

STATE DEPARTMENT OF SOCIAL  
REHABILITATION SERVICES  
Integrated Services Delivery  
Docking State Office Building  
Room 581 - West  
Topeka, Kansas 66612

**09-29-11**

To: Regional Directors  
Economic and Employment Support Program Administrators  
Economic and Employment Support Staff  
KDHE-HCF Staff, including the HealthWave Clearinghouse  
Social Service Administrators  
Other Staff

Re: Summary of Changes for Kansas Economic and Employment Support  
Manual (KEESM) Revision No. 49 effective October 1, 2011.

## **OVERVIEW OF CHANGES**

A brief overview of the major changes is described below. Other clarifications and technical corrections are also included and described in the next section. Additional technical corrections not mentioned here are being incorporated in KEESM as needed.

**All programs** – New review forms have been developed to gather required information to determine the continued eligibility for assistance program(s) currently being received. The review forms and Notice of Eligibility Review (ES 3820) will be used to re-determine benefits beginning December 2011.

**Food Assistance** – This revision incorporates the annual adjustments to the Food Assistance Program that are effective October 1 of each year. The gross and net income limits have increased this year in addition to increases to the standard deductions. The Standard Deduction for household sizes of 1-3 is increasing to \$147, household size of 4, \$155, household size of 5, \$181, and household sizes of 6 or more, \$208. In addition, the maximum excess shelter deduction is changing from \$458 to \$459. The SUA is remaining at \$353 and the LUA is decreasing by \$1 to \$179. Not changing for October are the maximum allotment amounts. These changes were processed with rollover in August, effective for October 1, 2011. Information about these changes was provided prior to rollover in August.

This revision also incorporates USDA mandated changes to the Interim Report (IR) Form. Instead of asking households to report all current information, the new IR form asks the household if there are any changes to report. Refer to the item below for more information. Last, this revision implements an increase in the resource limit for households containing an elderly or disabled member. The increase is from \$3,000 to \$3,250.

**General Assistance** - This revision also includes several other technical corrections and clarifications applicable to General Assistance policy. ]

**Successful Families** – All work program participants are required to apply for and provide all necessary information to determine eligibility for Medicaid.

## **DESCRIPTION, PURPOSE, AND DETAILS OF POLICY CHANGE**

### **I. All Programs**

#### **A. Changes**

1. **Reviews** – Two separate review forms have been developed to re-determine eligibility.

The [ES-3100r](#) will be used for families.

The [ES-3100.1r](#) will be used for single individuals and for elderly and disabled households.

Spanish versions, ES-3100rs and 3100.1rs will also be available.

These forms and revised [ES-3820](#) will be used in conjunction.

#### **B. Clarifications**

None

### **II. Food Assistance**

#### **A. Changes**

1. **Resource Limits** – Effective October 1, 2011, the resource limit for households containing an elderly or disabled member is increasing to \$3,250. This is mandated by the Food, Conservation and Energy Act of 2008. The resource limit for households that do not contain an elderly or disabled member remains at \$2,000. KEESM [5120](#) is being revised to include this change.
2. **Annual Adjustments to the Food Assistance Program Standards**– Effective October 1, 2011, the following appendices and form are being updated to incorporate the annual federal adjustments to the Food Assistance Program. The changes for 10/1/11 include an increase in the standard deduction amounts for all household sizes, and increase in the gross and net income

limits, and an increase in the maximum excess shelter deduction. In addition, the LUA is decreasing by \$1. The SUA is not changing. Households were notified of any changes to their benefits with the mass change notice issued after rollover in August 2011.

Items changed are:

Item [F-2](#), Food Assistance Program Standards

Item [F-3](#), Food Assistance Program Benefit Tables

[ES-1510.1](#), Computation of Food Assistance Benefit

3. **Standard Deduction** – Section [7222](#) is being modified to increase the standard deduction amounts.

The new amounts effective 10-01-11 are:

Household size 1-3 = \$147

Household size 4 = \$155

Household size 5 = \$181

Household size 6 or more = \$208

4. **Shelter Costs** – Section [7226](#) is being modified to change the excess shelter deduction from \$458 to \$459. The LUA is being reduced from \$180 to \$179. The SUA is not changing for FFY 2012.

These amounts were entered into the KAECSES-AE system prior to rollover in August 2011 and were processed automatically with rollover. Information about the implementation of the annual adjustments was provided separately.

5. **Interim Report Form** – This revision also incorporates USDA mandated changes to the [ES-3114](#), Interim Report (IR) Form. Instead of asking households to report all current information, the new IR form asks the household if there are *any changes* to report. Because of these changes, [KEESM 9122.6](#) is being revised to include new procedures for processing the Interim Report Form.

For example, the IR now ask the household not to list all household members, but to tell us if any persons have moved in or out of the home. Or in another example, instead of telling the household to report all other income, the new form asks if any

persons getting other income (child support, Social Security, SSI, VA, UC, etc) if the income has changed by more than \$50. In addition, the form no longer asks about school information or dependent care amounts being paid. It also only asks for shelter cost information if the household has moved. The revised system generated IR will be issued in October and due in November. The paper version of the form is included in the Forms Section and has been translated into Spanish. See the Implementation Memo for more information on processing the revised IR Form. Note: The paper version of the revised IR will also be translated into Spanish and added to the Forms Section by October 15th.

These changes result in changes to KEESM Sections [7124](#) and [9122.6](#). Refer to the Implementation Memo for more detailed information.

## B. Clarifications

1. **Mandatory Verification That Affects Eligibility for Program Benefits** – Item 1(e) of section [1322.1](#) has been clarified to state that the purpose of checking The Work Number at the time of application, IR and review is to find if there has been any unreported income.

## III. General Assistance

### A. Changes

None

### B. Clarifications

1. **Documentation for Approved Discharge Plans** – This revisions includes verbiage to indicate a copy of the ES-3903, Presumptive Medical Disability Determination Questionnaire, and one copy of the ES-3904, HIPAA compliant Authorization to Disclose Information to Kansas Health Policy Authority, are required with approved discharge plans.

KEESM [1411.3](#) and [2314](#) is being modified to include this information.

2. **Cash Assistance Payment** – Reference to cash payment for GA is being removed from KEESM [1226.2](#), [2318](#), [2610](#), and [7411](#).

3. **Basic and Shelter Allowance Tables** – KEESM [2610](#), and [7411](#) is being modified to indicate that basic and shelter allowances are combined into two tables. Verbiage regarding GA tables is being removed as there is no longer a cash grant for GA.

#### IV. **Successful Families**

##### A. **Changes**

1. **Potential Resources** – All TAF applicants and recipients who are work program eligible are required to apply for and provide all necessary information to determine eligibility for Medicaid. Failure to fully cooperate in applying and cooperating in the Medicaid eligibility process will render the MFU ineligible for TAF until cooperation occurs. Individuals who do not meet the financial eligibility requirements for Medicaid will not be eligible for work programs requiring job placement with a contractor.

Item 5 is being added to KEESM [2124.1](#) as a result of this change.

2. **Monthly Work Program Sample Pull** – As a result of changes to the sample pull process, the [ES-4304](#), TAF Work Hours Verification/Documentation Checklist, is being made a one-page document.

**FORMS** (Explanation provided if not mentioned previously in this summary.)

##### **All Programs**

1. [ES-3100r](#), Review Form For Families
2. [ES-3100.1r](#), Review Form For Single Persons, the Elderly and Persons with Disabilities
3. [ES-3820](#), Notice Of Eligibility Review

##### **Food Assistance**

1. [ES-1510.1](#), Computation of Food Assistance Benefit
2. [ES-3114](#), Food Assistance Interim Report Form.
3. [ES-3115](#), The SSI 12 Month Report Form, has been translated into Spanish. The translated form is available for local printing as needed.

##### **Successful Families**

[ES-4304](#), TAF Work Hours Verification/Documentation  
Checklist

**APPENDIX** (Explanation provided if not mentioned previously in this summary.)

**Food Assistance**

1. [F-2](#), Food Assistance Program Standards
2. [F-3](#), Food Assistance Program Benefit Tables

**MISCELLANEOUS FORMS** (Explanation provided if not mentioned previously in this summary.)

**EFFECTIVE DATE**

The policies in this revision are effective October 1, 2011.

**EFFECT ON LOCAL STAFF**

**MATERIALS OBSOLETE BY THIS REVISION**

**COORDINATION EFFORTS**

Within EES, the material in this letter and manual revision has been coordinated with staff in Economic and Employment Support, the EES Program Administrators, the Implementation Planning Team, and the Training Advisory Team.

Sincerely,  
Kathe Decker, Director  
Economic and Employment Support  
KD:am

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