Sullivan University KY Residency Determination SOP

OVERVIEW	This SOP outlines the various duties performed by a designated staff member responsible for KY Residency Determination of students at Sullivan University.
Table of Contents	
Overview	This process covers the steps that need to be taken to determine whether a prospective student is a resident of Kentucky, which will allow them to qualify for KY state grants, if they are eligible. KY residency determination is not needed for students enrolled as non-degree seeking, graduate / doctoral (excluding College of Pharmacy) or jumpstart programs. Any student who has applied, but previously did not start school, will need to have their KY Residency determined again. This process is mandatory for all new and re-entry students, who have sat out longer than 12 months. During the admissions process the prospective student must complete the Determination of State Residency Status form, which will be included in the initial admissions paperwork. A student is deemed a Kentucky Resident with a preponderance of appropriate evidence provided that it meets the 13 KAR 2:045 regulations requirement. Designated Admissions staff, at each campus will review residency based on the information supplied by the student on the status form and any supporting documentation. It is crucial to have accurate KY Residency status data since State grants are awarded based on the information that is listed in CN. If a student's residency status has changed the ADM-KY Residency Determination status in CN also has to be updated. CN document statuses: • Requested – Requested from student / no documents received • Received Insufficient – Received documents but not sufficient to determine residency

	• Denied – Staff certified non-resident • No Longer Needed - Student self-certified non-resident • Approved – Staff certified resident
Determine if a student will need Kentucky Residency review	Step 1: Determine if KY is listed as their state[1] by reviewing the State Field on CN student master as well as confirming the student has submitted his/her KY Residency declaration[2] with his/her application documents uploaded to PC indicating yes he/she is a KY Resident. If KY is listed, continue to step 2. If KY is not listed, go to Step 5. Step 2: Determine if student/applicant has previously attended Sullivan. If they have and their LDA is less than 12 months from time of re-entry application, the previously approved KY Residency documentation can be used. If not, go to Step 3. Step 3: Determine if student/applicant is enrolled in an undergraduate program requiring KY residency documentation (certificate, diploma, associate, bachelor's and College of Pharmacy). Use the program version field in the applicant record or enrollment record[3] to view the program enrolled. Reference program list below for those not needing determination. If yes, go to Step 4. If no, got to step 5. - Non-Degree Seeking - Jumpstart - Graduate Programs - PHD (does not include College of Pharmacy) Step 4: Go to the document-tracking folder (). Update Nexus document named ADM-Kentucky Residency Determination to the status named "Requested" [4]. If completing this step, skip Step 5 and Step 6. Step 5: If the student's state is not KY or the student has Opted Out of proving KY Residency on their declaration[2], do not load an ADM-Kentucky Residency Determination document to be tracked in CN. If a document has been uploaded, go to the document-tracking folder and update Nexus document named ADM-Kentucky Residency Determination to the status named "No Longer Needed" [5] remember to add comments that say No Longer Needed Self-certified Non-KY Resident. Proceed to Step 6. Step 6: Once students ADM-Kentucky Residency Determination status has been changed to "No Longer Needed", go to CN activities () and close ADM – KY Residency Ltr and KY Residency Label activities. Remember to add a comment with the date and reason for closing the activity and your initials[6]. If completing this step, end process.

Current Section Footnotes

1

2

KY Resident

Are you currently a legal resident of the State **Yes**
of Kentucky?
Please initial if you do not wish to prove **sf**
Kentucky Residency.

3

4

Document Tracking:

Unique Student ID ▮▮▮▮▮▮ SSN
Student Number ▮▮▮▮ Enrollment No.

Applicant <All Applicants> Module Admissions

Document	Source	Status	Requested	Approved	Received	Date Due
ADM - Tuition Understanding	AM	On File	2/20/2020		2/20/2020	2/20/2020
ADM - FERPA Consent Form	AM	On File	2/20/2020		2/20/2020	2/20/2020
ADM - Integraded Postsecondary E	AM	On File	2/20/2020		2/20/2020	2/20/2020
ADM - KY Residency Determination	AM	Requested	2/20/2020			
ADM - Online Requirements	AM	On File	2/20/2020			2/20/2020

Add Document List   Add Document   Display Document   Audit   Edit   Delete

Document Detail   Inbound Transcript Request   Permit Details

Document ADM - KY Residency Determination   Document Status Requested
Applicant Bachelor of Science in Hospitality Management

Date Requested 2/20/2020   Date Sent   Date Approved
Date Due   Date Received   DateExpires

Comments

Save   Cancel   Close

5

Document Tracking:

Unique Student ID ▮▮▮▮▮▮ SSN
Student Number ▮▮▮▮ Enrollment No.

Enrollment <All Enrollments> Module Admissions

Document	Source	Status	Requested	Approved	Received	Date Due
ADM - FERPA Consent Form	AM	On File	1/22/2020	1/22/2020		1/22/2020
ADM - Integraded Postsecondary E	AM	On File	1/22/2020	1/22/2020		1/22/2020
ADM - KY Residency Determination	AM	No Longer Needed	1/22/2020		2/20/2020	
ADM - Online Requirements	AM	On File	1/22/2020	1/22/2020		1/22/2020
ADM - Credit Transfer Disclosure	AM	On File	1/22/2020	1/22/2020		1/22/2020

Add Document List   Add Document   Display Document   Audit   Edit   Delete

Document Detail   Inbound Transcript Request   Permit Details

Document ADM - KY Residency Determination   Document Status No Longer Needed
Enrollment Cybersecurity Certificate

Date Requested 1/22/2020   Date Sent   Date Approved
Date Due   Date Received 2/20/2020   DateExpires

Comments As per AA e-mail student did not stay in KY for 12 consecutive months - approved by ADOA HD. Status changed to NLN as per AA:
From: Denton Haleigh <hdenton@sullivan.edu>

Save   Cancel   Close

6

Contact Strategy in Campus Nexus to request needed documents

Respective Admissions Advisors will request KY Residency documentation during the application process.

Once the students' application documentation is uploaded on PC add a KY Residency Determination document, with a "Requested" status, on the student CN student master if the student did indicate he/she is a KY Resident on their KY Residency form.

The "Requested" status will trigger the email CN activity ( ) "ADM-KY Residency Determination, which will be immediately sent by the system[1]. This email goes to the student notifying them of the need to collect documents to determine residency. If the "Requested" status in document tracking under KY Residency Determination remains, this also triggers an "ADM-KY Residency letter," scheduled for one week after the initial email activity. This certified letter is mailed to the student as one last attempt to collect the needed documents. This activity is automatically created and assigned to appropriate staff member in CN.

To print and mail letter see "How to print and mail" KY Residency letters.

Current Section Footnotes

1

Snap shot KY Residency review process flow

Process flow circles:
- Receive Primary & Secondary documents
- Review according to 13 KAR 2:045 requirements
- Upload documents to PC
- Record Outcome in CN documents tracking
- Notify AA and/or student of outcome and close pending CN activities *(if applicable)*
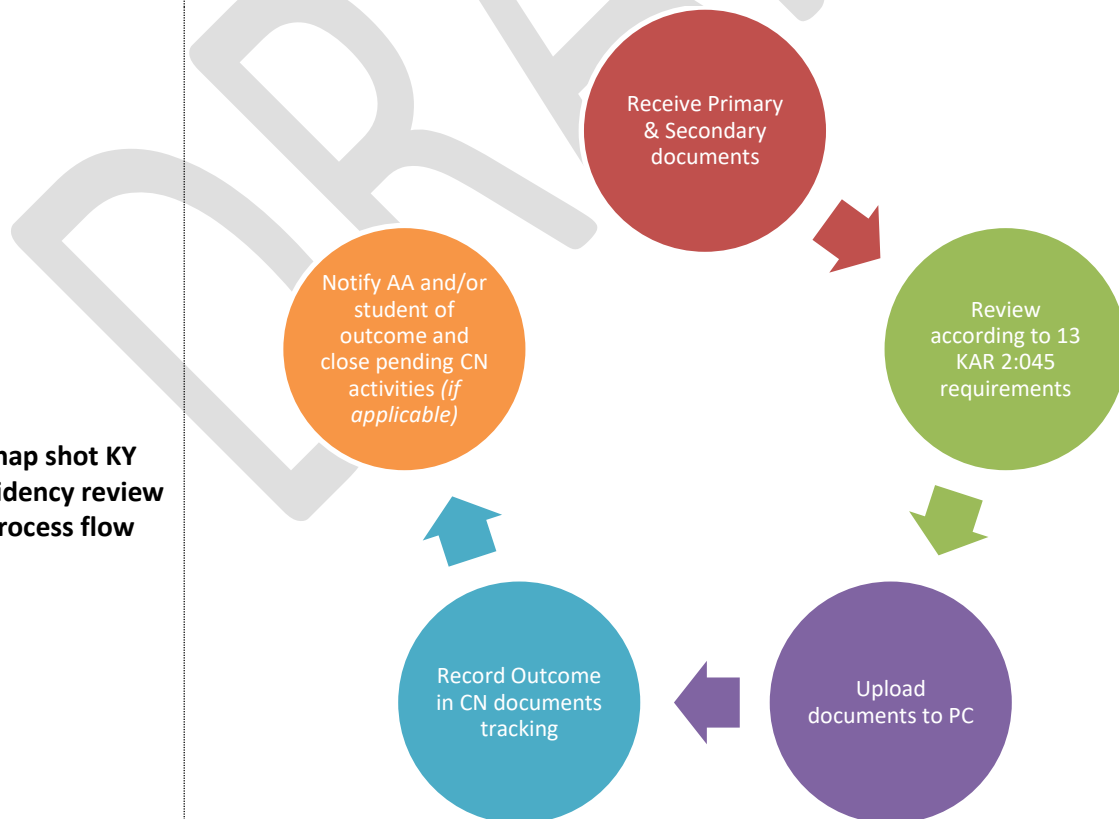
Approved KY Residency documentation list	One primary and one secondary document needs to be received and on file for Kentucky Residency. If a student absolutely does not have a secondary document then KYR determination can be made on 2 primary documents.

The following documents can be accepted for Kentucky Residency determination:

Primary document List
- Copy of Kentucky state taxes (form 740), for full-time employed individual, from the full calendar year *preceding* the date of application for a change in residency status.
- Copy of official high school transcript from a Kentucky high school from no more than two years prior to the start date of attendance at this institution.
- Letter from Kentucky employer on company letterhead with start date of employment (must be for one full calendar year) and your KY address they have on file or a copy of your, full-time employed, W-2 for the full calendar year *preceding* the date of application or for a change in residency status.
- Proof of attendance in an out of state school where out of state tuition was paid.
- Copy of a state issued license or certification used for professional or occupational purposes in Kentucky.
- Proof of payment of real property taxes in Kentucky
- Copy of mortgage or deed from property in Kentucky, if the property was used by the student as a residence preceding the date of application for a determination of residency status.
- Copy of marriage license along with proof that the spouse was a resident of Kentucky 12 months prior to the marriage.
- Proof of continued presence in Kentucky during academic breaks; and the extent to which a student is dependent on student financial aid in order to provide basic sustenance.
- A copy of a student's DD-214 that shows Kentucky as home of record.
- Copy of military orders showing active duty and permanent duty station in Kentucky.

Secondary Document List
- Kentucky automobile registration
- Kentucky driver's license
  (Fort Knox military ID can **NOT** be used in the place of a KY driver's license as it is illegal to copy a military ID.)
- Registration as a Kentucky voter |

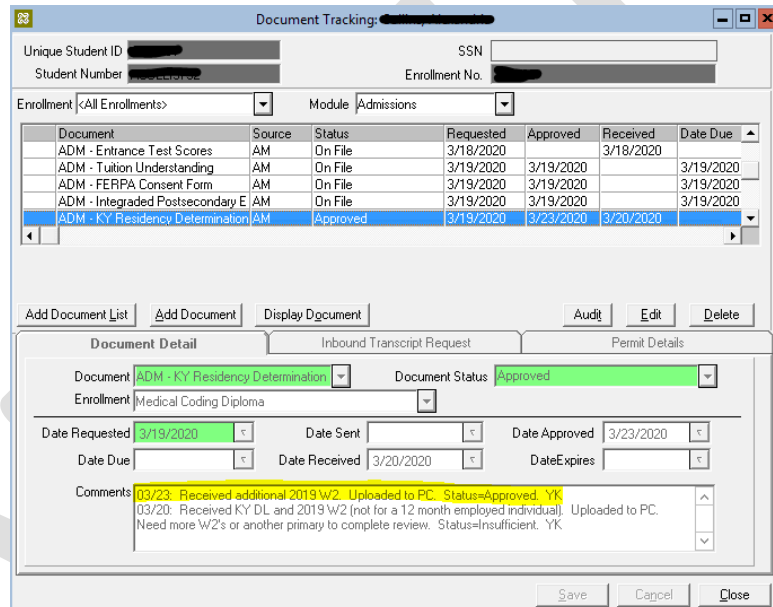|	• Long-term lease of at least twelve (12) consecutive months of non-collegiate housing
	Mere physical presence in Kentucky, including living with a relative or friend, shall NOT be sufficient evidence of domicile and residency. A person shall respond to all information requested by this institution. Only one document from the secondary list may be used in determining residency. **Take note**, all KY Residency documents contain sensitive and private information. It is crucial that documents sent via e-mail are always protected with Azure and that all documents saved to the Admissions – Admissions Drag and Drop folder are removed immediately once uploaded to PC.
Record KY Residency Determination review outcome in CN Document Tracking	If no documentation is supplied by the applicant and the status cannot be verified applicant's CN "ADM-Kentucky Residency Determination" document status should be "Requested". The designated campus official will conduct multiple follow-up with the applicant to ensure due diligence is made in collecting the required documentation to complete the review: • Sending an email to the applicant requesting proof of residency documentation, followed up with a phone call – Normally 1st contact completed by assigned Admissions Adviser. • If no response within a week, another email is sent to the applicant, requesting proof of residency documentation – System driven by CN "ADM-Kentucky Residency Determination" document status "Requested". • If no response within two weeks of second contact attempt, a certified letter is sent to the applicant, requesting proof of residency documentation – Letter is sent by current KY Residency Officer Yolandi Kotze at Sullivan Main campus. • If no response is received within two weeks of certified mail attempt, the applicant is declared not approved and Document Tracking in CV is updated to ADM- KY Residency Determination -- "Requested- Denied" – Review is currently conducted by KY Residency Officer Yolandi Kotze at Sullivan Main campus. A block can also be placed on active students to prompt submission of pending documents or confirmation of opting out of proving KRD. If only one document has been received, make sure it is scanned and linked in Perceptive Content under "ADM-Kentucky Residency Determination" and to CN document tracking and edit the status to "Received Insufficient". In the comment box, state what was received or what was lacking. If both documents have been received and meet 13 KAR 2:045 regulations/requirements, make sure it is scanned and linked in Perceptive Content

under "ADM-Kentucky Residency Determination" and go to document tracking and edit status to "Approved". Remember to add comments[1] under the CN document as to the type of documents received and uploaded to PC, Status=Approved and your initials.

Once students ADM-Kentucky Residency Determination status has been changed to "Approved", go to CN activities (   ) and close ADM – KY Residency Ltr and KY Residency Label activities. Remember to add a comment with the date and reason for closing the activity and your initials[2].

Current Section Footnotes

1

2

Appeals Process	Should the applicant appeal the residency decision, a request of appeal will be submitted in writing and any additional documentation to verify residency will be submitted to the Director of Admissions or the Associate Director of Admissions for final review. Response to the appeal will be given to the student within 5 (five) business days from the date of receipt of request.
CN Automated Activities	CN has auto triggered process/activities: • ADM - KY Residency Decision a. Auto Triggered to a designated FP staff member, when doc status is "Approved" • ADM - KY Residency a. Auto Triggered student email telling them what to submit, when doc status is "Received-Insufficient • ADM - General Comments a. Manually added and changed to KY Res Determination with comments for No Longer Needed, Self-certified Non-KY Resident • FP – ADM KY Residency Determination Needed a. Manually assigned by the FPC to the Admissions designee, when aid is approved by the state but "ADM – KY Residency Determination" document status is not specified. Closed by Admissions when doc status is updated.
Additional KRD Information	• If a student is enrolling directly from high school, KY Residency Determination can be based solely on the HS transcript/diploma. If there is a gap of 6 months+ student is required to provide a primary and secondary document.

Last updated: **7/27/2020**

- All secondary documentation must have a valid status (eg. a Ky driver's license should have future expiry date).
- If a student transfers to another enrollment but doesn't have a break in attendance, there is no need to have the student complete another KY Residency Determination review.
- Dependent students can supply a primary and secondary document of one of his/her parents as well as proof of dependency (eg. 1040 tax form, same address as parents or parent included in FAFSA application details).
- Students can also submit documentation of their dependency on one of the following federal benefits (document must include their full name, KY address and stipulate the start and end date of benefits):
  a. Medicaid
  b. Supplemental Security Income (SSI)
  c. Supplemental Nutrition Assistance Program (SNAP)
  d. Free or Reduced Price School Lunch
  e. Temporary Assistance for Needy Families (TANF)
  f. Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
- Students who have been incarcerated (in KY) for the KY Residency determination period would need to provide his/her incarceration document showing when and where he/she was incarcerated and valid secondary document.

Current Section Footnotes

From: Little, Pennie <plittle@kheaa.com>
Sent: Tuesday, March 24, 2020 4:31 PM
To: Smith, Amy <asmith@sullivan.edu>
Subject: RE: State Residency Question
Importance: High

Warning: This message is from outside the organization. Beware when clicking any links and opening any attachments.
I'm assuming that the student provided documentation that shows timeframe and location of his incarceration which will serve as the documentation you need to consider him a Kentucky resident.

From: Smith, Amy [mailto:asmith@sullivan.edu]
Sent: Tuesday, March 24, 2020 4:19 PM
To: Little, Pennie
Subject: RE: State Residency Question

Yes it was in Kentucky, so since he was incarcerated in KY we can consider him a KY resident?

Thanks
Amy Smith
Compliance Officer

Sullivan University System, Inc.
asmith@sullivan.edu
Office: 502-515-2578
Cell: 859-707-6754

From: *Little, Pennie <plittle@kheaa.com>*
Sent: *Tuesday, March 24, 2020 4:16 PM*
To: *Smith, Amy <asmith@sullivan.edu>*
Subject: *RE: State Residency Question*
Importance: *High*

Amy:

Where was the student incarcerated? If in Kentucky, the school has leeway to make him a resident.

Pennie

- Copy of Kentucky state taxes (form 740) from the calendar year *preceding* the date of application for a change in residency status.

Examples of KY Primary documents

- Copy of official high school transcript from a Kentucky high school from no more than two years prior to the start date of attendance at this institution.

- Letter from Kentucky employer on company letterhead with entire date of employment (needs to be no less than one year,) or a copy of your W-2 for previous year.

1 Wages, tips, other comp.	2 Federal income tax withheld
26341.42	3162.31

3 Social security wages	4 Social security tax withheld
26646.51	1652.08

5 Medicare wages and tips	6 Medicare tax withheld
26646.51	386.37

d Control number	Dept.	Corp.	Employer use only
000803 CLEV/IHY	FRHSMD		A 91

c Employer's name, address, and ZIP code

CENTRAL AVEUNUE HOTEL ASSOCIATES LLC
2912 EASTPOINT PARKWAY
LOUISVILLE KY 40223

b Employer's FED ID number	a Employee's SSA number

7 Social security tips	8 Allocated tips

9 Verification Code	10 Dependent care benefits

11 Nonqualified plans	12a D	305.09
14 Other	12b AA	557.33
	12c	
	12d	

13 Stat emp	Ret. plan	3rd party sick pay
	X	

e/f Employee's name, address and ZIP code

LOUISVILLE KY 40272

15 State	Employer's state ID no.	16 State wages, tips, etc.
KY		26341.42

17 State income tax	18 Local wages, tips, etc.
1207.33	26646.51

19 Local income tax	20 Locality name
586.23	LOUISVIL

City or Local Filing Copy

W-2 Wage and Tax Statement **2017**
OMB No. 1545-0008
Copy 2 to be filed with employee's City or Local Income Tax Return.

> **Wages value must be +10k to support a 12 month employed individual. And KY listed as State.**

- Proof of attendance in an out of state school where out of state tuition was paid.
- Copy of a state issued license or certification used for professional or occupational purposes in Kentucky.

COMMONWEALTH OF KENTUCKY
KENTUCKY BOARD OF PHARMACY
State Office Building Annex, Suite 300
125 Holmes Street
Frankfort KY 40601

PHARMACY TECHNICIAN REGISTRATION:

Issued to:

LOUISVILLE, KY 40212

INITIAL DATE: 1/17/2017
RENEWAL DATE: 3/22/2018
EXPIRATION DATE: 3/31/2019

Pharmacist license must be posted in public view at primary place of employment.

The official status of this license can be verified at www.pharmacy.ky.gov.

- Proof of payment of real property taxes in Kentucky

fferson County Kentucky

2017 Property Tax Notice   Date Issued 11/01/17

Col. John Aubrey
Sheriff
Jefferson County
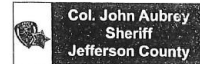
Number	Property ID Number	Type of Property
		REAL ESTATE

Owner of record

9/25/2017

LOUISVILLE KY 40229-2226

IF YOU HAVE QUESTIONS ABOUT YOUR PROPERTY TAXES,
PLEASE CALL THE APPROPRIATE OFFICE:

2017 TAX BILL	SHERIFF	574-5479
URBAN SERVICE DIST	LOUISVILLE	574-5479
ASSESSMENTS	PVA OFFICE	574-6380

Tax info online at www.jcsoky.org

If Paid By:	Balance Due:	
11/01/2017 to 12/01/2017	1,221.36	(2%DISCOUNT)
12/02/2017 to 12/31/2017	1,246.29	(GROSS TAX)
01/01/2018 to 01/31/2018	1,308.60	(5%PENALTY)
02/01/2018 to 04/15/2018	1,508.02	(10%+10%)

CUST #

Taxes not paid by the last date shown are considered
delinquent and may be subject to legal action.

e's how we figured your gross tax:

lule / Description of Property	Taxable Assessment	Taxing Jurisdiction	Tax Rate/$100	Gross Tax
	LAND 24,000	STATE REAL ESTA	.12200	144.88
	BUILDING(S) 94,750	METRO RE TAXES	.12350	146.66
BLOCK LOT SUBLOT	TOTAL 118,750	SCHOOL REAL TAX	.70400	836.00
		OKOLONA FIRE	.10000	118.75

- Copy of mortgage or deed from property in Kentucky, if the property was used by the student as a residence preceding the date of application for a determination of residency status.

SPS SELECT Portfolio SERVICING, inc.
P.O. Box 65250
Salt Lake City, UT 84165-0250
www.spservicing.com

3/26/2018

Mortgage Statement
Statement Date: 03/02/2018
Page 1 of 2

Customer Service : (800) 258-8602
Monday - Thursday   8:00AM - 11:00PM ET
Friday   8:00AM - 9:00PM ET
Saturday   8:00AM - 2:00PM ET

For other important information, see reverse side

Account Number
Property Address
LOUISVILLE KY 40213

Loan Due Date   03/17/2018
Payment Due Date   03/17/2018
Amount Due $563.44

Louisville, KY 40213-1406

Account Information	
Interest Bearing Principal	$43,932.17
Deferred Principal	$0.00
Outstanding Principal	$43,932.17
Interest Rate (Fixed)	10.950%
Prepayment Penalty	No

Explanation of Amount Due		
Principal		$181.23
Interest		$382.21
Escrow (Taxes and insurance)		$0.00
Regular Monthly Payment		$563.44
Unpaid Late Charges		$0.00
Other Charges and Fees		$0.00
Charges / Fees this Period	$0.00	
Past Due Payment(s)		$0.00
Unapplied Payment(s)		$0.00
Total Amount Due		$563.44

- Copy of marriage license along with proof that the spouse was a resident of Kentucky 12 months prior to the marriage.
- Proof of continued presence in Kentucky during academic breaks; and the extent to which a student is dependent on student financial aid in order to provide basic sustenance.
-
- A copy of a student's DD-214 that shows Kentucky as home of record.

- Copy of military orders showing active duty and permanent duty station in Kentucky.

- Kentucky automobile registration

Examples of KY Secondary documents

- Kentucky driver's license

- Registration as a Kentucky voter

- Long-term lease of at least twelve (12) consecutive months of non-collegiate housing

| | Additional KRD Examples | • Students can also submit documentation of their dependency on one of the following federal benefits (document must include their full name, KY address and stipulate the start and end date of benefits):
　a. Medicaid |

Notice About Your Coverage

Based on the information you provided, please see below for your household coverage and requirement(s):

Who was approved for coverage

Name	Program	Coverage Start Date	Coverage End Date
	Medicaid	February 01, 2018	June 30, 2020
	Medicaid	December 01, 2018	June 30, 2020

Benefit Type Summary

Name	Benefit Type	Plan type Effective date*
	State Plan - Copay	January 01, 2019
	State Plan - No Cost Share	July 01, 2018

Plan Type Information:

- Members in the Copay Plan do not pay premiums, but will pay copays at the doctor, hospital, pharmacy, etc.
- Members in the No Cost Share Plan do not pay premiums or copays.

*If a member has an end date to the Benefit Type in the table above, the Benefit Type will not apply beyond that date. If there is no end date, your Benefit Type is ongoing until you are told so otherwise.

Form **1095-B**	**Health Coverage**	☐ VOID	OMB No. 1545-2252
Department of the Treasury Internal Revenue Service	▶ Do not attach to your tax return. Keep for your records. ▶ Go to www.irs.gov/Form1095B for instructions and the latest information.	☐ CORRECTED	**2019**

Part I   Responsible Individual

1 Name of responsible individual-First name, middle name, last name		2 Social security number (SSN) or other TIN	3 Date of birth (if SSN or other TIN is not available)
4 Street address (including apartment no.)	5 City or town LOUISVILLE	6 State or province KY	7 Country and ZIP or foreign postal code 40211

8 Enter letter identifying Origin of the Health Coverage (see instructions for codes): . . ▶ C   9 Reserved

Part II   Information About Certain Employer-Sponsored Coverage (see instructions)

10 Employer name		11 Employer identification number (EIN)
12 Street address (including room or suite no.)	13 City or town	14 State or province	15 Country and ZIP or foreign postal code

Part III   Issuer or Other Coverage Provider (see instructions)

16 Name Commonwealth of Kentucky/KY State Treasurer/Dept for Medicaid Services		17 Employer identification number (EIN)	18 Contact telephone number
19 Street address (including room or suite no.) 275 East Main Street 6W-D	20 City or town Frankfort	21 State or province KY	22 Country and ZIP or foreign postal code 40621

Part IV   Covered Individuals (Enter the information for each covered individual.)

(a) Name of covered individual(s) First name, middle initial, last name	(b) SSN or other TIN	(c) DOB (if SSN or other TIN is not available)	(d) Covered all 12 months	(e) Months of coverage											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
23			☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
24			☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
25			☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
26			☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Last updated: **7/27/2020**

Subscriber Name	▓▓▓ , ▓▓▓▓
Passport ID#	▓▓▓▓▓
Member Reference No	001
Medicaid ID#	▓▓▓▓▓
Medicare ID#	
SSN	XXX-XX-▓▓▓▓
DOB	▓▓▓▓▓▓
Gender	FEMALE
Race	
Race Ethnicity Code	White (Non-Hispanic)
Marital Status Code	
Address	▓▓▓▓▓▓▓▓▓▓ , LOUISVILLE , Kentucky , 40291
Home Phone	▓▓▓▓▓▓
Work Phone	
Fax	(000) 000-0000
Language 1	
Language 2	English (Unknown)
Preferred Language	

Eligibility Information

View Eligibility History

Policy Benefit Name	Coverage Type	Coverage Level	Effective Date	Expiration Date	Redetermination Date	Paid Thru Date	
W40X - PACA/TMA No Cost Share	Medical	Individual	09/01/2019			12/31/9999	Print Temporary ID Card

Member Status Indicators

▪ View History

Status	Effective Date	Expiration Date	Alert Message
		No Results Found	

Primary Care Physician

Care Management Type	Provider	Location Name	Coverage Type	Provider Type	Effective Date	Expiration Date
Primary Care Physician	SAINT JOSEPH MEDICAL GROUP	SAINT JOSEPH MEDICAL GROUP	Medical	Physician	09/01/2019	12/31/9999

Lock-In Locations

Contact Type	Contact Name	Phone	Effective Date	Expiration Date
		No Results Found		

Other Coverage

LOB Coverage Type	COB Code	Effective Dates	Insurer Name	Insurer Payment Order	Employee ID No	Policy No
Medical	Coordination of Benefits	07/01/2016 - 12/31/9999	AARP HEALTH/UNITED HEALTHCARE INS CO	Primary	949654335	755858
Medical	Coordination of Benefits	07/01/2016 - 12/31/9999	UNITED HEALTHCARE	Secondary	00022703702	UNKNOWN
Medical	Coordination of Benefits	01/01/2017 - 12/31/9999	UNITED HEALTHCARE	Tertiary	949654335	UNKNOWN

Pending/Open Request

▪ View Requests

Request ID	Enrollment Request Type	Date Submitted	Current Reviewer
		No Results Found	

b. Supplemental Security Income (SSI)

Last updated: **7/27/2020**

Social Security Administration
Supplemental Security Income
Notice of Award

SOCIAL SECURITY
140 FLYNN AVE
FRANKFORT KY 40601

Date: October 11, 2017
Claim Number:

We have carefully reviewed the facts of your case and have approved the claim for Supplemental Security Income (SSI) benefits that you filed on July 24, 2017. As of July 2017 you met all the rules to be eligible for SSI based on being disabled.

The rest of this letter explains your current monthly payment, your back payments, how we figured your payment amount, information about Medicaid, your reporting responsibilities, and your appeal rights.

Your Current Monthly Payment

Your current monthly payment is $490.00 for November 2017. This amount will continue unless there is a change in the information we use to determine your SSI eligibility and payment amount.

Your Back Payments

From	Through	Monthly Payment Amount	Total
August 2017	October 2017	$490.00	$1,470.00

We explain how we figured the monthly payment amounts on the worksheets at the end of this letter. The explanation shows how your income, other than any SSI payments, affects your SSI payment.

When You Will Receive Your Payments

- Your bank or other financial institution should have received a payment of $1,470.00 by October 8, 2017. This payment covers August 2017 through October 2017.

c. Supplemental Nutrition Assistance Program (SNAP)

KIF-105.1
02/16

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services

Date: 08/24/2016
Case Number:

1/2/2018

Si usted necesita ayuda en español para entender esta información, favor de visitar a la oficina local o llamar a la Sección de Acceso a Idiomas al 1-877-891-9557.

SNAP Approval Notice

We have approved your Supplemental Nutrition Assistance Program (SNAP) application. You will get benefits from June, 2016 until the end of May, 2017. We based our decision on the information you gave us:

Individual Name	Benefit Month/Year	Benefit Amount
	June, 2016	$148.00
	July, 2016	$0.00
	August, 2016	$0.00
	September, 2016 Onwards	$194.00

Gross Income (before taxes or deductions)

Earned	$0.00
Unearned	$150.00

Expenses and Deductions

SNAP rules do not always allow us to count all the expenses you report. Here are your expenses and the amounts we were allowed to deduct:

	Actual	Allowable
Earned Income (20% of	$0.00	$0.00

d. Free or Reduced Price School Lunch

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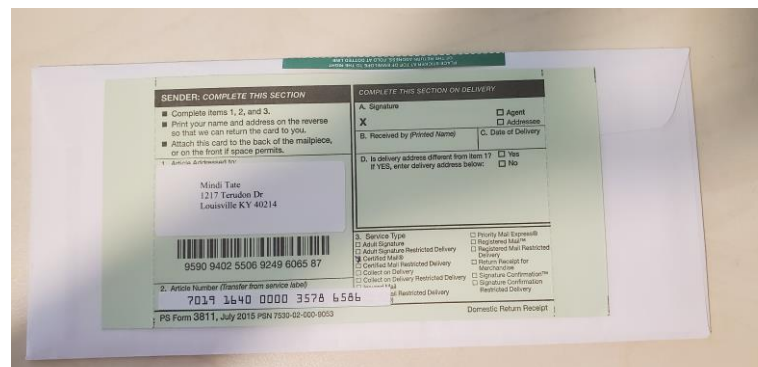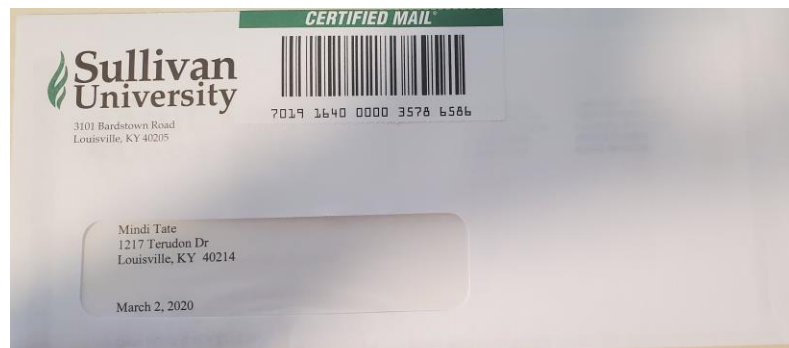|	
	e. Temporary Assistance for Needy Families (TANF) Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
"How to print and mail" KY Residency letters	The following process will outline how to print and mail KY Residency certified letters: **Stationary needed:** Letterheads – available via Admissions front desk Window Envelopes – available via Admissions front desk Labels – available via Admissions front desk Green UPS tracking cards – available via Reprographic office Certified letter receipts – available via Reprographic office **Step 1: Printing letters** 1. Check your Contact Manager pending activities and determine number of letters you're sending out for the day (the date is set up by Support team when application is processed on CN. You don't have to process letters each day, but all letters must be sent out by the end of the week). 2. Put labels and letterhead paper in printers bypass tray (each letter is 2 pages), face up. 3. In CN go to DAILY – CONTACT MANAGER – LETTERS 4. Select respective campus location – Refresh. A list of letters will appear. 5. Click on ADM SLV KY RES CERT LETTERS and KY RESIDENCY LETTER LABEL – Print Letters. 6. 4 Word documents will be opened. Two will just be the template samples which can be closed without saving. The other two will have students' details on. 7. Press Ctrl+P and set up the local printer settings for Paper – Bypass tray + Letterhead before hitting PRINT. Make sure you print the documents as you have placed the labels and letter heads in the bypass tray (eg. labels first then letterheads – print in that sequence). You will need two copies of the KY RESIDENCY LETTER LABEL document. 8. If the labels and letters printed correctly, close remaining two Word documents, without saving, and click on "CONTINUE PRINTER OK; CLEAR LIST" (This will clear the KY Res Cert Letters and label activities from the list in the Contact manager and the pending activities in your Contact Manager). 9. Repeat steps for other campus locations (SU – Lexington, SU Fort Knox, Online and SCTD). Majority of the letters will be for SU – Louisville. **Step 2: Preparing letters for mailing** 1. Fold letters in 3rds, with Name and address facing outwards. 2. Place letters with Name and address visible in the window envelope and seal. 3. Add the Green UPS tracking card on the back of the envelope (ensure your name and address label is in the Sender box of the card before adding it to the envelope). 4. Place the students KY RESIDENCY LETTER LABEL in the Article Addressed to section (box 1).

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5. Place the second student KY RESIDENCY LETTER LABEL in the bottom right corner of the Certified Mail Receipt. Tear of the left section of the Certified Mail Receipt and peal the BAR CODE off and place in Article Number (box 2) of the Green UPS tracking card. Stick the remainder of the left Certified Mail Receipt to the front of the envelope directly next to the SU logo.
6. Add the CN Student number and date when letter is mailed on the Certified Mail Receipt with the KY RESIDENCY LETTER LABEL and file for SU record purposes.
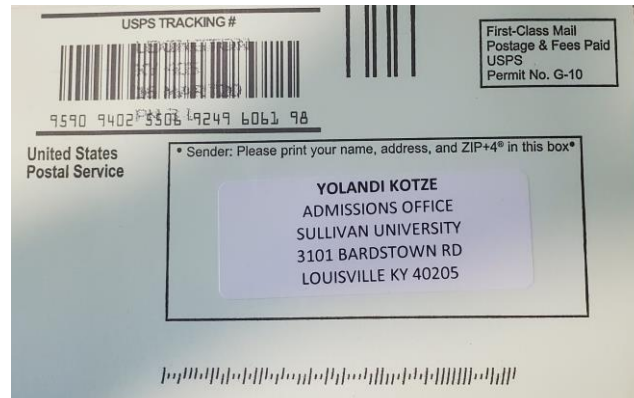7. Take letters to Reprographic Office before 2pm.

Step 3: Update CN document comments
Go to Student Master, click on Documents, select KY Residency Determination and Edit. In comments add CL and date sent (eg. CL – 02/21/2020).

Current Section Footnotes

Final example of a letter with certified labels ready for mailing out.

USPS TRACKING #

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

9590 9402 5501 9249 6061 98

United States
Postal Service

• Sender: Please print your name, address, and ZIP+4® in this box•

YOLANDI KOTZE
ADMISSIONS OFFICE
SULLIVAN UNIVERSITY
3101 BARDSTOWN RD
LOUISVILLE KY 40205

"How to upload documents" to Perceptive Content (PC)

All documents used to complete a KY Residency review for a student have to be uploaded to Perceptive Content (PC) under ADM – KY Residency Determination document Type. Do not upload documents that are illegible or not accepted. Only upload KY Residency determination documentation used to approve the review. If you receive a students' complete tax packet, federal and state, only upload the state form (Form 740).

Step 1: Save all documents received, which meets the requirement under P:\Admissions\Admissions Drag and Drop folder[1], using the student id and document type indicated (eg. YKOTZE1000_2019 W2). Remember this is a folder used by all staff trying to upload documents.

Step 2: Go to Citrix Receiver and open CampusNexus & ImageNow and Home Drive[2] applications. Once Home Drive is open go to Network Drive (P: on VWSNX1AD018) – Admissions – Admissions Drag and Drop[3].
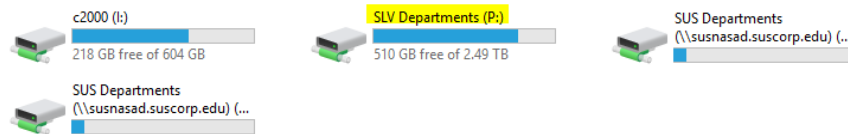
Step 3: Open the students' CN profile and then click on PC's Applications[4] and open the students' document folder on PC[5]. Double check the correct student number is reflecting and click ok. All the students' documents uploaded so far should reflect on the document list[6].

Step 4: Select the file you want to copy over to PC from your Network Drive[3] and drag and drop in into PC. You should see a +Copy sign (if not double check you are dragging the file from the **Network Drive**). Once document is dropped and accepted you need to link the document to the student ( ), select an application plan (ensure the appropriate campus is selected and NEW not cloud) and also select the type of document[7] (ADM-KY Residence Determination). Click Ok and click OK again when second "Create Shortcut" box pops up. A copy of the document should open up once successfully uploaded[8].
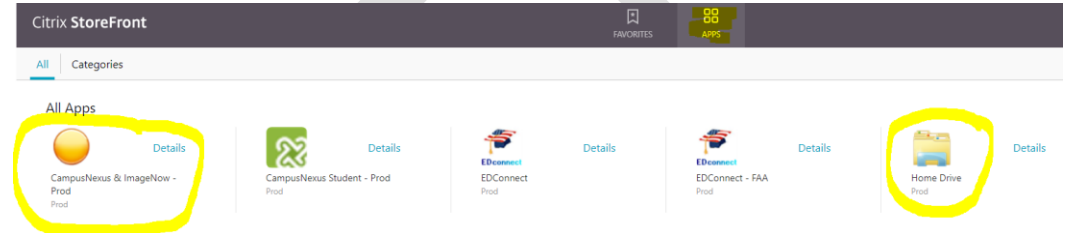
Last updated: **7/27/2020**

Current Section Footnotes

1

2

3

4

5

Current Folder to link doc to is: AWEBB7033_Sullivan University - Louisville

[OK]

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Drawer	Field1	Field2	Field3	Field4	Type	Pages	Created	Created By
Admissions	AWEBB7033	Webb, Anna	Sullivan University ...	nna.grace.webb.2...	ADM - KY Residency Determination	1	4/13/2020	YKOTZE
Admissions	AWEBB7033	Webb, Anna	Sullivan University ...		ADM - KY Residency Determination	1	4/13/2020	YKOTZE
Admissions	AWEBB7033	Webb, Anna	Sullivan University ...	nna.grace.webb.2...	ADM - Unofficial Transcript	1	4/9/2020	pmills
Admissions	AWEBB7033	Webb, Anna	Sullivan University ...	nna.grace.webb.2...	ADM - Entrance Test Scores	1	4/3/2020	shayes
Admissions	AWEBB7033	Webb, Anna	Sullivan University ...	nna.grace.webb.2...	ADM - Entrance Test Scores	1	4/3/2020	shayes
Admissions	AWEBB7033	Webb, Anna	Sullivan University ...	cschochler@sulliva...	ADM - Adult Admissions App Checkl...	1	4/2/2020	mail.agent

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New Document - \\Client\P$\Admissions\Admissions Drag and Drop\nwashi7054...

Application Plan
Select an application plan
ADM - Sullivan Lexington (New)
☐ Use as default application plan

Location
Drawer ▾
Admissions
Name
321Z44B_00TY51HWS004DR8

Properties
Field1
NWASHI7054
Field2
Washington, Nakita
Field3
Sullivan University - Lexington
Field4

Field5
04/10/2020 11:17:17 AM
Type
ADM - KY Residency Determination

Custom Properties
ADM - Campus ID	
ADM - Email Address	
ADM - Phone Number	
ADM - Re-entry	
ADM - COP Campus ID	

☐ Use default values

Document Options
☐ Submit to Content Server
☐ Send to workflow queue

☐ Create shortcut in folder

[OK] [Cancel]

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