



banner for Kansas department
of Social and Rehabilitation
Services



STATE DEPARTMENT OF SOCIAL
REHABILITATION SERVICES
Integrated Services Delivery
Docking State Office Building
Room 681 - West
Topeka, Kansas 66612

TO: Area Directors
Economic and Employment Support Chiefs
Economic and Employment Support Staff
Social Service Chiefs
Other Staff

Re: Summary of Changes for Kansas Economic and Employment Support Manual (KEESM) Revision No. 7 effective October 1, 2001

PURPOSE, BACKGROUND and REASON FOR CHANGE

The purpose of this document is to transmit Revision No. 7 of the Kansas Economic and Employment and Support Manual effective October 1, 2001.

This revision implements the elimination of monthly reporting and retrospective budgeting for non-TAF related food stamp programs that are currently subject to monthly reporting. Instead, these households will be subject to change reporting and prospective budgeting. Households will be required to report certain changes within 10 days, the same as households currently exempt from monthly reporting. This change is based on the recommendation of the EES Rethinking Workgroup, the Policy Development Team, and the EES Chiefs as amended by SRS Leadership. The EES Rethinking Workgroup was formed to look at the potential of reducing nonessential work for staff in light of shrinking resources as well as reduce barriers to participation and add value to the customer. The goal was to look at changes which would streamline the eligibility process and improve work efficiency. Monthly reporting and retrospective budgeting is not being eliminated for TAF programs and their related food stamp programs at this time, due to budget concerns with the cost of eliminating monthly reporting for TAF programs.

This revision also implements numerous changes in the Food Stamp Program as mandated or allowed by Federal regulations published November 21, 2000. Specifically, these regulations allow the State to implement less restrictive face-to-face interview requirements which have been adopted for food stamps and the cash programs. These changes will allow for less face-to-face interviews in favor of a phone interview, and should free staff time for other essential activities. These regulations also require a major change in the determination of who is considered an ABAWD. Effective with this revision, an individual is exempt from the restrictive ABAWD provisions if they live in a household where a member is under the age of 18, even if the person under the age of 18 is not receiving food stamps. Another major change from these regulations requires the State agency to count only a pro-rata share of the income of ineligible aliens and ineligible ABAWDS. These persons will therefore be considered as excluded individuals as opposed to the current policy of treating them as disqualified individuals. Detailed instructions on implementing these changes, as well as the elimination of monthly reporting for non-TAF food stamp programs will be outlined in the Implementation Memo. Also included in this revision are the annual Federally mandated increases in the Food Stamp Program's maximum benefits, maximum excess shelter deduction, and gross and net income limits effective October 2001. Due to the high cost of gas service this past year, the Standard Utility Allowance (SUA) is also being increased to more accurately reflect the actual cost of utilities in Kansas. The new amount for the SUA is \$215. These changes were implemented for all affected cases via a mass change with rollover in August 2001.

A change is being made to the alien eligibility criteria to ensure that alien trafficking victims are afforded the access to benefits comparable to the access that is available to refugees as mandated by the law. An estimated 700,000 persons, primarily women and children, are trafficked worldwide each year. Approximately 50,000 women and children are trafficked annually into the United States along with an unknown number of men. Traffickers force their victims into the international sex trade, prostitution, slavery and forced labor through coercion, threats of physical violence, psychological abuse, torture and imprisonment. To deter these crimes, Congress passed and the President signed into law the Trafficking Victims Protection Act in October 2000. The law aims to combat trafficking through increased law enforcement, to ensure effective punishment of traffickers, to protect victims and to provide Federal and State assistance to victims.

Included in this manual revision are changes to the work program component structure which are being made in response to a work group recommendation. The work group, comprised of line workers and central office staff, reviewed the work program components and recommended changes that they feel better describe the activities of our current client population and are more user friendly.

The change to remove the prohibition of approving college courses directed toward a baccalaureate degree for TAF clients is being made to acknowledge that these decisions are best made at the local level on a case by case basis. This change allows the field the flexibility to make these decisions.

Under the authority provided in the Breast and Cervical Cancer Prevention and Treatment Act of 2000, Kansas will begin providing medical coverage to women who are diagnosed with either breast or cervical cancer based on the Center for Disease Control's screening guidelines. A new medical coverage group will be available for this purpose effective October 1, 2001.

Based on establishment of a blended managed care plan for both Medicaid and HealthWave eligible children, enrollment in the HealthWave managed care plan will now occur the day after the day action is taken to approve coverage. This eliminates the previous enrollment delay which often occurred 30 or more days following approval.

This revision also contains various child care program policy changes and clarifications. Policy has been written to allow a child to be eligible for the entire month of the child's 13th birthday. It will not be expected that child care plans be terminated on the day of the child's 13th birthday. The child care program currently does not have a waiting list for services, but updates have been made to this section in order to keep current with policy. Effective with this revision, policy allowing for a child care plan to be established for up to 12 months will be implemented. Workers will be allowed the flexibility to establish child care plans which correspond with the review period. Child care change reporting criteria has also been aligned with other program policies. A notice outlining these responsibilities will be available on KsCares and should be sent when approving child care cases. Modifications to the child care program reflect a continued effort to establish policies that allow easier administration of the program and also allow for customer friendly practices.

The CCDF Grants section has also been removed from the manual as this program is now administered at the Central Office level by Children and Family Policy. A handbook will be developed for use by EES staff directly involved in this program.

This revision also incorporates other changes, clarifications and corrections as noted below.

CHANGES AND REQUIRED ACTIONS

1. **KEESM 1116 - Adult Protective Services** - This section has been added to the manual to indicate that Adult Protective Services policies are contained in the KEESM.
2. **KEESM 1412.1 - Face-to-Face Interview** - This section has been modified to provide that when a face-to-face interview is conducted, it can be held in the SRS office, or other mutually acceptable location. Prior policy indicated that the interview had to be held in the SRS office or other certification site.

3. **KEESM 1412.4 - Waiver of the Face-to-Face Interview** - This section has been modified to ease policies for wavier of the face-to-face interview. With this revision, the face-to-face interview can be waived automatically for households in which all members are elderly and disabled and have no earned income. The interview can also be waived on a case-by-case basis because of household hardship situations. A phone interview shall be conducted in lieu of the face-to-face interview. The case file must be documented to show when a face-to-face was waived due to hardship, and in both situations, a face-to-face interview must be granted to any household which requests one.
4. **KEESM 1431 - Timely and Adequate Notice and KEESM 1432 - Adequate Notice Only** - Cross references have been corrected in these sections.
5. **KEESM 1619 - Fair Hearings Concerning Spousal Impoverishment Policies** - This section has been revised to incorporate new instructions for the hearing officer regarding the potential income value of the additional resources provided the community spouse. The officer must take into account not only the income generating value of the additional resources but also the current allocation as well. In addition, the officer must require they be invested so that income is maximized.
6. **KEESM 1712 - Disposition of Child Care Provider Files** - This section has been revised to reflect the removal of CCDF Grant policy and procedure from the KEESM.
7. **KEESM 1727 - Child Care Grants** - This section has been added to provide general information regarding the Child Care Grant program. This was previously referenced in KEESM 10400. The Child Care Subsidy Program and Child Care Grants are both funded through the Child Care and Development Fund (CCDF). Child Care Grants are administered at the Central Office level by the Child Care and Early Childhood Development unit within Children and Family Policy.
8. **KEESM 2165 - Failure to Cooperate** - This section has been modified to remove a statement regarding the application of a CSE noncooperation penalty for TransMed eligibles. Effective July 1, 2001, cooperation with CSE is no longer an eligibility requirement for TransMed. This section now states that CSE penalties are only applicable to MA CM.
9. **KEESM 2244 - Extension of Time Limits for Domestic Violence Victims** - Clarification has been added to this section regarding individuals who have exhausted the 60 month limit and are subsequently identified as victims of domestic violence/sexual assault.
10. **KEESM 2410 - General Requirements (Refugee Cash Assistance)** - Information regarding what a trafficking victim is and guidance to the eligibility of such victims has been added to the manual. In addition, due to a technical omission, KEESM 2410 had not included reference to certain INS codes that reflect the eligibility of Amerasians for refugee benefits. If an individual presents INS documentation with the codes AM1, AM2, AM3, AM6, AM7, or AM8, the individual is eligible for refugee benefits. This addition does not reflect a change in program policy but instead corrects an omission that should have been included to coincide with Federal program policy. The Immigrant Status/Program Qualification chart (#1) in the Appendix has been corrected to reflect this information.
11. **KEESM 2521 - Persons Exempt from the ABAWD Provision** - Item (1) of this section has been clarified to indicate that persons age 18 and still receiving TAF are exempt from the ABAWD provisions. Item (3) has been revised to indicate that an individual is exempt from the ABAWD provisions if the individual is a parent (natural, adoptive or step) of a household member under the age of 18 (or 18 and receiving TAF) OR is living in a household where any member is under the age of 18 (or 18 and receiving TAF). This provision applies even if the household member under the age of 18 is not receiving food stamps. This is a major change in the ABAWD provisions and will allow more persons to qualify for food stamps without the ABAWD time restrictions when any member of the household they are living in is under the age of 18 (or 18 and still receiving TAF).
12. **KEESM 2526 - Treatment of Income and Resources** - This section has been revised to indicate that individuals found ineligible due to the ABAWD provisions shall be considered as excluded individuals and a pro-rata share of their income will be counted to the remaining family members. Prior policy

counted all of their income as available to the remaining family members. Also see item 28 of this letter.

13. **KEESM 2691 - Emergency Service Coverage for Aliens** - This section is being modified to reflect a change in processing for women applying for coverage of recent birth expenses. Claims processing edits have been changed by the Medicaid fiscal agent to allow payment of routine labor and delivery services for SOBRA eligibles. Because of this, the requirement to obtain an MS-2156 for persons applying for payment of routine labor and delivery expenses has been eliminated for this population only. In no other instance shall coverage be authorized without an approved MS-2156, as only routine labor and delivery services are the only services which the MMIS will pay. The formal implementation date of this policy will be communicated separately.
14. **KEESM 2693 - Persons with Breast and Cervical Cancer** - This new section and four new subsections have been created to establish a new categorically needy eligibility group. Coverage will be available beginning October 1, 2001. Eligibility under this group cannot be established prior to October 1, 2001.

Federal provisions specifically allow eligibility under this group only for those screened in need of treatment for breast or cervical cancer through the Centers for Disease Control and Prevention's (CDC) National Breast and Cervical Cancer Early Detection Program. No other persons with breast or cervical cancer are eligible under this category. In Kansas, the FREE to Know program operated by the Kansas Department of Health and Environment, provides the approved breast and cervical cancer screening for entrance into this new Medicaid group. The FREE to Know program provides screening services to women between ages 40-65 with incomes below 250% of the federal poverty limit in 2001. Six regional outreach nurses with the FREE to Know program will provide the necessary case management services to obtain Medicaid coverage under this group while additional localized providers will offer screening services. The case manager will be responsible for certifying the need for treatment and communicating this to the eligibility worker through the Intake and Visit Summary.

A new application form, the ES-3100.7, Application for Medical Coverage, Persons with Breast and Cervical Cancer, has been developed for this program. In instances where a diagnosis of breast or cervical cancer is made and the person is found in need of treatment, the case manager shall assist the individual in completing the application. Both the application and the Intake and Visit Summary shall be sent to SRS.

Eligibility determinations for this group will be handled centrally by the HealthWave Clearinghouse. There are no financial criteria for this program. In addition to general eligibility criteria the person must be uninsured and under age 65. Annual reviews must be completed and eligibility continues during the course of treatment. The case manager is required to report when the course of treatment has ended. Eligibility is processed under the MS program with a special medical indicator (PICK code) of BC. Persons are eligible for the full Medicaid benefits, not just services related to treatment of the cancer.

15. **KEESM 2781 - Continuous Eligibility Period, KEESM 2783.2(2) - Adding a Child to a New Plan, and KEESM 2791- Effective Date of Coverage** - These sections are being modified to reflect a change in the effective date of HealthWave enrollment. Beginning with all applications processed on or after October 1, 2001, enrollment into the appropriate health plan (or managed care organization) shall occur the day after the day action is taken to approve coverage. This is true for applications processed after the first medical card run as well as those processed earlier in the month. For example, if action is taken to approve HealthWave coverage on October 26 the child has coverage beginning October 27, which is the day the child is enrolled into the managed care plan. Managed care materials will be sent to the client soon after that date regarding provider selections.

This also impacts the month in which continuous eligibility begins for HealthWave eligible children. Continuous eligibility shall now begin the month following the month in which action is taken to approve coverage. This is true regardless of whether coverage existed for a portion of the month of approval. In the example above, coverage is effective October 27 and the

continuous eligibility period begins November 1.

16. **KEESM 2810 - General Requirements** - This section has been clarified to indicate that a child may be considered eligible for child care through the entire month of the child's 13th birthday. For ease of administration, plans may end on the last day of the month of the child's 13th birthday unless any of the special provisions are applicable.
17. **KEESM 2840 - Establishing a Waiting List** - This section has been updated to incorporate and reflect new policies and/or changes in policies within the Child Care Program over the past several months.
18. **KEESM 2912 - Health Insurance Premium Payment System (HIPPS)** - This section and subsections have been modified to reflect a change in the referral process. Several clarifying statements were added and other changes have also been made in the material for clarity. This change was previously communicated as part of the Family Medical centralization initiative.
19. **KEESM 3113 - Component Assignment for Federal Work Participation Purposes (TAF)** - This section has been modified to reflect the updated component information in KEESM 3300. This section has also been clarified to indicate that the assignment of 30 hours per week, 20 hours of which is in a primary component, is the Federal participation requirement.
20. **KEESM 3120 - Initial Interview** - This section has been updated to remove obsolete component terminology.
21. **KEESM 3140 - Assessment** - Information in the Assessment Protocol section related to the Assessment Guide has been corrected.
22. **KEESM 3300 - Work Program Components** - This section is being re-formatted, re-numbered, and contains several changes. Components are now listed in sections by the Federal component designation that is used for Federal reporting purposes.

The Apprenticeship component is being removed. If a TAF client begins an apprenticeship, the employment component should be utilized.

The following components are being added: Physical Health Care, Post Secondary Education, Employment Related Workshops, and Children and Family Services. Participation in Early HeadStart, HeadStart, and Road to Success (LD Phase IV pilot) are all considered participation in the Employment Related Workshops component.

Clarification has been added to the Employment Assessment Process (EAP) regarding when it is appropriate to count 30 hours of participation per week.

23. **KEESM 3320 - Education/Job Skills Training/Post Secondary Education/ Vocational Education Authorization and Progress Review Guidelines** - Post Secondary Education has been added to the title of this section.
24. **KEESM 3321 - Education Authorization and Progress Review Guidelines** - This section has been expanded to include information about Post Secondary Education.
25. **KEESM 3322 - Job Skills Training/Post Secondary Education/Vocational Education Authorization Guidelines** - The title of this section has been expanded to include Post Secondary Education. The manual material has been expanded to allow for approval of college courses directed toward an associate or baccalaureate degree on a case by case basis if approved by the EES Chief. This section has also been modified to remove an example of non-approvable college courses that is no longer applicable.
26. **KEESM 3411 - Support Services Specific to TAF Work Program Participation** - Clarification has been added to this section that transportation is available to TAF applicants who obtain employment while in applicant status.

27. **KEESM 3411.1 - Transportation** - Clarification has been added to this section that transportation is available in the month of application and month following the month of application for those TAF applicants who obtain employment while in applicant status.
28. **KEESM 4212.2 - Excluded Household Members** and **KEESM 4212.3 - Disqualified Household Members** - These sections have been modified to provide that ABAWDs and ineligible aliens are to be considered as excluded household members. Previous policy considered them as disqualified household members. With this change, a pro-rata share of income is counted to the remaining household members instead of counting all income of the ineligible ABAWD or ineligible alien.
29. **KEESM 6315 - Training Allowances and Payments** - This section is being clarified. Wages earned through a job tryout arranged through a CDC or through an industrial evaluation arranged through KETCH are considered earned income. Stipends to Native Americans which are intended to cover living expenses are also considered earned income.
30. **KEESM 6320 - Contract Labor** - This new section has been created to reflect a change in the treatment of income received from some contractual employment relationships. For applications processed on or after October 1, 2001 some contracted labor shall be budgeted as self-employment income. The income would be subject to the 25% deduction for income producing costs, or actual income producing costs if the client chooses. For households subject to monthly reporting, prospective budgeting shall be used.
31. **KEESM 6410 - Income Exempt as Income Only and Income Exempt as Income and a Resource** - Changes are being made to the following items in this section:
 - Item (28) - Interest and Dividends**, has been clarified to state that accumulated and retained interest is a countable resource the month after the month of receipt.
 - Item (33) - Loans**, has been clarified to state that payments from reverse mortgages are treated as loans and are exempt as income. Retained payments are countable as a resource the month following the month of receipt.
 - Item (40) - Rehabilitation Services Payments**, this section has been clarified to indicate that it applies to all programs. It has also been expanded to indicate that Maintenance Payments from Rehabilitation Services are exempt as they are considered to be payments in excess of normal living expenses. A cross reference to 6315 has also been added.
 - Item (54) - Susan Walker v Bayer**, has been clarified to state that interest earned on retained funds is countable as income and as a resource in the following months.
32. **KEESM 7132 - Self-Employment Income** - A new item (5), **Unearned Income**, has been added to this section to clarify treatment of unearned self-employment income received on a basis other than monthly as intermittent income. Income received prior to the first eligibility base period is not countable. For example, a client applying in July receives biannual rental payments for a pasture in April and October. The income meets the definition of self-employment per 6313(1), but is unearned because the client does not actively participate in the management of the property. Although the income is treated as self-employment income, it is not budgeted until November.
33. **KEESM 7226 - Shelter Costs** - This section has been revised to provide that the excess shelter deduction effective October 1, 2001 is \$354. This amount was implemented via a mass change in August 2001.
34. **KEESM 7226.3 - Utilities** - Item (3) of this section has been revised to provide for an increase in the Standard Utility Allowance to \$215. This increase is due to the increased cost of gas service. This change was implemented for all affected FS programs via a mass change in August 2001.

35. **KEESM 7340 - Eligibility Period for Child Care Assistance** - This section has been changed to indicate that child care plans should not be written for longer than twelve months rather than six months.
36. **KEESM 7610 - Duration of Child Care Plans** - This section has been changed to indicate that child care plans should not be written for longer than twelve months rather than six months.
37. **KEESM 8114 - CARE Assessment Process and Eligibility for Payment** - This section has been modified to reflect procedures originally communicated on June 15, 2001 which became effective July 1, 2001 to obtain necessary level of care (LOC) information. EES will no longer contact the AAA for this information.
38. **KEESM 8144.2 and 8244.2 Spousal Impoverishment Provisions** - These sections have been changed to correct a cross reference.
39. **KEESM 9000 - Reporting Changes** - This section has been revised and reformatted. Item (1)(a) of this section, Households Required to Monthly Report, provides only recipients of TAF will be required, as a condition of continued eligibility, to complete and return a monthly report form each month. Exceptions to this rule continue to apply if all adult members of the TAF household are elderly or disabled, or the TAF household consists of children with non-parental caretakers whose needs are excluded from the cash assistance plan. These households are subject to the 10 day reporting requirements of KEESM 9310. Item(1)(b) provides that the only food stamp households that are required to monthly report are those in which the FS program PI is receiving TAF, is the PI for the TAF program, and is subject to monthly reporting for TAF with one exception. If all members of the FS household are migrant or seasonal farmworkers, or are homeless, the FS program cannot be subject to monthly reporting by federal food stamp law and regulations, even though the household is subject to monthly reporting for TAF.

Item (2) of this section, Households Exempt from Monthly Reporting, provides that all other food stamp households, as well as GA, RE, medical and child care programs are exempt from monthly reporting and subject to the change reporting requirements outlined in KEESM 9310.

This change will take effect on applications processed on or after October 1, 2001. Current recipients households who will no longer be required to monthly report based on this change will be converted to change reporting and prospective budgeting over a 3 month period from October through December.

Detailed instructions for implementing this policy change will be included in the Implementation Memo.

40. **KEESM 9310 - Responsibility after Approval for Non-Monthly Reporting Households** - This section explains the reporting requirements for all households exempt from monthly reporting. These households, including child care households, are required to report certain changes in circumstances within 10 days of the date the change becomes known to the household. Instead of explaining these reporting requirements in a narrative format, a chart outlining the specific reporting requirements for each program of assistance has been included. Most of these changes were described in prior manual material as applying to non-monthly reporting households, but several reporting requirements, particularly those applying to the medical programs are being clearly stated in the manual for the first time. Also as noted above, Child Care has adopted the requirement that households are required to report when the amount of earned income being counted increases or decreases by more than \$100 per month, and when the amount of unearned income being counted increases or decreases by more than \$25 per month.
41. **KEESM 9312 - Action Affecting a Child Care Family Share Amount and/or Authorized Hours** - This section has been modified to provide that in addition to changes in income, changes in household size that are reported that will increase the family share 2 levels or more, shall be recalculated with the change effective the month following the month of report, allowing for timely notice requirements.

42. **KEESM 10400 - Child Care Grants** - This section of the manual has been removed as this program is administered at the Central Office level by Children and Family Policy.
43. **KEESM 11126.1 - Methods of Collecting Payments** - Item (4)(a) of this section which describes benefit reduction for food stamp fraud claims has been amended to provide that food stamp benefits shall be reduced by the greater of 20% of the household's monthly entitlement or \$20 per month, instead of the greater of 20% of the household's entitlement or \$10 per month. Further details about implementing this policy on active cases will be provided in the Implementation Memo.

FORMS SECTION

1. The **Adult Abuse, Neglect or Exploitation Investigation Report, ES-1004**, has been revised to capture the county of residence of the adult.
2. The **Notice of Agency Decision, ES-1008**, has also been revised to capture the county of residence of the adult.
3. The **Grant Transaction Report, CC-1637**, and **Request for Advance of Grant Funds, CC-1638**, have been obsoleted and removed with this revision. The **Child Care Forms Explanations** item has been corrected as a result.
4. The **Job Corps Referral** form is being removed with this revision. This form is currently the first form in the Employment Preparation portion of the Forms Section. This form is no longer used.
5. A new application for food stamp benefits, **Welcome to the Kansas Food Assistance Program**, the **ES-3100.6**, has been included in this revision. This is a shortened and simplified application to be used by those individuals wishing to apply only for food stamps. It is intended to provide greater access to and participation in the program and will be available through a number of access points in the community. Also, the program is being referred to as the Food Assistance Program to provide a more marketable title.
6. A new application for medical coverage, the **ES-3100.7- Application for Medical Coverage; Breast and Cervical Cancer**, has been added. This application has been created specifically for persons applying for coverage under this new eligibility category. For initial applications, the form must be accompanied by the FREE to Know program's Intake and Visit Summary.
7. The **Determination Worksheet for Pickle Eligibles, ES-3104.6**, has been revised to incorporate changes in ratios based upon the adjustment in the 2000 SSA COLA because of an error in the consumer price index.
8. The **Assessment Protocol, ES-4307.1**, is being removed from the KEESM. This form should have been removed in KEESM Revision 4 when the information on the protocol was added to the Assessment Guide, ES-4307, and also incorporated into 3140 of the manual.

MISCELLANEOUS FORMS

1. The **Health Insurance Premium Payment Information Form, MS-2504** - has been modified to accommodate the new HIPPS referral process. Staff are no longer required to submit a form for every employed person.
2. The **HIPPS Change Report Form, MS-2504.1**- is a new form and has been added to support the new HIPPS process. It is to be used to report changes in circumstances for current HIPPS participants.

APPENDIX

1. An item has been added to the **Immigrant Status/Program Qualification Chart (Item 1)**, to describe the eligibility for victims of severe forms of trafficking as described in item 10 in Changes and Required Actions. Due to a page numbering error, the entire item has been reprinted.

2. With the annual adjustments to the Food Stamp Program's maximum excess shelter deduction, standard utility allowance, and gross and net income limits, the **Food Stamp Program Standards chart (Item 49)** and the **Food Stamp Program Benefit Tables chart (Item 50)** are being revised effective October 1, 2001.
3. An technical error was corrected on **Table 1, TAF/GA Nonshared Living Arrangements, (Item 51)**.
4. The **Components to Meet Work Requirements/Participation (Item 58)** has been updated to reflect the change in the work program components.
5. The **Food Stamp Vehicle Policy Chart (Item 63)** is being removed from the manual. This chart should have been removed when the vehicle changes were made in KEEEM Revision No. 6.
6. A technical correction was made to the definition of "Disabled" in the **Definitions of Common Terms (Item 78)**.

EFFECTIVE DATE

All policies in this revision are effective October 1, 2001 and shall be applied to all applications processed on or after that date. These changes shall also be applied to ongoing cases as stated in the Implementation Memo accompanying this revision.

EFFECT ON LOCAL STAFF

The change to eliminate monthly reporting and retrospective budgeting for many food stamp cases will have a substantial impact on staff initially as cases are converted to change reporting and prospective budgeting. After the initial conversion, it is expected that these changes, as well as other changes in the revision, will free staff from nonessential work and allow staff to focus efforts in other more critical areas.

COORDINATION EFFORTS

The material in this letter and manual revision have been coordinated with the Kansas Department on Aging, Rehabilitation Services staff, the Work Program Component Work Group, the Policy Development Team, the Implementation Planning Team, the EES Chiefs, the EES Rethinking Workgroup, Health Care Policy, Children and Family Policy and with staff in the Economic and Employment Support Section.

Sincerely,

Sandra C. Hazlett, Director
Economic and Employment Support

SCH:PJ:jmm

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