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COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
<Department for Community Based Services>
<Division of Family Support>

Date:<Date>
Case Number:<Case No.>

<Client First Name, MI, Last Name>
<Care of (c/o)>
<To Street Address Line1>
<To Street Address Line 2>
<To City, State, Zip>

Beginning January 1, 2018, the Kentucky Career Centers will begin administering the Employment and Training (E&T) program for SNAP participants. This change will provide E&T participants more options for work experience, education and skills training to help you prepare for and obtain paid employment or a better job.

What does this change mean to you?

If you have questions or need to discuss your E&T activities with a worker, you will now contact a Career Coach by:

- Calling: **<Kentucky Career Center Number>**; or
- Visiting your local Kentucky Career Center office at : **<Career Center Address>**;

Participation forms can be returned to the Kentucky Career Center address above or can still be sent to: **<Mail Center Address>**

Before you meet with a Career Coach, please register with Focus/Career. To register, use the steps below:

1. Click on [Register for an account] button on Focus/Career login page (<https://focuscareer.ky.gov/careerexplorer/home>).
2. Select your preferred language and complete the form by filling in all your required information, and click the [Next] button
3. Agree to the Terms and Conditions by clicking [I agree to these terms]
4. Finally, you will see the Focus/Career landing page

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

You may also file your complaint with the Cabinet for Health and Family Services, Office of Human Resource Management, EEO Compliance Branch, 275 East Main Street, 5C-D, Frankfort, Kentucky 40621 or call (502) 564-7770 EXT 4107.

If you have other complaints about your SNAP case, you can call the Ombudsman's Office at 1-800-372-2973 or (TTY) 1-800-627-4702.