



Checklist for Reviewing Household Applications

Policy/Procedure Number: CB 2013-01

Date: May 2013

Procedure:

- SFAs are required to utilize USDA prototype or a SA approved equivalent. If SFA makes changes to USDA prototype (ex: scanned applications) the SFA must submit to State Agency for approval.
- State Agency will review application to ensure application has all criteria from USDA prototype.
 - If household receiving benefits from KY SNAP or KY KTAP these items should be included:
 - Have a place to list all household members, and name of school for each child
 - Have a place to list case number for any household member receiving SNAP or KTAP
 - Have a place to sign the form and place to include the last 4 digits of social security number.
 - Have a place to list children's ethnic and racial identities.
 - If no one receives KY SNAP or KY KTAP benefits and if any child in the household is homeless, a migrant or runaway these items should be included:
 - Have a place to list all household members, and name of school for each child
 - Ensure there is a section that if a child is applying for homeless, migrant or a runaway, that they can check an appropriate box and call their liaison.
 - Have a place to sign the form and place to include the last 4 digits of social security number.
 - Have a place to list children's ethnic and racial identities.
 - If there is a foster child these items should be included:
 - Have a place to list all foster children and name of school for each child and a check box to indicate if child is foster.
 - Have a place to sign the form and place to include the last 4 digits of social security number.
 - Have a place to list children's ethnic and racial identities.
 - Include a section for anyone receiving income and a place for gross income and frequency.
 - Ensure reduced priced income eligibility guidelines are included on application.

The above procedure was implemented on May 2013

Approved Date: 12-5-13 Director's Signature: Deana Jackett