





**PURPOSE:** The KY-FD-30-FB is a form completed by the worker, to be used as an application register for the participation of households in the Commodity Program.

**GENERAL PROCEDURE:** The form is prepared in the original only by the worker during a face-to-face interview with the applicant/authorized representative. Please number pages in upper right corner prior to distribution.

**DETAILED PROCEDURES FOR ENTRIES ON FORM:**

1. DATE  
Enter month and year application register is being completed.
2. AGENCY/ADDRESS  
Enter name, address, and county of agency accepting applications.
3. AGENCY REPRESENTATIVE  
Enter name of worker completing form.
4. APPLICANTS, PLEASE READ  
For confidentiality purposes, this section should be read to each applicant household.
5. HOUSEHOLD SIZE/INCOME LIMIT  
Review for each applicant household. Note: Income limit is subject to change as food stamp criteria changes.
6. DISTRIBUTION  
Check appropriate entry.
7. DENIAL  
Enter appropriate code in column 12 if application is denied.
8. ISSUANCE DATE  
Enter actual date food is issued.
9. APPLICANT NAME  
Print name of applicant for commodities.
10. ADDRESS  
Enter address of applicant.
11. NUMBER IN HOME  
Enter total number of person residing in applicant's household.
12. DENIAL  
Enter appropriate code if application is denied (see item 7).