

Project Home

Ensuring Academic Success for All



Created by

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Federally funded through McKinney-Vento Homeless Education Act

Resource Guide for Young Adults

Covington Independent Public Schools



Do You Need Your Birth Certificate?

Northern Kentucky residents can obtain an official copy of a birth certificate by completing one of these four steps.

1. Go to one of the Health Department's county health centers to obtain a birth or death certificate application. The health centers are generally open from 8 a.m. to 5 p.m. Monday-Friday. The Health Department's staff can provide help filling out the application, but you are responsible for mailing the completed application to the Kentucky Office of Vital Statistics in Frankfort.
2. Call the VitalChek Call Center at 1-800-241-8322 to order a copy of the birth or death certificate by phone. Note that you must have a major credit card to pay for the processing and mailing of the certificate when ordering by phone.
3. Order the birth or death certificate online at <http://www.vitalcheck.com>. Note that you must have a major credit card to pay for the processing and mailing of the certificate when ordering online.
4. Go to the Kentucky Office of Vital Statistics in Frankfort to request a copy in person. The office is located at 275 E. Main St., Frankfort, Ky. and is open from 8 a.m. to 4:30 p.m., Monday-Friday, excluding state holidays.

*\$10 for each certified copy of a birth certificate. *

Need to Request a New Social Security Card?

A Social Security number is important because you need it to get a job, collect Social Security benefits and get some other government services. You should keep your Social Security card in a safe place with your other important papers and avoid giving it out unnecessarily.

You may be able to apply for a Replacement Social Security Card online. You can use a Social Security account to apply for a replacement Social Security card online if you

- Are a U.S. citizen age 18 or older with a U.S. mailing address (this includes APO, FPO, and DPO addresses)
- Are not requesting a name change or any other change to your card
- Have a driver's license or state-issued identification card.

Food Assistance:

If you are in need of securing food please contact the following food pantries.

Action Ministries.....	261-3649
BE-CONCERNED.....	291-6789
Brighton Center Family Center.....	491-8303
Care Mission.....	635-4500
Community Family Church.....	356-8851
Freestore Foodbank.....	241-1064
Holy Spirit.....	261-0818
Hosea House (soup kitchen).....	261-5857
Independence Christian Church.....	356-3525
Kenton County CAC.....	291-8607
Lakeside Christian Church.....	341-1160
Parish Kitchen (soup kitchen).....	581-7745
Salvation Army.....	261-0835
St. John's United Church of Christ.....	431-1818
St. Vincent De Paul.....	446-7715
United Ministries.....	727-0300
WIC.....	431-3345

Social Security Card Continued:

You can get an original Social Security card or a replacement card if yours is lost or stolen. There is no charge for a Social Security card. This service is free. Please visit <https://www.ssa.gov/ssnumber/>. If you have questions or need help understanding how to request your replacement Social Security card online, call our toll-free number at 1-800-772-1213 or visit your Social Security office.

Need a Driver's License?

Kentucky state law requires an application for a Driver's License to contain the following:

- Applicant's full legal name
- Applicant's date of birth Applicant's Social Security number (SSN)
- Proof of the applicant's Kentucky residency for full legal name and date of birth: Birth Certificate for Social Security number: Social Security card (laminated cards not accepted)
- Foster children are required to bring the Cabinet for Health and Family Services Custody Verification Letter to the Circuit Court Clerk's office.

You can obtain a driver's license at the Kenton County DMV office at 1840 Simon Kenton Way Suite 2500 Covington, KY 41011.

Applying for Supplemental Nutrition Assistance Program (Snap)

To receive SNAP benefits, you must apply in the state in which you currently live in and meet certain requirements.

What are the basic eligibility requirements?

- Citizenship - Only U.S. citizens and some legal foreign residents of the United States may receive food benefits.
- Work Registration - Anyone in a household who is 18 to 59 years old and can work must register for, look for and accept work. There are some exceptions to this requirement.
- Resources - A household may have no more than \$2,250 in cash and bank account assets. If a member of the household is 60 or older, the household may have no more than \$3,500 in resources.

SNAP Requirements Cont.

- Income - The amount of money a household can receive and still be eligible to receive SNAP benefits depends on household size. Money from wages or other payments to any household member is counted as income.

Your household may qualify for deductions from the household's income, such as rent, utilities, legally obligated child support paid to someone outside the household and babysitting expenses. If your household includes older or disabled members, you may be able to deduct medical costs.

Proof of income and expenses must be provided to receive deductions. Such proof can be provided with pay stubs, social security letters, rent and utility receipts or savings account statements. The amount of benefits your household will receive is based on household size and income after deductions.

To apply for the Supplemental Nutrition Assistance Program (SNAP), you can print and fill out the application form and mail it to your local office. You can also call your State Hotline at (855) 306-8959 to see if you can apply by phone.

Need Help Getting Medical Coverage?

You can do any of the following to apply for Medicaid in Kentucky.

- Enroll online using HealthCare.gov or Benefind.ky.gov.
- Apply by telephone (HealthCare.gov) by calling 1-800-318-2596 or TTY 1-855-889-4325, or Benefind at 1-855-3068959.
- Download a paper application. Mail your application to the DCBS Family Support P.O. Box 2104 Frankfort KY 40602.
- You may also fax your application to 1-502-573-2007. Apply in person at a local office of the Department for Community Based Services (DCBS).
Kenton County Office of Family Support: 130 W. 43rd Street. Covington, KY 41011

Center for Employment Training: Brighton Center

Brighton Center's Center for Employment Training (CET) trains people for careers in Medical Assisting, Health Technology Administration, and Business & Computer Technologies. The training courses combine technical skills instruction with basic skills, work supports, success skills, and employment placement services. CET is open enrollment and trainees typically complete in less than a year, though they move at their own pace based on mastery of skills. The training has been designed in close cooperation with local employers to ensure CET graduates enter the workforce in demand.

– Center for Employment Training is located at: 601 Washington Ave., Suite 140 Newport, Kentucky 41071

– Please contact Stacey Moher Outreach and Recruitment Specialist at smoher@brightoncenter.com or (859) 491-8303 ext. 2201.

Kentucky Career Center

The Kentucky Career Center (KCC) helps provide worker training, on-the-job training, work experience, apprenticeships and individual training accounts.

The Kentucky Career Center can:

- Assist you in finding job openings; Screen and test you for jobs that match your skills;
- Fund eligible on-the-job training and customized training needs;
- Arrange space for job interviews, and schedule interviews via video conferencing;
- Provide access to detailed labor market information for the local area, Kentucky and the nation;
- Provide services to help both employer and employees when facing layoffs or other major issues;
- Offer unemployment insurance information and contacts.

Kentucky Career Center Locations:

Covington- 1324 Madison Ave, Covington, KY 41011
Phone: (859) 292-6666.

Florence- 8020 Veterans Memorial Drive, Florence KY 41042
Phone: (859) 371-0808.

What is Financial Aid?

Financial Aid includes all funding to help you pay for college, such as scholarships, grants, loans and work-study. To access most aid, you must complete a FAFSA. Then, aid is awarded based on that application, and students have the choice to accept or reject the aid offered.

How to Apply for Financial Aid through FAFSA:

The Free Application for Federal Student Aid (FAFSA) is the form you need to fill out to get any financial aid from the federal government to help pay for college. Each year, over 13 million students who file the FAFSA get more than \$120 billion in grants, work-study, and low-interest loans from the U.S. Department of Education.

You need to submit a new FAFSA before each academic year in which you want to get aid. If you plan to apply for aid throughout college, you'll need to fill out the FAFSA each year. Be sure to use a permanent email address on the form, not your high school email, so you can use your FAFSA account throughout college.

There are three ways to complete and submit your FAFSA:

- Online at ed.gov.
- With the mystudentaid app, available on iTunes and Google Play.
- By printing and filling out a FAFSA form, then mailing it to the address on the form.

When to Submit Your FAFSA: Understanding FAFSA Deadlines

You can file as early as October 1 for the following academic year. It's a good idea to submit the application as soon as possible because financial aid is often given out on a first-come, first-served basis.

College deadlines: Important when you're applying for aid from a college. Deadlines vary by school, so check college websites or contact the financial aid offices of the colleges you're interested in to find out when you need to submit your FAFSA.

State deadlines: Important when you're applying for aid from your state. [Check your state's FAFSA deadline.](#)

Federal deadline: June 30 is the last day you can apply for federal aid for the following academic year.

Breakdown of Colleges in Our Area:

*All tuition information are estimates based on full time tuition (12-16) credit hours found on the university's website. Additional fees may apply. *

Northern Kentucky University

Louie B Nunn Drive, Highland Heights, KY

Contact (859) 572-5100 to obtain general information.

Rate per credit hour for Kentucky resident: \$402

Approximate full-time rate per semester for Kentucky resident: \$4,956.

Thomas Moore University

333 Thomas More Parkway Crestview Hills, Kentucky

Contact (859) 341-5800 to obtain general information.

Approximate rate for Kentucky resident per semester: \$15,275.

University of Cincinnati

2600 Clifton Ave, Cincinnati, OH 45221

Contact (513) 556-6000 for general information.

Approximate metro rate for full time per semester: \$6,1300.

Approximate metro rate for full time per year \$12,260.

Approximate non-resident rate Full time per semester: \$13,497.

Approximate non-resident rate full time per year: \$26,994.

Xavier University

3800 Victory Parkway, Cincinnati OH 45207-5111

Contact 513-745-3000 for general information.

Approximate rate per semester: \$21,230.

Approximate rate per year: \$42,460.

Mount Saint Joseph University

5701 Delhi Road, Cincinnati, OH 45233-1670

Contact 1-800-654-9314 for general information.

Approximate rate per semester: 15,550.

Approximate rate per year: \$31,100.

Breakdown of Colleges in Our Area Cont.

Gateway Community and Technical College

500 Technology Way, Florence, KY 41042

Contact (859) 441-4500 for general information.

Tuition per credit hour for in-state tuition: \$174

Approximate full-time rate per semester: \$2,610

Cincinnati State University

3520 Central Parkway Cincinnati, Ohio 45223

Contact (513) 569-1500 for general information.

Approximate rate per semester for out of state tuition: \$4,909

Approximate rate per for out of state tuition year: \$9,818

Questions About How to Afford College?

Contact the school's financial aid office.

Northern Kentucky University

Office of Student Financial Assistance

Location: Administrative Center Room 416

Phone: (859) 572-5143

Email: ofa@nku.edu

Thomas Moore University

Financial Aid Office

Phone: (859) 344-3319

Email: financial-aid@thomasmore.edu

Location: Administrative building

University of Cincinnati

Student Financial Aid Office

Phone: (513)556-1000

Email: onestop@uc.edu

Location: 2nd Floor University Pavilion

Mailing address: University of Cincinnati

PO Box 210125 Cincinnati, OH 45221-0125

Financial Aid Offices Cont.

Xavier University

Office of Student Financial Services

Phone: (513) 745-3142

Email: xufinaid@Xavier.edu

Location: First floor of Schott Hall

Mount Saint Joseph University

Office of Student Administrative Services

Phone: (513) 244-4418

Email: financial.aid@msj.edu

Location: Conlan Center 1st floor of Administration Building.

Cincinnati State University

Financial Aid Office

Phone: (513) 569-1530

Email: fam@cincinnatiastate.edu

Location: Room 105 of the Advanced Technology Learning Center.

Gateway Community and Technical College

Financial Aid Office

790 Thomas More Parkway, Edgewood, KY 41017

Phone: 1-855-346-4282