

Welcome to K-TAP Unit Seven: Applying for K-TAP Kentucky WORKS Program. Learning Objective: in this unit, we will learn how to describe the K-TAP Kentucky WORKS Program application process.

A family may apply for K-TAP and other assistance programs by visiting the local Department for Community Based Services (DCBS) office in the family's county of residence.

You can check online to determine if you may be eligible for this benefit at www.benefits.gov/benefit/613. The website provides a program description, program requirements, information about the application process, as well as contact information. You can click the yellow box or scroll down to check if you may be eligible. The video on the screen is showing the process of the eligibility check. This is just an example. Be sure to fill out the information the best matches your personal situation. Information is also available on income and resources limits.

So, what is needed to apply? You will need:

- Birth Certificate of all household members (unless born in Kentucky)
- Social Security card for each household member
- Proof of Residency, such as driver's license
- Proof of Income (pay stubs for the past 2 months or LEAP Employment Contract)
- Checking and Saving Account Statements
- Household verification: have 2 nonrelatives write and sign a statement of who lives in your household

Learning Stop:

Number One: Where should a family apply for the K-TAP Kentucky WORKS Program?

- A. County Clerk's office
- B. School family resource center
- C. Department for Community Based Services (DCBS) office
- D. None of the above

The correct answer is C. A family should go to their local Department for Community Based Services office to apply for the K-TAP Kentucky WORKS Program.

Number Two: What types of items are needed to apply?

- A. Birth certificates for each family member
- B. Social security cards for each family member
- C. Proof of income
- D. All of the above

The correct answer is D. You will need birth certificates for each family member, social security cards for each family member, and a proof of income to apply for the K-TAP Kentucky WORKS Program.