can't evict you, threaten to evict you, suddenly increase your rent, decrease the services provided to you, or shut off your utilities just because you made a formal complaint, called the health department or a housing inspector, or formed a tenant's union.
    - ◇ If you believe your landlord is retaliating, seek the help of an attorney or call Legal Aid Society at (502) 584-1254 or Kentucky Lawyer Referral Service at (502) 583-1801.

### **What To Do In Court**

- If one of these things is true, bring proof with you and tell the judge:
  - ◇ You did not get a written notice that you'd be evicted before you received the eviction petition.
  - ◇ Your landlord accepted payment after he filed the eviction petition.
  - ◇ You do not owe your landlord rent or late fees.
  - ◇ You did not breach your lease or you corrected the problem within 14 days after your landlord gave you written notice of it.
- Ask for a hearing if you need more time to talk to a lawyer or gather evidence.
- Ask for the case to be dismissed if your landlord does not appear.



### **What Happens If You Lose In Eviction Court**

- You have seven days to move out or appeal. If you need help finding a new place to live, call Legal Aid Society at (502) 584-1254.
- After the seven days, your landlord can get an order to set you out. Then the sheriff has ten days to set you out.
- When the set out actually occurs, the sheriff will supervise while your belongings are being moved out.
- Your landlord can't take your belongings as payment for rent or hold them until you pay your rent.
- Your landlord must file a case in Small Claims Court to get a judgment for back rent.

## **Chapter V: Special Rules for Section 8**

If you have any questions about Section 8, call Louisville Metro Housing Authority (LMHA) at (502) 569-3400 or the Legal Aid Society at (502) 584-1254.

Do not move in until your new dwelling been inspected and approved by LMHA. You will be responsible to pay the full amount of rent if you move in early

Follow these rules. If you don't, you may lose your Section 8 voucher:

- Complete all re-certifications and provide all information requested by the Housing Authority in a timely manner.
- Only terminate your lease or move out if you have LMHA's permission.
- Report changes in income or family size to LMHA immediately.
- Do not stop paying your portion of the rent without LMHA's permission.

## Chapter VI. Housing Discrimination

Housing discrimination is illegal. If you have been discriminated against, keep a record of it. Write down what happened. Include the person's name and title and the place, date, and time. Save all documents you received. Call any of these numbers for help:

Fair Housing Council	583-3247
HUD Fair Housing Division	582-5250
Kentucky Commission on Human Rights	595-4024
Louisville Metro Human Relations Commission	574-3631

## Chapter VII: Resource Directory

**Legal Aid Society (584-1254)** provides free legal representation to tenants who meet certain eligibility requirements.

**Kentucky Lawyer Referral Service (583-1801)** can refer you to an attorney. When you call, you answer questions that determine the nature of your legal matter and your ability to pay. Then you contact the attorney you were referred to. The attorney will give you an initial 30-minute consultation for free, but may charge you for further assistance.

**Call-A-Lawyer (583-1801)** is a program of the Louisville Bar Association. You may call to speak anonymously with an attorney. No attorney-client relationship is established. Call on the third Tuesday of each month from 6:00 PM to 8:00 PM.

**The Attorney General Consumer Protection Division (425-0536)** can investigate landlord-tenant situations where money is involved. The most common issue is return of a security deposit.

**Better Business Bureau (583-6546)** will let you file a complaint about your landlord. BBB will send a letter to your landlord asking for a response to the complaint. Your complaint and your landlord's response will be available to others, such as other landlords or tenants.

**Small Claims Court (595-4475)** settles disputes involving money or personal property valued at \$1,500 or less. The proceedings are informal and there is no jury trial. You may file a claim without an attorney if you wish. It is the appropriate court for security deposit issues. Court costs will be about \$50. You may recover these costs if you win your case.

## Chapter VIII: Important Phone Numbers

Attorney General Consumer Protection Division	425-0536
Better Business Bureau	583-6546
Fair Housing Council	583-3247
HUD Fair Housing Division	582-5250
Kentucky Lawyer Referral Service	583-1801
Kentucky Commission on Human Rights	595-4024
Legal Aid Society	584-1254
Louisville Metro Department of Inspections	574-3321
Louisville Metro Health Department	574-5000
Louisville Metro Housing Authority	569-3400
Louisville Metro Human Relations Commission	574-3631

# **Job Assistance**

## EMPLOYMENT AGENCIES

### ADECCO

10367 DIXIE HWY, Louisville, KY 40272  
502-937-0028  
500 W JEFFERSON ST. LOUISVILLE, KY 40203  
502-568-2342  
5616 BARRETT LANE LOUISVILLE, KY 40272  
502-937-0028

### CROWN SERVICES

3201 FERN VALLEY RD LOUISVILLE, KY 40213  
502-964-1055  
6801 DIXIE HWY ST 145 LOUISVILLE, KY 40258  
502-935-6600

### DELTA DIRECT STAFFING

5338 S. 3<sup>RD</sup> ST. #104 LOUISVILLE, KY  
502-363-0050

### EMPLOYMENT PLUS

3934 DIXIE HWY #410 LOUISVILLE, KY  
502-448-1141

### FOOD TEAM

2500 BARDSTOWN RD LOUISVILLE, KY 40205  
502-451-8036

### GSI COMMERCE

7601 TRADEPORT DRIVE LOUISVILLE, KY 40258  
502-995-0223

### KENTUCKIANIAWORKS

DEPARTMENT FOR EMPLOYMENT SERVICES  
600 W CEDAR ST LOUISVILLE, KY 40202  
502-574-4100

### KELLY SERVICES

5141 DIXIE HWY LOUISVILLE, KY 40216  
502-449-2726  
9200 SHELBYVILLE RD, LOUISVILLE, KY 40222  
502-425-7131  
220 W MAIN ST. LOUISVILLE, KY 40202  
502-585-2171

### MALONE STAFFING

522 NEW CUT RD LOUISVILLE, KY  
502-565-4143

### MANPOWER

1221 S. HURSTBOURNE PKWY. LOUISVILLE, KY  
40222  
502-426-2025  
113 STARKS BLDG LOUISVILLE, KY  
502-583-1674

### PREMIER PACKAGING

7100 TRADEPORT DRIVE LOUISVILLE, KY 40258  
502-935-8786

### PRIDE STAFFING

1230 LIBERTY BANKD ST. SUTTE 130 LOUISVILLE,  
KY 40222  
502-292-4200

### PROLOGISTIX

7045 RAGGARD RD LOUISVILLE, KY 40216  
502-447-4475  
6234 N PRESTON HWY LOUISVILLE, KY 40229  
502-995-5710

### SWIFT PACKAGING

1200 STORY AVE LOUISVILLE, KY 40206  
502-582-0011

**UPS**

**Apply online**

**at:**

**Upsjobs.com**



## **Vocational Rehabilitation**

The Kentucky Office of Vocational Rehabilitation assists Kentuckians with disabilities to achieve suitable employment and independence. They will also pay for appropriate short term training for those with a diagnosed disability.

### **Office Locations:**

- 3934 Dixie Hwy, # 520, 40216  
502-449-1456
  
- 600 West Cedar, Suite 2 East 40202  
502-595-4173
  
- 200 Juneau Drive, Suite 200, 40243  
502-254-3195

# Getting Your GED & Short Term Training



## Register

The 2014 GED® Test is given on the computer just as the GED Ready™ Test is administered. The GED Ready™ Test scores are valid for 60 days from the point of your testing date. To schedule your appointment, access MyGED portal at [www.GED.com](http://www.GED.com). Log in using your email address and password. Take a few minutes to read the information on the web page carefully to familiarize yourself with the process. Follow the instructions on the dashboard to schedule your appointment by clicking on "Start Scheduling."

Complete the demographic questions, schedule the test(s) you choose to take, then pay for your appointment.

## Cost and Scoring

The 2014 GED® Test will take 7 hours and 45 minutes to complete. You do not have to test in all subjects at once. You may schedule one subject at a time. Each subject cost is \$30.00. Test fees must be paid by credit, debit, or prepaid card.

You must score a minimum of 150 points in each content area to be considered passing. Test scores will not be combined for an average. If you are unsuccessful in passing one or more subjects the first time you test, you can retake each subject two additional times at a reduced rate of \$10.00 for each attempt. After the third attempt, the testing fee returns to \$30.00 and you must wait a minimum of 60 days before retesting.

## Location

Jefferson Community Technical College  
800 West Chestnut Street  
Louisville, KY 40203  
Building A, 2nd Floor, Room 201  
(502) 213-4189

Park in the lot south of the building. You must have a parking pass to park in the lot. Please see your teacher for a parking pass. You are required to present a valid, government-issued ID at your testing appointment. Examinees will be photographed and have their signature captured electronically for identification verification. Please arrive at the testing center 15 minutes prior to your scheduled appointment. Late arrivals may not be able to test and will forfeit their test fee. Rescheduling an exam must happen at least 24 hours prior to the appointment time.

## Expectations

**NO PERSONAL ITEMS ARE ALLOWED IN THE TESTING ROOM. NO EXCEPTIONS.** Examinees must empty their pockets and undergo inspection before entering the testing room. There are cabinets with no locks in the waiting room to leave personal items. If you bring a cell phone or wallet, the test proctor can store these items for you in the office. There is no place to store items of bulk. You will not have access to stored personal items during breaks. The testing center will not be responsible for lost or stolen items. Refusal to surrender items results in not being admitted to the test. Examinee conduct will be monitored by staff and recorded via surveillance cameras. If personal items are found in the examinee's possession during the test, testing will stop without being graded.

## Prohibited Items

- weapons
- cell phone
- electronic devices
- coats, jackets, hoodies, or other outer wear
- hats, hoods, hairbands, scarves, sunglasses, or other head gear
- printed material
- wallets, purses, backpacks, briefcases, or bags
- calculators
- jewelry - bracelets, watches, or earrings
- money
- handkerchiefs
- good luck charms
- pens and pencils
- food, drinks, gum, lip balm, contact solution
- children, friends, relatives, or pets
- tobacco products

Our hope is that you will leave Jefferson County Adult Education with the tools necessary to pass the 2014 GED® Test. Please contact us at (502) 485-3400 if you do not pass a subject so we may assess your situation and help you continue on the path of earning your GED credential.

## OLD

## NEW

GED Ready Test Cost	No cost for OPT	\$6/subject on Ready Test (\$24 total)*
Certification for GED	Required registration/certification process	None! Information for a passing Ready Test is electronically submitted to GEDTS.
Where to take the Ready Test	OPTs administered at JCPS Adult Ed. location	Any computer with internet access.*
Validity	OPTs valid for 6 months	Ready Test valid for 60 days
Passing the Ready Test	Must pass all subjects before being certified	Must only pass one subject at a time.
GED Scheduling and Cost	Students register in person and pay with cash	Students register through <a href="http://www.ged.com">www.ged.com</a> and pay online.
Subjects	Reading, Writing, Science, Social Studies, and Math	Language Arts, Science, Social Studies, and Math
GED Scoring	410 on each subject and 2250 total	150 on each subject (no score averaging)
Retests	No retest discounts	Two retests/subject for \$10 each (additional retests are \$30)
Attempts	3x/calendar year	3x with no waiting period (must wait 60 days after each attempt thereafter)

\*We are offering vouchers to pay for the Ready Test for students who meet criteria. Please encourage students to test through us.

## Enrolling in G.E.D. or Skills Upgrade Classes

**Who can enroll in a GED, Reading, or Skills Upgrade Class?**

Anyone 16 years of age and older who is officially withdrawn from school can attend the classes.

**Is there a fee?**

Classes are FREE and classroom materials are provided. Funding is provided by the Kentucky Adult Education Council on Postsecondary Education.

**How do I enroll in a GED, Reading, or Skills Upgrade Class?**

It's easy! Call 485-3400 to schedule an appointment at the Student Services Center. An advisor will discuss the variety of FREE programs available. Appointments can be made 8:30am - 4:30pm.

The locations listed below offer skills training for adults. This list is subject to change. Call the Enrollment Center for up-to-date information. Hours of training vary from center to center, but morning, afternoon, and evening hours are available. Adults interested in studying at one of these centers must first call the Student Services Center for an appointment.

**Ahrens Learning Resource Center  
546 South First Street  
(502) 485-3400**

**Need to "jump start" your career?**

**We can help you!**



*"Before this program, I was going nowhere really fast. It's made a huge difference."*

Ken Willen found help at the KentuckianaWorks Youth Career Center for earning his associate's degree.

*"I'm doing everything I wanted to do and never had the opportunity."*

Angelique Draper  
CNA, who trained to be a certified nurse aide with help from the KentuckianaWorks Youth Career Center



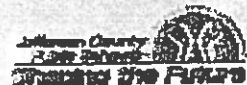
Wherever you are on your career path, the KentuckianaWorks Youth Career Center can help you get your GED, find a new job or train for a high-demand career. Financial assistance may be available for job training or college. If eligible, we can provide up to \$4,000 for tuition and \$600 for books.

**We helped Angelique and Ken, and we can help you too!**

**Call today! (502) 574-4115. Ask about KentuckianaWorks Scholarships!**



KentuckianaWorks Youth Career Center, formerly known as the YOU Center  
510 WEST BROADWAY, SUITE 701 • LOUISVILLE



**PROVIDING EDUCATION, CAREER OPPORTUNITIES & JOB-SEARCH ASSISTANCE FOR JEFFERSON COUNTY YOUTH (AGES 16-21)**

Funding is provided by Louisville Metro Government, Annie E. Casey Foundation, the Louisville Metro Housing Authority, and the U.S. Department of Labor, through the Ky. Education and Workforce Development Cabinet. The Center is administered by KentuckianaWorks, Greater Louisville's Workforce Investment Board, and operated by the Jefferson County Public Schools Adult and Continuing Education program.

**ADVANCED MANUFACTURING**

*\*Also consider Automotive and Construction Pathway\**

Welding

**AUTOMOTIVE AND MACHINE REPAIR**

*\*Also consider Advanced Manufacturing and Transportation Pathway\**

Advanced Auto Technology-- Auto Body Repair-- Auto Repair--Heavy Equipment Construction Mechanic--  
Heavy Truck Repair

**CONSTRUCTION**

*\*Also consider Advanced Manufacturing, Renewable and Energy and Transportation Pathway\**

Bricklaying—Carpentry--Cement Masonry—Electrical--Facilities Maintenance--HVAC--Painting--Plumbing--  
Tile Setting--Construction Craft Laborer

**FINANCE AND BUSINESS**

*\*Also consider Homeland Security, Hospitality and Information Technician Pathway\**

Business Technology--Office Assistant

**HEALTH CARE**

Health Occupations--Medical Office Support--Certified Medical Assistant--Pharmacy Technician--Medical  
Office Support--C.N.A-- Advanced Training in L.P.N.

**HOMELAND SECURITY**

*\*Also consider Finance and Business and Hospitality Pathway\**

Security

**HOSPITALITY**

*\*Also consider Finance and Business and Homeland Security Pathways\**

Culinary Arts--Hotel Lodging

**INFORMATION TECHNICIAN**

*\*Also consider Finance and Business pathway\**

Computer Service Technician--Network Cable Installer

**RENEWABLE RESOURCE AND ENERGY**

*\*Also consider Construction Pathway\**

Urban Forestry--Certified Tree Worker

**TRANSPORTATION**

*\*Also consider Construction, Automotive and Manufacturing Pathway\**

Material Handling— Deck Handling-- Heavy Equipment Operator-- Truck Driving (Advanced)—  
Truck Driving (Dump Truck, Class B CDL)

Applying to Job Corps is a multi-step process; you can expect the following to happen over the next 3 to 8 weeks.

- Face to Face Interview, dress appropriately for interview and expect it to last at least 2 hours. Bring the following documents to the 1<sup>st</sup> interview :
  1. Social Security Card
  2. Birth Certificate
  3. State Photo ID
  4. High School Diploma or GED (if completed) or High School Transcripts and IEP if available.
  5. Copy of Immunization records (from school, health department or medical records).
  6. Health Insurance Card
  7. Medical Records (if you have medical issues)
- We will also complete a background check on your behalf.
- A tour of a center will be arranged.
- A hour session will be scheduled to review Labor Market Information, begin your Personal Career Development Plan (PCDP), discover your interests and strengths through the use of Career Interest Inventories, and identify career paths,
- Your application will be processed and sent to the center of choice.
- You will be expected to contact your Admissions Counselor weekly during the application process.
- Upon acceptance, Job Corps will contact you and your admissions counselor to discuss your arrival date on center. We will then discuss travel plans for your departure to the Center.

I look forward to working with you...*Congratulations on taking this important step toward your future.*

Admissions Counselor



*Where Success Lasts A Lifetime!*

KY Job Corps Outreach and Admissions Office

2900 W. Broadway, Ste. 201

Louisville, KY 40211

Phone (502) 774-1886 fax (502) 774-3275

Dear Potential Applicant,

Job Corps is a federally funded residential vocational training program and is cost free to people ages 16-24. Persons must qualify as low income and be free from any current behavior, court or serious medical issues.

We offer:

- Vocational Training
- Completion of GED/HSD
- Employability Skills
- Independent Living Skills
- Basic Computer Skills
- Job Assistance upon Graduation
- Cash Allowances
- Fee Basic Medical Services
- Driver's License

There are seven Job Corps Centers across the State of Kentucky providing training in 35 vocational programs.

Bonuses

Job Corps pays you! Every two weeks you will be paid depending on the number of days you're enrolled.

- First 56 days of enrollment.....\$25.00 weekly
- 57-112 days of enrollment.....\$30.00 weekly
- 113-182 days of enrollment.....\$40.00 weekly

Incentives are paid to Job Corps students who earn the followed while enrolled:

- High School Diploma or GED.....\$250.00
- Completion of a Vocational Trade.....\$750.00
- Having GED or High School Diploma before joining Job Corps and complete a vocational trade.....\$1200

or

- Obtain GED or High School Diploma at Job Corps and complete a Vocational Trade  
..... \$1200

# KY Job Corps

2900 W Broadway, Suite 210

Louisville, KY 40211

502-774-1887

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## Orientation

EVERY TUESDAY 9:45 AM ROOM 210

@ NIA CENTER

YOU **MUST** BRING THESE DOCUMENTS IN ORDER TO ATTEND:

- BIRTH CERTIFICATE
- SOCIAL SECURITY CARD
- PHOTO I.D.
- HIGH SCHOOL DIPLOMA/TRANSCRIPTS
- OR GED
- IMMUNICAZATION (SHOT) RECORDS



## ACCELERATING OPPORTUNITY FACT SHEET & STUDENT RECRUITMENT CHECK LIST

➤ Do you still need to earn your high school diploma or GED?	Yes	No
➤ Do you already have your high school diploma or GED but need extra help with basic skills?	Yes	No
➤ Do you want to enroll in college, but believe college isn't for you?	Yes	No
➤ Do you want to go to college but need help getting started?	Yes	No
➤ Do you need help with math, reading and/or writing?	Yes	No
➤ Do you need help with study skills?	Yes	No
➤ Do you want training in less than a year that can lead to a high demand job making a living wage?	Yes	No

*Accelerating Opportunity may be the answer if you answered YES to any of the questions above!*

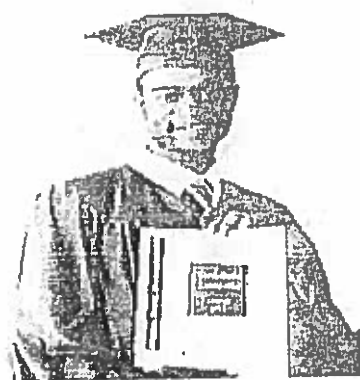
<b>What is Accelerating Opportunity</b>	<ul style="list-style-type: none"> <li>○ Accelerating Opportunity Kentucky puts students on track to earn college credits and the skills necessary to earn a family sustaining wage at a faster pace than a traditional track by integrating basic skills with occupational training and additional instructional support.</li> <li>○ Students can earn credentials in the colleges selected programs while having the support of both a technical instructor and an Adult Education instructor present in the classroom.</li> <li>○ Students will also receive additional assistance in support labs with study skills, math, reading, and writing from one of your instructors.</li> <li>○ A success coach will assist students with enrolling in the program and in succeeding in school.</li> <li>○ A career coach will assist students with job search activities and referrals.</li> </ul>
<b>Eligibility Requirements</b>	<ul style="list-style-type: none"> <li>○ Must score between grade levels 6-11.9 in any one section of the TABE</li> <li>○ Students will need to take the TABE test at their local adult education center if they have not taken the test within the past six months.</li> <li>○ Note: a student has to have a High School Diploma or GED to be eligible for federal financial aid. Other funding opportunities may also be available.</li> </ul>
<b>Accelerating Opportunity Programs and Certifications Offered at Jefferson Community and Technical College</b>	<ul style="list-style-type: none"> <li>○ <b>Allied Health Pathway</b>-(14 credit hours total)  <i>Estimated starting wage associated with credentials is \$12.00/hour            Students earn a Basic Healthcare Foundations Certificate.</i></li> <li>○ <b>Automotive Technology Pathway</b>-(16 credit hours total)  <i>Estimated starting wage associated with credential is \$16.48/hour            Students earn an Automotive Electrician Certificate</i></li> <li>○ <b>Automotive Technology Pathway</b>-(16 credit hours total)  <i>Estimated starting wage associated with credential is \$16.48/hour            Students earn a Steering and Suspension and Auto Brake Repairer Certificate.</i></li> </ul>
<b>Point of Contact for Interested Parties</b>	Gina Embry, Accelerating Opportunity Project Coordinator Gina.embry@kctcs.edu (502)213-5163
<b>Website</b>	aoky.kctcs.edu

# Time for a Change?

## Enroll **YouthBuild** Louisville Today

**We offer you the opportunity to succeed!**

What can YouthBuild Louisville do for me?



- GED classes
- Construction training
- CNA training
- Environmental training
- A weekly living allowance
- Leadership and life skills training
- Earn an AmeriCorps college scholarship
- Work experience
- Assist you so you can go to college, work or both
- Remove barriers to success

What do I need to do?

- Be between the ages of 18 and 24
- Be self-disciplined and responsible
- Be willing to learn and work on construction
- Be able to complete two weeks of unpaid orientation
- Be available Monday through Friday, 8:30 a.m. to 4:00 p.m.
- Volunteer to build a stronger community
- Be a team player and be willing to lead
- Come with a commitment to change
- Be motivated to make a change
- Commit to be drug-free



Apply at  
**800 South Preston Street**  
Call us: Phone 502-290-6121

Funded by the Department of Labor, Metro Louisville, AmeriCorps, and YouthBuild USA

# Getting to College



# TUITION WAIVER FOR FOSTER AND ADOPTED CHILDREN

## SECTION 1 — APPLICANT INFORMATION

FULL NAME: <i>(please print)</i>			
STREET:	CITY:	STATE:	ZIP CODE:
E-MAIL ADDRESS:			
TELEPHONE NUMBER:	DATE OF BIRTH:	SOCIAL SECURITY NUMBER:	
FOSTER OR ADOPTIVE PARENTS' FULL NAMES (Include Middle &/or Maiden Name):			
DATE OF HIGH SCHOOL GRADUATION OR GED CERTIFICATE:			
DATE OF ANTICIPATED ENTRY TO INSTITUTION:			

**Student requests waiver under the following conditions (*check all that apply*):**

- Is currently committed and placed in foster care by the Cabinet for Health and Family Services.  
 Is in an Independent Living Program funded by the Cabinet for Health and Family Services.  
 Was in the permanent legal custody of the Cabinet for Health and Family Services prior to being adopted and the family received state-funded adoption assistance.  
 Was in the legal custody of the Cabinet for Health and Family Services on his or her eighteenth (18<sup>th</sup>) birthday.

Has applicant previously applied and received a Tuition Waiver for Foster and Adopted Children?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If "Yes", when? \_\_\_\_\_

Was applicant on active duty status in the United States Armed Forces; an officer in the Commissioned Corps of the United States Public Health Service; or on active duty in the Peace Corps or Americorps?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If "Yes", when? \_\_\_\_\_

Release of this information shall not constitute a breach of confidentiality required by KRS 199.570 and 620.050. I agree to the release of the above-referenced information to the post-secondary institution.

I agree to provide the Cabinet for Health and Family Services the date of my graduation.

\_\_\_\_\_  
Student or Guardian Signature

\_\_\_\_\_  
Date

## SECTION 2 — PUBLIC POST-SECONDARY INSTITUTION REQUEST

I am requesting that the information in Section 1 be verified to determine the eligibility of the above named applicant.

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Address of Institution

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution Contact Person (Please print)

## SECTION 3 – TUITION WAIVER VERIFICATION

CABINET FOR HEALTH AND FAMILY SERVICES  
ATTN: Tuition Waiver Program  
275 East Main Street Mall Drop 3 E-D  
Frankfort, KY 40621  
502-564-2147 or 800-232-5437  
(FAX: 502-564-5995)

E-mail: [chafee.ijp@ky.gov](mailto:chafee.ijp@ky.gov)

# **INSTRUCTIONS FOR COMPLETING THE TUITION WAIVER FOR FOSTER AND ADOPTIVE CHILDREN**

## **Section 1:**

**The student completes the student information section and Section 1 of the form.**

Please include all information as follows:

- First, middle and last names;
- House number, street name, city, state and zip code;
- Phone number, including area code;
- Month, day and year of birth;
- Social Security number;
- E-mail address;
- Foster or adoptive father's full name, including middle name or initial and foster or adoptive mother's full name including maiden name;
- Indicate date of high school graduation or GED Certificate;
- Indicate date of anticipated entry into public post-secondary institution;
- Indicate whether student has previously applied for the waiver;
- Indicate whether student has served in active duty status in the military;
- Check the correct eligibility criteria box;
- Check box for release of information; and
- Sign and date the form.

After completion of the student information section and Section 1 of the form, turn the form in to the public post-secondary institution. Verification of student information may be requested.

## **Section 2:**

**Completed by public post-secondary institution.**

## **Section 3:**

**Completed by the Cabinet for Health and Family Services.**

- Verifies eligibility criteria. Marks the appropriate box;
- If the applicant meets the eligibility criteria, signs the form and mails it to the post-secondary institution within thirty (30) working days from the date of receipt from the requesting institution with a copy to the applicant;
- If the applicant does not meet the eligibility criteria and is found ineligible, returns a copy of the signed form to the post-secondary institution and applicant;
- Forwards to the applicant a copy of the DPP-154A, Notice of Intended Action and the
- DPP-154, Service Appeal Request.

**REQUEST FOR EDUCATIONAL AND TRAINING VOUCHER FUNDS**

**SECTION 1 — APPLICANT INFORMATION**

<b>FULL NAME: (please print)</b>			
<b>MAILING ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>PHONE NUMBER (include area code):</b>	<b>DATE OF BIRTH:</b>	<b>SOCIAL SECURITY NUMBER:</b>	
<b>E-MAIL ADDRESS:</b>			
<b>NAME OF SCHOOL/JOB TRAINING PROGRAM ATTENDING:</b>			
<b>COURSE OF STUDY/JOB TRAINING:</b>			
<b>STUDENT'S SCHOOL ADDRESS:</b>			
<b>STUDENT'S SCHOOL PHONE:</b>			
<b>STUDENT'S SCHOOL CLASSIFICATION:</b>	<b>Freshman</b>	<b>Sophomore</b>	<b>Junior      Senior</b>
<b>TIME PERIOD FOR WHICH FUNDING IS REQUESTED:</b>			

Student requests funds under the following conditions (check all that apply):

- Adopted from Kentucky foster care system at or after the age of 16**  
Full names of adoptive parents \_\_\_\_\_
- Left the legal custody of the Cabinet for Health and Family Services on or after his/her eighteenth (18<sup>th</sup>) birthday**  
Date of exit from Kentucky foster care system \_\_\_\_\_

Has applicant previously applied for and received Education/Training Voucher funds? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If "Yes", when? \_\_\_\_\_

I agree to provide the Cabinet for Health and Family Services the date of my graduation/completion of training program.

\_\_\_\_\_  
STUDENT OR GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

Mail or fax to:

**Cabinet for Health and Family services  
ATTN: Chafee Independence Program  
Education/Training Voucher Funds  
275 East Main Street Mail Drop 3 E-D  
Frankfort, KY 40621  
800-232-5437 phone; 502-564-5995 fax  
Chafee.ILP@ky.gov**

\*\*\*\*\*

**SECTION 2 – EDUCATION/TRAINING VOUCHER FUNDS VERIFICATION – agency use only**

Date of adoption: \_\_\_\_\_

Date of exit from Kentucky foster care system: \_\_\_\_\_

\_\_\_\_\_ **ELIGIBLE**

\_\_\_\_\_ **INELIGIBLE**

If ineligible, you have the right to appeal in accordance with 922 KAR 1:320.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED PERSON

\_\_\_\_\_  
DATE

# REQUEST FOR EDUCATIONAL AND TRAINING VOUCHER FUNDS

## SECTION 3 – APPLICANT EXPENSES AND INCOME

Education/Training Voucher Expenses		Resources/Income	
Tuition (per semester)	\$	PELL Grant Amount	\$
Dormitory room, fees, supplies	\$	Supplemental Educational Opportunity Grant (SEOG)	\$
Books, supplies, fees	\$	College Access Program (CAP)	\$
Meal Plan	\$	Kentucky Tuition Grant (KTG)	\$
Day Care (while in classes or tutoring)	\$	Kentucky Educational Excellence Scholarship (KEES)	\$
Equipment	\$	National Direct Student Loan	\$
Parking Permit	\$	Kentucky Transitional Assistance Program (K-TAP)	\$
Transportation Allowance (use the block below to figure amount)	\$	Work Study	\$
Other (please list)	\$	Summer Earnings	\$
		Vocational Rehabilitation	\$
		Veteran's Administration	\$
		Tuition Waiver for Foster & Adopted Children	\$
		Other (please list—include private scholarships)	\$
		Early Childhood Development Scholarship	\$
		KHEAA Teacher Scholarship	\$
<b>TOTAL EXPENSES</b>		<b>TOTAL RESOURCES/Income</b>	

**Requested Funds \$** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Independent Living Coordinator Date

**INSTRUCTIONS FOR COMPLETING THE  
REQUEST FOR EDUCATIONAL AND TRAINING VOUCHER FUNDS**

**Section 1: The student completes Section 1 of the form.**

Please include all information as follows:

- First, middle and last names;
- House number, street name, city, state and zip code;
- Phone number, including area code;
- Month, day and year of birth;
- Social Security number;
- E-mail address;
- Name of the school or job training program the student is attending;
- The college major or job training program name/certification;
- Student's school address, including dormitory name, box number, school, city, state and zip code;
- Student's school phone number including area code;
- Student's school classification (i.e., freshman, sophomore, junior, senior);
- Time period for which funds are requested;
- Check the correct eligibility criteria box;
- Indicate whether student has previously applied for the funds;
- Check box for release of graduation/completion of program date; and
- Sign and date the form.

After completion of Sections 1 and 3 of the form, mail or fax the form to the address listed on the form.

**Section 2: Completed by Cabinet for Health and Family Services  
authorized staff.**

- Verifies eligibility criteria. Marks the appropriate box;
- If the applicant meets the eligibility criteria, signs the form and makes arrangements for payment of funds;
- If the applicant does not meet the eligibility criteria and is found ineligible, returns a copy of the signed form to the applicant;
- Forwards to the applicant a copy of the DPP-154A, Notice of Intended Action and the DPP-154, Service Appeal Request.

**Section 3: The student completes Section 3 of the form.**

- Complete expenses and income;
- Calculate transportation expenses in the table provided;
- Sign and date the form and obtain signature and date of Independent Living Coordinator. The Independent Living Coordinator may be located by contacting the local office or 800-232-5437.



## **ULTRA- University of Louisville Transfer Program**

### **Want to be an ULtra Student?**

ULtra@JCTC (University of Louisville Transfer Services) is for students who want to start at Jefferson Community and Technical College and then transfer to UofL to earn a Bachelor's degree.

### **ULtra students:**

- Pay lower tuition at JCTC than at UofL – \$140 per credit hour for in state students, \$465 per credit hour for out of state students
- Get smaller classes - most JCTC classes have fewer than 30 students
- Are advised by UofL advisors to make sure they take the right classes for transfer
- Can use the UofL gym, ride TARC for free and attend UofL student events if they buy a UofL student ID for \$150 each semester
- Can participate in UofL student organizations and fraternities
- Are supported by a UofL staff dedicated to getting them to UofL and on the road to a Bachelor's degree.

### **How to Become an ULtra student....**

All you have to do is stop on by... (it's as easy as pie!)

If you intend to transfer to the University of Louisville to complete your bachelor degree, you should meet an ULtra advisor to make sure you are taking the correct classes for transfer into your UofL major and get information on the transfer process!

You can make an appointment or just walk-in. First time ULtra students will be asked to fill out an information card, so please know your student ID number and JCTC email address (it should be your username@kctcs.edu).

Please note that ULtra will use your JCTC email address for official communications, so please check it regularly!

### **ULtra locations:**

- **JCTC Downtown:** ULtra is located on the 9th floor of the JEC Building. Our hours are Monday through Thursday 9:00am – 5:00pm, closed from 12:00pm to 1:00pm. Walk-ins are accepted Monday - Wednesday on a first come basis and appointments will be made on Thursdays. Please call (502) 213-4538 or email [ultra@louisville.edu](mailto:ultra@louisville.edu) for an appointment.
- **JCTC Southwest:** ULtra is located in the CREW Center in the Student Community Center Rm 102 and is open Monday and Tuesday 9:00am – 5:00pm, closed from 12:00pm to 1:00pm. Call (502) 213-4538 for an appointment.
- **JCTC Shelbyville:** An ULtra representative is on site on selected Thursdays of every month from 9:00am – 5:00pm in the Advising Center. Please check the calendar for current semester dates.

## **The University of Louisville Cardinal Card**

As an ULtra student, you are eligible to purchase a University of Louisville student ID card (Cardinal card). This ID card is only valid for ONE SEMESTER, but is renewable.

### **What's a Cardinal Card Good For?**

The ID card can be used to check out books from the library, gain access to campus organizations and the Student Recreation Center, and makes you eligible for many student discounts at various merchants. You can also ride the TARC for free!!!

### **Steps to purchase a UofL ID Card:**

1. Sign up with an ULtra Transfer Advisor. It usually takes between one and two weeks (sometimes longer during peak times) after signup before you are eligible to get the ID card. New students cannot purchase their ID until after the start of the semester.
2. Take a valid picture ID, a copy of your JCTC schedule, and a check for \$150.00 to:

**Bursar's Office**  
**University of Louisville**  
**Houchens Building Room 101**  
**(502) 852-6503**

**\*\*Be sure to identify yourself as an ULtra Student.**

3. Take the "Paid receipt" to the Cardinal Card office in room 08K, located on the lower level of the Houchens building.
4. Give the signed Cardinal Card agreement and the paid receipt to the staff.
5. Receive your UofL Cardinal Card and begin accessing facilities, programs & activities!

### **How to validate your ID for the Summer:**

ULtra students can validate their UofL student ID for the summer for a cost of \$49 but ONLY if you purchased a student ID for the previous spring semester.

To validate, contact ULtra at [ultra@louisville.edu](mailto:ultra@louisville.edu) or 502-213-4538. We will send your name to the Intramural Office located in the lower level of the SAC right next to the gym. You can then drop in to the Intramural Office, pay your \$49 and they will validate the ID for the summer time period.

### Approved post-secondary institutions:

Up to \$1500 per semester for tuition/books

Paid to a maximum of \$3000 annually

Reimbursed to the student upon successful completion of classes

### Program requirements

Must be actively employed by the UPS Air or Ground Operation in Louisville, Kentucky

Student may start at UPS anytime during the school term and must be on payroll at the end of the student agreement period/terms of reimbursement

Student must submit required documents

Reimbursement amount based on percent of eligible days worked during term at sign-off institutions

### Degrees/certificates awarded from specific Institute of Study

May study any degree program offered at approved institutions

# METROPOLITAN COLLEGE PROGRAM

### State school participants are:

- Jefferson Community & Technical College
- University of Louisville (must meet specific Metropolitan College admission standards to attend full or 3-MC participant)
- 100% undergraduate KY resident tuition paid
- Tuition deferred: Paid directly to the school upon successful completion of classes ("C" or better) and fulfillment of semester employment commitment

### Up to \$65 per class for required books or software

Reimbursed upon successful completion of classes ("C" or better) and fulfillment of semester employment commitment

### Program requirements

- Must be employed by the UPS overnight air operation in Louisville, Kentucky
- Must be on UPS payroll by specified date and remain until the end of the student agreement period
- Must sign MC student agreement each semester

### Degrees/certificates awarded by JCTC or UoL

May study any undergraduate degree program offered at participating schools



### East of Leslie Program

AIA College www.aia.edu	502.271.0330	N/A	
Belmont University www.belmont.edu	502.272.7100	800.274.4733	
Brown-Macne (REIS) www.brownmacne.com	502.988.7191	877.213.3936	
Campbellsville University www.cup.edu	502.753.0264	877.4CU.CROD	
Daymar College www.daymar-college.com	502.495.1040	877.258.7796	
Derry University www.derry.edu	502.326.2860	866.906.9388	
Elizabethtown Community & Technical College www.elizabethtown.edu	270.705.8800	877.246.2322 ext 88880	
Endry - Ridge Aeronautical University www.endry.edu/louisville	502.964.9204	N/A	
Empire Beauty School www.empire.edu	502.499.0070	866.232.2771	
Galen College of Nursing www.galencollege.edu	502.410.6200	866.307.0198	
Indiana Tech www.indianatech.edu	502.708.2363	800.288.1766	
Indiana University Southeast www.iu.edu	812.941.2212	800.852.8835	

### Metropolitan College

Jefferson Community & Technical College Downtown Campus 502.213.4520	Development Counselor Mekissa Chen, Development, Student Development Renetta Griffin, Student Development Jale Taylor, Student Development	502.213.4520	
Jefferson Community & Technical College Southwest Campus Carter Felter, Student Development Counselor Terance Douglas, Student Development Counselor	502.213.4520		
University of Louisville Dorina Owen, Student Development Counselor Chelsea Wightman, Student Development Counselor	502.552.7279		

### Metropolitan College Main Office

200 W. Broadway Suite 900  
Louisville, KY 40202  
502.213.4520  
metro-college.com  
email: askmetro@kctcs.edu

Note: Please check with your college if not listed

### East of Leslie Program Cont.

Indiana Wesleyan University www.iwue.edu	502.261.5040	800.234.5372 (ext. 1)	
ITT Tech cal/hatfield www.itt.edu	502.327.7424	888.790.74	
Ivy Tech State College www.ivytech.edu/se/lehing	812.246.3101	800.321.90	
Jefferson Community & Technical College www.jctc.net/lehing	502.213.4000	N/A	
Louisville Presbyterian Theological Seminary www.lps.edu	502.895.3411	800.264.18	
Marquette University (KY Campus) www.marquette.edu	502.266.6696	877.862.19	
Mid America College of Funeral Service www.midamerica.edu	812.280.8378	800.221.615	
Mid-Carolina University www.midcarolina.edu	270.251.9400	866.894.881	
National College of Business & Technology www.national-college.edu	502.447.7634	800.664.181	
Northwood University www.northwood.edu	502.261.1977	800.995.581	
Ohio State University www.ohio.edu	812.280.7271	N/A	
Paul Mitchell the School www.paulmitchelltheathesty.com	502.583.1018	N/A	
Ply College of Cosmetology www.ply.edu	502.489.3737	N/A	
Purdue College of Technology www.purdue.edu/tech/newshary	812.206.8383	N/A	
Saint Catherine College www.scc.edu	859.326.5082 ext 1259	N/A	
Southern College of Kentucky www.southerncollegeky.edu	502.776.1443	N/A	
Theological Seminary www.tsis.edu (and Boyce Bible College)	5.2.892.4617	800.626.552	
Spalding University www.spalding.edu	502.585.7111	800.896.894	
Spartan College www.spartan.edu	502.442.1000	800.264.179	
Syracuse University www.syr.edu	502.253.5000	866.873.494	
Sinclair College of Technical & Design www.scl.edu	502.456.6509	800.844.652	
Southern University (Grenville & Fort Knox) www.southern.edu	502.456.6505	800.844.135	
Trend School Academy www.trend.edu	502.937.8816	N/A	
Thomas Edison State College www.tisc.edu	888.442.8372	N/A	
University of Louisville www.uofl.edu	502.852.6531	800.334.863	
University of Phoenix www.phoenix.edu	502.423.0149	800.366.969	
Webster University www.webster.edu	502.896.1835	N/A	

\*These schools are UPS deferred billing partnership schools and will accept East of Leslie Program Vouchers printed from the web site (http://www.i-lap.com). List is subject to change.

# Emergency Services

## EMERGENCY NIGHT SHELTERS

### KEY TO SERVICES

(F) = Family

(S) = Single

(T) = Teen

(C) = Children

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(S) (F) **Center for Women and Families** 581-7200  
Crisis and Referral Line 1-877-803-7577  
SANE Clinic (Sexual Assault Nurse Examiner.....927 South 2nd Street  
(Intimate partner abuse/sexual assault victims; call first for information)

(F) (S) **Salvation Army Center of Hope** 671-4904  
Louisville Male Campus (Emergency Shelter)  
911 South Brook Street (check-in: Women 5:00 pm Men 5:30 pm)

(F) **Volunteers of America** 636-0816  
Family Emergency Shelter  
1321 South Preston Street

(F) (S) **Wayside Christian Mission** 742-6166  
432 East Jefferson Street (check-in: 1:00 pm)

(T) **YMCA Safe Place Services** 635-5233  
2400 Crittenden Drive

(S) **St. Vincent de Paul Ozanam Inn (Men)** 584-2480 ext. 224  
1034 South Jackson Street (Check-in 4:00 pm)

## EMERGENCY DAY SHELTERS

(S) **Jefferson Street Baptist Center** 584-6543  
733 East Jefferson Street (Mon -Sun 7:00 am – noon)  
Light Breakfast only 7:00 – 8:00 am

(F) **Jefferson Street Baptist Center** 584-6543  
733 East Jefferson Street Mon-Fri 1:00 – 4:00 pm Women's Shelter

(S) **St. John Center (Men)** 568-6758  
700 East Muhammad Ali Boulevard  
(Daily 7:00 am-3:00 pm)

### **3 options for accessing a homeless shelter:**

1. Contact the YMCA Safe Place Outreach Worker at (502) 635-5233
2. Contact the Coalition for the Homeless to reserve a bed at 637-2337 from 10:00 AM-2:00PM ***You must call back repeatedly to get through and be added!***
3. Walk-in to the Coalition for the Homeless located at: The Ollie Green II Building  
1300 South 4th Street, Suite 200  
Monday thru Friday 10:00 am – 2:30 pm



*Safe Place Youth Development Center  
2400 Crittenden Drive*

***DROP IN RESOURCE CENTER  
FOR  
HOMELESS YOUTH AGES 16-22***

- Showers
- Lunch
- Job Training Skills
- Case Management
- Fitness/Recreational Area
- Employment Search
- Laundry
- Life Skills
- Computer Lab
- Lounge/TV Area
- Community Resources
- Community Referrals

**Hours of Operation**  
**Mondays, Thursdays and Fridays from 9am-1pm**  
**Tuesdays from 5pm-9pm**





**NIGHT AND DAY SHELTERS FOR TEENS****(16-22 YEARS OLD)**

(T) YMCA Safe Place Services  
2400 Crittenden Drive

635-5233

**EMERGENCY CHILDREN'S SHELTERS**

(C) Home of the Innocents  
1100 East Market Street

596-1000

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**OPERATION WHITE FLAG**

The Coalition for the Homeless coordinates a program to ensure that homeless people can find shelter during severe weather emergencies. It goes into effect when:

1. The temperature or the wind chill is at 35 degrees or lower, OR the temperature or heat index is 95 degrees or higher, OR an ozone alert has been called.
2. A white flag will fly outside each participating agency to show that Operation White is in effect. As long as one of the weather conditions listed in #1 above continues, you may remain inside at any of the participating agencies. It does not mean a bed will be available.
3. If you are not eligible for services at a particular shelter, the staff may not let you in. If not, they should attempt to find you another place to stay.

## MEALS

### Breakfast or Early Lunch

Jefferson Street Baptist Center 733 East Jefferson Street (Mon-Thurs 7:00 am-9:00am) (Mon – Sun 7:00 – 8:00 am Light Breakfast only)	584-6543
Lord's Kitchen 2732 South 5th Street (Mon-Sat 8:00 – 9:00 am)	634-1665
Salvation Army Center of Hope 911 South Brook Street (7:00 – 7:30 am)	671-4904
St. Augustine Church 1310 West Broadway (Sandwiches; Mon-Wed, Fri 10:30 am-Noon)	584-4602
Wayside Christian Mission 432 East Jefferson 6:30 -7:15 am Men 6:30 – 7:15 am, 7:30 - 8:00 am Women & families 8:00 - 8:30 am Community	742-6376

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### LUNCH

Cathedral of the Assumption 433 South 5th Street (12:15 - 1:00 pm)	582-2971
Fourth Avenue United Methodist Church 318 West St. Catherine Street (Mon Tues Thurs Fri Sat & Sun sack lunch 12:00 - 1:00 pm)	585-2176
Franciscan Shelter House 748 South Preston Street (Mon - Fri 10:30 am - 12:30 pm)	589-0140
Lord's Kitchen 2732 South 5th Street (Sat - Sun 11:30 am - 12:30 pm)	634-1665
Lord's Kitchen City of Hope Location 1410 Dixie Highway (Mon - Fri 12:00 – 1:00 pm)	413-0112
Wayside Christian Mission 432 East Jefferson Street 12:00 – 1:00 pm Men & Community 11:00 – 12:00 pm Women & families	742-6376

St. Vincent de Paul Open Hand Kitchen 1026 South Jackson Street (Mon - Sun Noon -12:30 pm)	584-2480
(T) YMCA Safe Place Services 2400 Crittenden Drive (Mon – Sat 11:00 am – 12:00pm)	635-5233
Feed the City 1100 South 26th Street (Mon – Sat Noon – 3:00 pm)	772-5384
<b>DINNER</b>	
Lord’s Kitchen 2732 South 5th Street (Tues & Wed 5:00 - 6:00 pm)	634-1665
Lord’s Kitchen City of Hope Location 1410 Dixie Highway (Sun 4:00 – 6:00 pm)	413-0112
St. Vincent de Paul Open Hand Kitchen 1026 South Jackson Street (Mon - Fri 5:00 - 5:30 pm)	584-2480
Salvation Army Center of Hope 911 Brook Street (5:00 - 6:00 pm)	671-4904
Wayside Christian Mission 432 East Jefferson Street 5:00 – 6:00 pm Men & Community 4:00 – 5:00 p.m. Women & Families	742-6166
(T) Dare to Care Food Bank Kid’s Café 930 West Chestnut Street (Mon – Fri 4:00 – 5:00 pm)	587-7405

**Emergency Assistance-**  
**with rental or utilities payments; Food resources**

Dare to Care Food Bank- .....966-3821  
(They will direct you to your nearest food pantry or emergency kitchen)

Central Louisville Community Ministries  
809 S. 4th Street  
502-587-1999

Shively Area Ministries  
4415 Dixie Highway  
502-447-4330

Eastern Area Community Ministries  
9104 Westport Road  
502-426-2824

South East Associated Ministries  
6500 Six Mile Lane, Suite A  
502-499-9350

Fairdale Area Community Ministries  
10616 W. Manslick Road  
502-367-9519

South Louisville Community Ministries  
415 1/2 W. Ashland Ave  
502-367-6445

Fern Creek / Highview United Ministries  
9300 Beulah Church Road  
Louisville, KY 40291  
502-762-9608

Southwest Community Ministries  
8504 Terry Road  
502-935-0310

Highlands Community Ministries  
1140 Cherokee Road  
502-451-3695

United Crescent Hill Ministries  
150 State Street  
502-893-0346

Jeffersontown Area Ministries  
10617 Taylorsville Rd.  
502-267-1055

West Louisville Community Ministries  
3146 West Broadway  
502-778-2815

Ministries United South Central Louisville  
1207 Hart Avenue  
502-363-9087

Sister Visitors Center  
2235 West Market  
502-776-0155

St. Matthews Area Ministries  
201 Biltmore Road  
502-893-0205

# Health Services

# Extended Medicaid Benefits

All youth who were in foster care on their 18<sup>th</sup> birthday, are entitled to maintain their health insurance through Medicaid until 26 years old.

## **Do I have to reapply if I leave care at 18?**

No, your health insurance should continue uninterrupted, even if you leave care at or after 18 years old. If you ever have any issues with your coverage, you would need to go to your DCBS office.

## **Is my coverage based on your income?**

No. Your medical insurance benefit is not dependent upon your income. You automatically qualify to maintain your health insurance until 26 if you were in foster care at 18 years old.

## **What if I move out of KY, will I still have coverage?**

If you were covered under Medicaid and then move from Kentucky, your benefit ceases. If you decide to move back into Kentucky, you are eligible to reapply for Medicaid again- and by answering the question of being a Former Foster Youth at age 18, you will be covered again until 26.

## **What if I was in care in another state?**

If you enter KY from another state and in that state you were in care at age 18, you can access this KY benefit. You would need to apply for Medicaid and relay that you are a Former Foster Child making you covered until age 26.

### **The easiest ways to find out information about your coverage are:**

Visit the local DCBS office: 908 W Broadway Louisville, KY 40203

or

Call: 1855-459-6328

The logo for Kynect, featuring the word "kynect" in a bold, lowercase, sans-serif font. Above the letters "y" and "n" is a thin, curved line that arches over the space between them.

Kentucky's Healthcare Connection

[kynect.ky.gov](http://kynect.ky.gov) 1-855-4kynect (459-6328)

# Local Resources for Your Health

## FAMILY HEALTH CENTERS, INC.

### Medical clinics/labs (call for hours)

- Portland (2215 Portland Ave.) . . . . . 774-8631
- East Broadway (914 E. Broadway) . . . . . 583-1981
- Iroquois (4100 Taylor Blvd.) . . . . . 366-4747
- Fairdale (1000 Neighborhood Pl.) . . . . . 361-2381
- Southwest (9702 Stonestreet Rd.) . . . . . 995-5051
- Phoenix (712 E. Muhammad Ali Blvd.) . . . . . 568-6972
- Americana (4805 Southside Dr.) . . . . . 772-8860

**LOCATION** FHC- Portland **HOURS** Mon 9:00AM – 8:00PM;  
Tue to Fri 9:00AM – 5:15PM; Sat 9:00AM – 1:00PM

- Radiology (X-ray) . . . . . 772-8145
- Pharmacy . . . . . 772-8625

**LOCATION** FHC-Portland **HOURS** Mon to Fri 8:00AM – 4:30PM

- Behavioral Health . . . see your FHC Medical Provider

- Social Services . . . . . 772-8370 or 772-8371

## HEALTH INSURANCE PROGRAMS

- Medicaid . . . . . 1-855-306-8959
- Medicare (adults 65+, disabled) . . . . . 1-800-772-1213
  - ▶ Apply in-person at Social Security, 2500 W. Broadway
- Kentucky RxCard Free Discount Prescription Drug Card Program . . . . . [www.kentuckyxcard.com](http://www.kentuckyxcard.com)
- Kentucky Physicians Care (KPC) . . . . . 1-800-633-8100
  - ▶ Prescription assistance program

## FOOD AND CHILDCARE

- (WIC) . . . . . 574-3121
  - ▶ Food vouchers; nutrition and breastfeeding education
- Food Stamps (SNAP) . . . . . 1-855-306-8959
  - ▶ <https://snapfoodbenefits.chfs.ky.gov>
- Community Coordinated Child Care (3Cs) . . . . . 636-1358
  - ▶ Information about child care and assistance to families

## DENTAL SERVICES

Portland Family Health Center  
Mon to Fri 9:00AM – 5:00PM  
2215 Portland Ave. . . . . 774-8631

- Dental Clinic . . . . . 772-8160
- University of Louisville Dental Clinic . . . . . 852-7600

## VISION SERVICES

New Eyes for the Needy . . . . . [neweyesfortheneedy.com](http://neweyesfortheneedy.com)

## MENTAL HEALTH

- Crisis and Information Center . . . . . 1-800-221-0446
  - ▶ Counseling and referrals for mental health, suicide, and Alcohol and substance abuse issues (24-hours)
- Family and Children's Place . . . . . 893-3900
- Seven Counties Services . . . . . 589-1100
  - ▶ Individual and family counseling
- University of Louisville Psychiatry Services . . . . . 852-5866

## ALCOHOL AND SUBSTANCE ABUSE

- Jefferson Alcohol/Drug Abuse Center (JADAC) . . . . . 583-3951
- Morton Center . . . . . 451-1221
  - ▶ Services for people addicted to alcohol or other drugs
- MORE Center . . . . . 574-6414
  - ▶ Services for people addicted to narcotic drugs
- The Healing Place . . . . . 585-4848
  - ▶ Services for people addicted to alcohol
- Alcoholics Anonymous . . . . . 582-1849
- Narcotics Anonymous . . . . . 499-4423

## OTHER RESOURCES

- Planned Parenthood . . . . . 584-2471
  - ▶ STD testing; birth control; annual exams etc.
- Tuberculosis (TB) Services . . . . . 574-6617
- Kentucky Tobacco Quit Line . . . . . 1-800-QUIT-NOW
- Center for Women and Families . . . . . 1-877-803-7577
  - ▶ Domestic violence and rape crisis services (24 hours)
- LMPHW Specialty Clinic . . . . . 574-6699
  - ▶ Sexually Transmitted Disease (STD) and HIV testing

**Louisville Metro Department of Public Health and Wellness Clinic Sites:**

**Dixie Clinic –**

*WIC, Pregnancy Tests and Emergency Contraception. Immunizations offered on Thursdays.*

Southwest Government Center

7219 Dixie Highway

Phone: 574-7975

Hours of Operation: Please call ahead to schedule your appointment.

Monday thru Friday 8:00 a.m. to 5:00 p.m.

Extended hours to 7:00 p.m. on Thursdays.

**L&N**

*WIC Only*

908 West Broadway

Phone: 595-3121

Hours of Operation: Please call ahead to schedule your appointment.

Monday thru Friday 8:00 a.m. to 4:30 p.m.

Open until 6:30 p.m. every 1st and 3rd Thursday.

**Middletown Clinic**

*WIC, Pregnancy Tests and Emergency Contraception. Immunizations offered on Wednesdays.*

East Government Center

200 Juneau Drive

Phone: 245-1074

Hours of Operation: Please call ahead to schedule your appointment.

Monday thru Friday 8:00 a.m. to 5:00 p.m.

Extended hours to 7:00 p.m. on Wednesdays.

**Newburg Clinic-**

*WIC, Pregnancy Tests and Emergency Contraception. Immunizations offered on Mondays.*

4810 Exeter Avenue

Phone: 458-0778

Hours of Operation: Please call ahead to schedule your appointment.

Monday 8:00 a.m. to 7:00 p.m.

Tuesday thru Thursday 8:00 a.m. to 5:00 p.m.

**South Central Neighborhood Place**

*WIC Only*

4255 Hazelwood Ave

Phone: 485-7141

Hours of Operation: Please call ahead to schedule your appointment.

Monday thru Friday 7:30a.m. - 4p.m.

Open until 6p.m. every 2nd and 4th Tuesday



**South Jefferson Neighborhood Place**

*WIC only*

1000 Neighborhood Place

Phone: 363-1428

Hours of Operation: Please call ahead to schedule your appointment.

**Specialty Clinic**

*STI Testing, Diagnosis and Treatment*

7201 Outer Loop

Phone: 574-6699

Hours of Operation:

Mondays 10a.m. - 7p.m.

Tuesday - Friday 8a.m. - 4:30p.m.

**TB Clinic**

*Tuberculosis Testing, Diagnosis and Treatment*

400 East Gray St.

Phone: 574-6617

Hours of Operation: Please call ahead to schedule your appointment.

Monday - Friday 8a.m. - 5:00p.m.

# Parenting Resources

## Local Resources for Prenatal Health

### HEALTH INSURANCE PROGRAMS

**Medicaid**.....1-855-306-8959

**Passport Health Member Services**.....1-800-578-0603

### PRENATAL SERVICES

- **WIC: Women, Infants, & children**.....595-3121  
Food vouchers, nutrition and breastfeeding education
- **HANDS**.....502-893-3900 EXT243  
In home guidance and education to new parents
- **A Woman's Choice**.....589-9400
- **Golden Arrow Center for Mothers/Children**.....589-3537
- **Healthy Start** . . . . . 574-6661  
Home visits, baby supplies, and other assistance
- **Car Seat**.....772-8588  
Car seats provided (cost: \$15) for newborns up to toddlers weighing 50 lbs. Must be a patient of Family Health Centers to receive seat.
- **Mommy and Me**.....1-800-578-0603
- **Mother's Day Out** . . . . . 574-5314
- **KY Paternity Acknowledgement**  
.....1-888-675-7425
- **La Leche League** . . . . . 1-800-LA LECHE  
Support for breastfeeding mothers
- **Birth Care Network**... . . . . 499-4418  
Refers doulas for birth support and prenatal classes
- **Necole's Place**.....569-0494
- **Infant Resource Project**.....584-2343
- **Mom's Closet Resource Center, Inc**.....245-9899

### PRENATAL CLASSES

- **Family Health Centers**.....772-8588
- **University of Louisville Hospital** . . . . . 562-3325
- **Norton Suburban Hospital** . . . . . 629-1234
- **Catholic Charities**.....637-9786

### MENTAL HEALTH

- **Seven Counties Services** . . . . . 589-1100

Individual and family counseling

### ALCOHOL/SUBSTANCE ABUSE

- **Project Link** . . . . . 583-3951

Mental health and alcohol and drug dependency treatment for pregnant women

- **Healthy Journey for Two**.....439-4591

- **University of Louisville OBGYN**  
401 E Chestnut; St Suite 410.....588-4400

**Norton OB/GYN Associates - Downtown**  
601 S. Floyd St., Suite 300.....629-1515

**Norton Medical Plaza West - Audubon, Suite 304**  
2355 Poplar Level Road.....636-4946

- **Kosair Children's Hospital**  
.....629-6000

- **Specialty Clinic – STD testing/ Treatment**  
.....574-6699

- **Community Coordinated Child Care (3Cs)**  
.....636-1358

- **Consoling Parents** . . . . . 629-2103  
Support for parents who experience miscarriage, still birth, or infant death

- **Center for Women & Families**  
.....1-877-803-7577  
Domestic violence and rape crisis services

- **Family Support Assistance – Food Stamps, AFDC, Medicaid** . . . . . 855-306-8959

### EDUCATION

**Jefferson County Public Schools Teenage Parent Program (TAPP)**  
Westport – 8800 Westport Rd. Louisville, KY 40242 . . . . . 485-8347  
South Park – 1010 Neighborhood Pl. Fairdale, KY 40118. . . . . 485-8748

*The TAPP program is designed to prevent middle and high school students from dropping out of school due to teen pregnancy and parenting. The program includes academics, health and medical information, social services, child care, and employment and career resources.*

# Options for Pregnancy

## If you have a positive pregnancy test...

You might feel very excited about having a baby...you might feel scared or uncertain, but know that you will make this pregnancy work somehow...or you might feel like being pregnant is the worst thing that could happen to you right now.

Having a positive pregnancy test means making some important decisions. If you are pregnant, you have three choices:

- You can choose to continue the pregnancy and parent.
- You can choose to continue the pregnancy and make an adoption plan.
- You can choose to end the pregnancy.

Some women know exactly how they feel and exactly what they want to do right away...and other women don't. Only you can decide which choice is right for you. But it is okay to ask for information and support that will help you make this decision. You can talk with your partner, someone in your family, or a trusted friend – anyone who you think is supportive. You can also ask your health care provider for information or speak with a counselor.

These community resources for pregnancy options counseling, adoption, pregnancy termination, and other services may be helpful.

## Counseling Services

**Crisis and Information Center** ..... 1-800-221-0446 (24-hours)  
Counseling, support, and referrals for women in emotional crisis due to pregnancy, mental health issues, and alcohol and substance abuse.

**Seven Counties Services, Inc. ACCESS** .....(502) 589-1100  
Appointments for various individual counseling and support programs. Fees are based on ability to pay.  
[www.sevencounties.org](http://www.sevencounties.org)

**Kentucky Religious Coalition for Reproductive Choice** ..... 1-866-606-0988  
Speak with a clergy person trained to provide all-options pregnancy counseling. [www.krcrc.org](http://www.krcrc.org)

## Adoption Services

**Adoption Bridges of Kentucky** ..... 1-800-542-5245  
Coordinates adoptions and provides services for birth mothers. [www.adoptionbridgesofkentucky.org](http://www.adoptionbridgesofkentucky.org)  
401 W. Main St. Suite 1710 Louisville, KY 40202

**Childplace** ..... (812) 282-8248

Coordinates adoptions and provides services for birth mothers. [www.childplace.org](http://www.childplace.org)

2420 Highway 62 Jeffersonville, IN 47130

**St. Joseph Children's Home** .....(502) 893-0241

Coordinates adoptions and provides services for birth mothers. [www.sjkids.org](http://www.sjkids.org)

2823 Frankfort Ave. Louisville, KY 40206

## **Pregnancy Termination**

**EMW Women's Surgical Center** .....(502) 589-2124 or 1-800-292-2189

Abortion services. [www.emwwomens.com](http://www.emwwomens.com)

138 W. Market St. Louisville, KY 40202 and 161 Burt Rd. Lexington, KY 40503

**Planned Parenthood of Southwest Ohio** ..... (513) 287-6488

Abortion services are available to women from Kentucky. [www.plannedparenthood.org/swoh/](http://www.plannedparenthood.org/swoh/)

2314 Auburn Ave. Cincinnati, OH 45219

**National Abortion Federation Hotline** .....1-800-772-9100

Provides information about parenting, adoption, abortion, and referrals to local resources.

### Additional Information

According to Kentucky and Ohio state laws, women must wait 24 hours after receiving state-mandated information from an abortion provider before they can terminate a pregnancy. Also, minors (under age 18) must have permission from one parent or a judge to receive services.

A post-abortion check-up is very important to your health and should be planned for two to three weeks after the abortion. To prevent additional unwanted pregnancies, make an appointment to get a Pap smear, be tested for sexually transmitted diseases, and learn about your options for birth control.

## **Other Resources**

**Center for Women and Families** ..... 1-877-803-7577 (24-hours)

Offers comprehensive services for women in abusive relationships, including emergency shelter, transitional housing, counseling, support groups, and legal advocacy. [www.thecenteronline.org](http://www.thecenteronline.org)

**Legal Aid Society** .....1-800-292-1862

Offers a wide range of legal services for individuals and non-profit community-based organizations. Offers legal representation in civil cases for individuals and groups who meet poverty guidelines. [www.laslou.org](http://www.laslou.org)

**Kentucky Paternity Acknowledgement Program** .....1-888-675-7425

Offers information and support for legal recognition of fathers.

**Child Support Division 315 W. Muhammad Ali Blvd**.....574-8300

(Phones answered Monday - Friday 9:00AM - 3:00PM)



Special Supplemental Nutrition Program for:  
Women, Infants & Children

### What is WIC?

WIC brings more to the table than good food. WIC is for good health. WIC helps you get answers to your health and nutrition questions. WIC helps mothers make infant feeding choices and encourages breastfeeding support, childhood shots and children's growth checkups. WIC families get monthly supplies of foods high in protein, iron, vitamin C and calcium.

WIC is a program that provides nutrition education and special foods to:

- Women who are pregnant, breastfeeding or post-partum
- Infants age birth-1 year
- Children under age 5.

### CAN I JOIN WIC?

WIC is for all kinds of families and could be for you. If you are currently living in the State of Kentucky and in the Louisville Metro area, you can call one of our clinics to make an appointment to see if you are eligible for WIC benefits

Program personnel will:

- Determine if you meet income guidelines of the program (persons receiving KTAP, Food Stamps or Medicaid or an income at or below 185% of poverty). Eligibility income is before taxes and deductions are taken out. [Click here](#) to view the federal income requirements.
- Determine if you have a nutritional need by doing a simple nutritional assessment

### WHAT WILL I RECEIVE?

#### SPECIAL FOODS:

WIC checks will be given to you monthly for the purchase of specific foods at your grocery store. Foods that you or your children may receive are:

- Milk
- Cheese
- 100% natural fruit juice
- Iron-fortified cereals
- Peanut Butter



# Family Children's Place

**HANDS REFERRAL**  
**Send via mail or fax to:**

Family & Children's Place HANDS Program

525 Zane Street

Louisville KY 40203

502-893-3900 EXT. 243

502-893-9646 (FAX)

[handsreferral@famchildplace.org](mailto:handsreferral@famchildplace.org)

Date: \_\_\_\_\_ Referral Source: \_\_\_\_\_

Client's Name: \_\_\_\_\_

(Print Clearly Please!)

Client's Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Alternate# \_\_\_\_\_

EDC:: \_\_\_\_\_ (or) Baby's Birth date: \_\_\_\_\_

Other pertinent information: \_\_\_\_\_

# Community Resources



## **Neighborhood Places**

*network of multi-service centers throughout Louisville that provide community residents a single access point to an array of services where they live including Emergency financial assistance, medical clinics etc.*

### **Barrett Neighborhood Place**

810 Barret Avenue - Louisville, KY 40204  
502-574-6638 (Voice) · 502- 574-6320 (Fax)  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

### **L & N Building**

908 W Broadway 4W  
SNAP Info 502 595-4238  
WIC Info 502 595-3121  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.

### **Bridges of Hope Neighborhood Place**

Mabel Wiggins Center (Algonquin Site)  
1411 Algonquin Parkway - Louisville, KY 40210  
502 634-6050 (Voice)  
502 634-6074 (Fax)  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

### **Cane Run Neighborhood Place**

3410 Lees Lane - Louisville, KY 40216  
502-485-6810 (Voice) · 502-485-6818 (Fax)  
Hours: Monday - Friday, 8:00 AM - 4:30 p.m.

### **First Neighborhood Place**

W.D. Bruce Building (Satellite Location)  
1504 Rangeland Road - Louisville, KY 40219  
502-962-5660 (Voice) · 502-962-5670 (Fax)  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

### **Newburg Health Clinic (Satellite Location)**

4810 Exeter Avenue - Louisville, KY 40218  
502-458-0778 (Voice) · 502-456-4842 (Fax)  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

### **Neighborhood Place Northwest at Shawnee High**

4018 West Market Street - Louisville, KY 40212  
502-485-7230(Voice) · 502-485-7251(Fax)  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

### **South Central Neighborhood Place**

4255 Hazelwood Ave. - Louisville, KY 40215  
502 485-7130 (Voice)  
502 485-7140 (Fax)  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

### **Southern Jefferson Neighborhood Places:**

#### **Fairdale**

1000 Neighborhood Place - Fairdale, KY 40118  
(Corner of National Turnpike & Gene Snyder Freeway)  
502-363-1424 (Voice) · 502-363-1435 (Fax)  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

#### **Valley**

10200 Dixie Highway - Louisville, KY 40272  
502-485-7310(Voice) · 502-485-7125(Fax)  
Monday - Friday, 8:00 a.m. - 4:30 p.m.

#### **Ujima Neighborhood Place**

3610 Bohne Avenue - Louisville, KY 40211  
502-485-6710 (Voice) · (502) 485-6707 (Fax)  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

# SNAP is on the web!

Go to: <https://snapfoodbenefits.chfs.ky.gov> and you can:

- Check potential eligibility through a prescreening process;
- Begin an application for benefits;
- Check benefits status and amounts;
- Report changes;
- Receive notices electronically rather than by mail.

If you apply at <https://snapfoodbenefits.chfs.ky.gov>, the SNAP office will contact you to set up an interview to complete your application. You can ask for a telephone interview. You can schedule an appointment to meet at the local DCBS office. You can also send someone to do the interview for you. Keep your interview appointment or call to reschedule.

The checklist below can help you get ready for your interview. There may be other things that you may need to provide later:

<b>Identity</b> <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Driver's License</li> <li>• Work or school ID card</li> <li>• Health benefit card</li> <li>• Voter registration card</li> </ul>	<b>Earned Income</b> <ul style="list-style-type: none"> <li>• Pay Stubs</li> <li>• Self-employment bookkeeping records</li> <li>• Income Tax Forms</li> <li>• Statement from employer as to gross wages</li> </ul>	<b>Unearned Income</b> <ul style="list-style-type: none"> <li>• Bank statements</li> <li>• Agency letter showing money received, Social Security, Veteran's Affairs, child support, alimony, unemployment</li> </ul>
<b>Residency</b> <ul style="list-style-type: none"> <li>• Utility bills like electric, gas, or water</li> <li>• Rental agreement or mortgage statement</li> <li>• That shows your address and expense</li> </ul>	<b>Medical Expense Deduction</b> <ul style="list-style-type: none"> <li>• Billing statements</li> <li>• Itemized medical receipts, like for prescription drugs</li> </ul>	<b>Immigration</b> <ul style="list-style-type: none"> <li>• Immigration or naturalization papers (only if you were born outside of the United States)</li> </ul>

# **FAMILY SUPPORT ASSISTANCE**

**Toll Free Number:  
1-855-306-8959**

**Hours: 8:00 AM to 4:30 PM**

**To better serve you we provide these services by phone:**

- Applications
- Recertification
- Case Changes
- Program Information
- Case Inquiries
- EBT and Medicaid Card Issuance

**A quick and easy way to get the help  
you need.**

# LGBT Resources

Organization	Service Provider	Phone Number	Website
PFLAG	Support Services	(502) 329-0229	Pflaglouisville.org
MCC	Religious Groups	(502) 587-6225	Mcclouisville.org
Central Presbyterian Church	Religious Groups	(502) 587-6935	www.centralchurchky.org
Fourth Avenue United Methodist Church	Religious Groups	(502) 585-2176	
Pandora Productions	Entertainment	(502) 216-5502	PandoraProds.org
Days Coffee Shop	Entertainment	(502) 456-1170	
Louisville Youth Group (LYG)	Support groups	(502) 499-4427	