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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. 8 effective January 1, 2002.

PURPOSE, BACKGROUND and REASON FOR CHANGE

The purpose of this document is to transmit Revision No. 8 of the Kansas Economic and Employment and Support Manual effective January 1, 2002.

1. **Food Stamp Program:** This revision implements a change regarding 24 month review periods for SSI food stamp households. A mid review contact to determine if the household has any changes in circumstances is still required during the 12th month of the review period. This contact can occur by calling the household on the phone, or by sending the household a Change Report Form (now called the Interim Report (IR) Form). The change is that if the household is sent an Interim Report Form and it is not returned within 10 days, the case shall be closed instead of shortening the review period to end at the end of the 13th month. This change has been made in preparation for full automation of mailing the Interim Report Form. When the system change is complete, staff will no longer have to manually send the Interim Report Form. The system will automatically send the form based on the date entered in the Interim Report Thru Date on FSAD. Information about phase 1 of this automation was sent to all staff from Help Desk on 10/18/01. The new fields are only to be used at this time for new applications certified for 24 months or for SI FS households already certified for 24 months whose mid review contact is due at least 10 months from the current calendar month. Until the system changes are done to fully automate the sending of the Interim Report ,staff must still send and track the return of the report manually.
2. **Work Programs:** In an attempt to save staff time and reduce the number of KsCares coding changes, the Applicant Job Search activities are being combined into the Group Job Search and Individual Job Search component. Applicants who are appropriate for job search activities will be placed directly into Group Job Search or Individual Job Search. This will avoid the requirement for the worker to change KsCares coding when the individual moves from applicant to recipient status.

Welfare to Work has not been funded at the national level. Local Workforce Investment Boards (LWIB's) have submitted extension plans to specify the length of time that they will be able to operate WtW locally based on the amount of funding still available. The maximum extension is through June 2004. Plans are being developed at the local level that address the acceptance of new WtW referrals and also the transition of current WtW participants into

other available resources (i.e., WIA, TAF, etc.). Due to the variance in the Local Area extension plans and the ability to accept referrals, the mandatory requirement for referrals of TAF clients meeting the WtW eligibility requirements is being removed from the manual.

- 3. Medical Programs:** Based on a 48.8% increase in the consumer price index from September 1988 to September 2001, the community spouse income and resource allowance standards under the spousal impoverishment provisions will be increased effective January 1, 2002. The minimum and maximum resource allowance will increase to \$17,856 and \$89,280 respectively. The minimum income allowance is unaffected by the consumer price index. The increases are required by federal law. The excess shelter allowance standard deduction is changing from \$246 to \$220 because of a change in the food stamp standard utility allowance.

The HCBS income standard is increasing from \$696 to \$716 a month. The yearly reimbursement for individuals eligible for Partial LMB is increasing from \$37.08 to \$46.92.

Transfers of property occurring prior to the date of approval, yet on a date in which the person was ultimately approved for medical assistance can now be referred to the estate recovery to determine if the transfer shall be voided. This is based on an expanded interpretation of KSA 39-709(g)(2).

- 4. Low Income Energy Assistance Program:** This revision implements Section 13000, the Low Income Energy Assistance Program (LIEAP) policy. Policy for this program was previously implemented using a State Commissioner's Letter. This method of policy transmittal has become obsolete. LIEAP policy will now be incorporated into the KEESM.

LIEAP is a federally funded program which helps qualifying Kansas households pay home energy costs through the issuance of an annual benefit. To qualify for the program, households must be both income eligible and energy vulnerable. In order to be income eligible, gross household income must be less than 130% of the federal poverty level. The income of all persons living in the dwelling is considered in determining eligibility and the benefit level. In order to be energy vulnerable, an adult household member must be personally responsible for paying energy costs either directly to a fuel vendor or to a landlord. There is no resource test.

Consumers must meet applications requirements as well as residency and citizenship requirements. Applicants must also demonstrate a recent history of self payments to the primary heating vendor. Benefit levels vary each year depending on the federal block grant funds appropriated for energy assistance. The benefit levels also vary depending upon household income, type of dwelling, type of primary heating fuel, household size, and the household's utility rates. The program typically accepts applications from mid-January through the end of March. Applications are accepted at all SRS offices across the State.

Benefits are based on the amount of funding received and could be terminated at any time in which funding is exhausted or unavailable.

- 5. Child Care Program:** This revision also contains various child care program policy changes and clarifications. These are intended to allow staff to work more productively given increases in work load, provide greater area flexibility in administering the program, provide better service to the parent/child/provider, and result in a sense of teamwork between all parties involved in the child care service delivery system.

Six key areas were identified both through work at the Child Care Summit and subsequent input at the Central and Field Office level. Work will continue in these areas over the next several fiscal years.

- a. **Parent Education**: Parents will be educated in regards to identifying and choosing quality child care. Parents will be made aware of the full range of child care options and will be trusted to make decisions which best meet their individual needs. Material currently in the Appendix has been updated for January 2002 to assist staff in this area. Staff are also encouraged to collaborate with the local Child Care Resource and Referral Agency as well.
 - b. **Provider Education**: Providers will be educated around professionalism, quality child care and good business practices. They will be treated as professional business people. Staff are encouraged to collaborate with the local Child Care Resource and Referral Agency in order to assist providers in this area. Clarifications are contained in this revision that will assist workers in better understanding roles in the delivery of the Child Care Subsidy Program.
 - c. **Provider Enrollment**: A streamlined approach to provider enrollment and monitoring will be implemented. The primary role of SRS/EES will be that of fiscal agent. Due to various staffing patterns in the areas, modifications to this process are intended to be flexible enough to allow area discretion in regard to specific procedures.
 - d. **Eligibility Policy**: Flexible eligibility and benefit policies will be developed to make the Child Care Program accessible to clients and reduce staff workload. Clarifications are contained in this revision to promote better understanding of expectations for workers.
 - e. **Alternate Payment Methods**: Kansas is investigating adding a child care option to the reprourement RFP for EBT. The child care subsidy amount could then be authorized on the Vision card which can then be used for payment to an authorized provider. SRS authorizes the benefit and transactions are negotiated between the parent and provider. Teams have been established to continue work in this area.
 - f. **Cooperation Not Duplication**: Staff will be encouraged to utilize existing child care partnership resources to identify roles and responsibilities. Examples include KS Dept. of Health and Environment (KDHE), Social Services (SRS/CFP) and KS Assoc. of Child Care Resource and Referral Agencies (KACCRRRA).
6. **Other**: This revision also contains other technical clarifications and corrections.

CHANGES AND REQUIRED ACTIONS

1. **KEESM 1114 - Child Care (CC)** - This section has been revised to reflect a change in the use of the SS child care subtype. The reference to children with disabilities has been removed. Clarification that child care subsidy is not utilized for the Head Start/Early Head Start initiative has been added. A cross reference to new section 1728, Kansas Early Head Start Initiative, has been added. Clarification has also been added in reference to the use of TANF funds in child care. Kansas utilizes a TANF transfer of funds into CCDF. Once this transfer is made, the funds become CCDF and are no longer considered TANF.
2. **KEESM 1117 - Low Income Energy Assistance Program (LIEAP)** - This section has been added to the manual. Also see item 29 of this letter.
3. **KEESM 1322.2 - Mandatory Verification That Affects the Amount of Program Benefits** - A cross reference in item (3) has been corrected.
4. **KEESM 1412.2 - Who May be Interviewed** - A cross reference in item (4) has been corrected.

5. **KEESM 1414.1 - Approval** - Language in this section has been modified to reflect the term provider enrollment rather than Provider Agreement.
6. **KEESM 1610 - Request for a Hearing** - Reference has been added to this section for information specific to child care providers.
7. **KEESM 1630.3 - Civil Rights Complaint Processing System** - A cross reference in item (5) has been corrected.
8. **KEESM 1723 - Low Income Energy Assistance Program (LIEAP)** - This section has been removed. LIEAP information can now be found in 13000. Also see item 29.
9. **KEESM 1725.4 - Voidable Transfers** - This section is being modified to expand the list of transfers which may be voided. Transfers made by persons ultimately approved for medical assistance may now be referred to ERU to determine if the transfer may be voided. Transfers occurring prior to the date of application, but on a date in which the client later becomes a recipient, including assistance based on prior medical rules, are now potentially voidable. For example, a Medicaid applicant transfers his home to his son on 02-10-02. The Medicaid application filed on 03-25-02 is approved on 04-15-02 for both the current period and the prior period December - February. Because the transfer of property was made on a date in which the person was ultimately approved for Medicaid, the transfer is to be referred to ERU.

In addition, this section is being further modified to now require any resulting transfer of property penalty to be established prior to referring to ERU. If the transfer is ultimately voided, any penalty period shall be erased, and payment authorized for the given time frame. If ERU does not elect to pursue voiding a transfer, no additional action is necessary.
10. **KEESM 1728 - Kansas Early Head Start Initiative** - This section has been added for informational purposes.
11. **KEESM 2162 - Good Cause for Failure to Cooperate** - This section has been revised to reflect that the CC-1607 form has been discontinued and is now obsolete. Specialists should complete the good cause fields on both KsCares and KAECSES for CSE notifications.
12. **KEESM 2241 and 2242 - Agency Protocol Prior to Terminating TAF Cash Case Due to the 60-Month Time Limit and Hardship Status** - These sections have been modified to update the reference for the need to make WtW referrals and to be consistent with the September 2, 2001 Preparing for the TANF 60 Month Limit memo.
13. **KEESM 2640 and 2650 - Medicaid Poverty Level Eligibles and Medical Only Coverage Related to Children, Pregnant Women and Refugees** - These sections are being modified to include clarifying language regarding the proper order of consideration for the various family medical programs. There is no intended change to policy or procedures because of this. Medicaid coverage related to the receipt of cash assistance (SSI or TAF) shall always be considered prior to other groups. Persons are first considered for the SI, MA CM, MA WT or MA EM programs, followed by MP. MA coverage resulting in a spenddown is generally considered the lowest priority program.
14. **KEESM 2673 - Partial LMB** - Effective January 1, 2001 the yearly reimbursement changes from \$37.08 to \$46.92. The amount of the reimbursement is adjusted annually based on a federal requirement.
15. **KEESM 2820 - Personal Need** - This section has been revised to reflect that child care only for children with disabilities is no longer a sole qualifier for personal need.

16. **KEESM 2831 - JO (TAF) Child Care** - Changes have been made in this section for clarification purposes. The reference to Applicant Job Search has been replaced with job search for applicants. This reflects changes made in Work Programs policy. The reference to Individual Written Rehabilitation Plan (IWRP) has been replaced with Individual Plan for Employment (IPE). This reflects previous changes made within Rehabilitation Services.
17. **KEESM 2832 - MO (Food Stamp Only) Child Care** - The reference to Individual Written Rehabilitation Plan (IWRP) has been replaced with Individual Plan for Employment (IPE). This reflects previous changes made within Rehabilitation Services.
18. **KEESM 2833 - SS (Social Service) Child Care** - This section has been revised and reference to children with disabilities has been removed. Clarification has been added to reflect that, in general, SS child care is used in emergency situations and in situations that are temporary in nature. Section (1) has been modified and the reference to an EES Supervisor authorizing Family Services child care has been removed. Areas may still utilize this option if they choose as child care may be authorized by a Social Service Chief designee using an ES -1627. The intent of this section is to provide child care for parents experiencing crisis and involved with protective services, which in general, is the responsibility of Social Services. Coordination between EES and CFS at the local level is encouraged. Section (2) has been modified to reflect a change indicating that termination of parental rights of both parents is required. Clarification has been added to Section (3) indicating that SSI children shall be considered "financially" eligible. Section (4) has been removed. Special Needs and Special Purpose payments may still be made for eligible children. Workers should reference 7600 and 10260 for further information regarding enhanced rates for children eligible for these types of payments in order to further support parental employment.
19. **KEESM 3100 - Work Related Requirements** - This section has been modified to remove the restriction on serving volunteers in the FS E & T program. This modification makes the FS E & T program more consistent with the TAF work program.

This section has also been modified to replace the reference to Applicant Job Search (AJS) with a more generic job search reference.

This section has been further clarified to indicate that adult members residing in TAF and/or Food Stamp households who are ineligible as a fugitive felon, drug felon, probation or parole violator, disqualified for a fraud conviction, or an ineligible alien are not eligible for work program services.

20. **KEESM 3310.2 - Job Search Components** - This section has been modified to remove the reference to Applicant Job Search.
21. **KEESM 3310.6 - Welfare to Work (WtW)-TAF Only** - This section has been modified to remove the mandatory requirement for referrals of nonexempt TAF clients who meet the WtW eligibility criteria. The plan for WtW referrals should be coordinated locally.

Clarification has been added to this section that more than 30 scheduled hours may be entered for the Welfare to Work Participant (WWP) component in those situations where there is a documented assignment of more than 30 hours per week.

This section has been further modified to remove the reference that the SRS orientation establishes the beginning date of WtW services. This modification is being made to promote consistency with the Kansas Department of Human Resources (KDHR) Employment and Training Policy and Procedure Manual.

22. **KEESM 3400 - Support Services/Component Costs/Contracted Employment Services/Employment Services for Work Programs** - This section has been clarified to indicate that services may be provided based on the client situation and the funding availability from the

local allocation.

23. **KEESM 3410 - Provisions Specific to TAF Support Services/Component Costs/Contracted Employment Services/Employment Services** - This section has been clarified to indicate that work program support services and component costs for education and training services, are not available for 12 months following the loss of TAF cash eligibility for those TAF cases that close because they have received TAF benefits for 60 months.
24. **KEESM 3411.1 - Transportation** - This section has been clarified to indicate that transportation allowances are available to support TAF applicant component assignments in addition to recipient component assignments.
25. **KEESM 5510 - Vehicle Exemptions for All Cash Programs and the Food Stamp Program** - This section has been modified to clarify that exempt motor vehicles include motorcycles, scooters, off-road vehicles, motor homes, boats, and other similar vehicles.
26. **KEESM 5720 - Transfers Affecting Medicaid Long Term Care Coverage** - This section is being modified to clarify current policy regarding look back periods for transfer of property purposes. The look back period is keyed off of the date in which medical assistance is requested to begin, which can be different than the date that medical assistance is actually requested if prior medical is requested. For example, a current NF resident applies for Medicaid coverage in March 2002 and requests prior medical assistance to begin December 2001. The look back period would be 36 months from the date medical assistance is requested to begin, or 12-01. In this example, transfers occurring on or after 12-01-98 must be considered.
27. **KEESM 7541 - The Family Share** - Clarification has been added to this section regarding cases when the family share exceeds the cost of care for more than 30 days. Wording stating that the case shall be reviewed has been changed to indicate that contact should be made with the client to determine whether to continue or close the case.
28. **KEESM 7600 - The Child Care Plan** - Wording from other sections of the KEESM have been incorporated into this section for clarification purposes. This section now lists special types of payments which may be requested by the client such as special purpose/special needs rates and enrollment fee payments.
29. **KEESM 7620 - Determining Scheduled Hours** - Wording from other sections of the KEESM have been added to this section for clarification purposes. This emphasizes that once the agency has made a reasonable and fair estimate of child care hours needed, the estimate may continue even if hours fluctuate. Clarification has also been made regarding the expectation that areas react to situations where the provider has billed more than the scheduled hours. Payments for the additional hours should be made if the client was eligible.
30. **KEESM 7660 - Suspending the Child Care Plan** - This section has been modified to reflect the system change currently in progress to allow a zero hour amount to be entered on CHCP.
31. **KEESM 8144 and 8244 - Spousal Impoverishment Resource and Income Standards** - Effective January 1, 2002, the minimum community spouse resource allowance will increase from \$17,400 to \$17,856 and the maximum resource allowance will increase from \$87,000 to \$89,280.

The Resource Assessment and Allowance Determination forms are being modified to reflect the increased standards. Informational brochures will be modified in the future to reflect the changes. Until new supplies of these materials are available, existing supplies may be used if properly modified.

In addition, the maximum community spouse income allowance is increasing from \$2175 to \$2232 per month. Neither the minimum allowance nor the dependent family member allowance is changing. Current income allowance cases will need to be reviewed during December and necessary adjustments made in the amount effective January 1, 2002.

Because of the recent increase in the food stamp standard utility allowance, the excess shelter standard disregard is being decreased from \$246 to \$220.

Separate instructions will be issued regarding implementation of these new standards.

32. **KEESM 8260 - Income Standards** - This section has been revised to reflect the increase in the HCBS standard from \$696/month to \$716/month effective with the month of January 2002. Current HCBS cases will be automatically adjusted based on mass change instructions which will be issued separately to the field. The KAECSES protected income level table has been adjusted so that determinations for months prior to January 2002 will reflect the previous standard and determinations for months beginning January 2002 will reflect the new standard.
33. **KEESM 9772 - Review Periods for Food Stamps** - Item (4) of this section has been modified as described in the Background Section. The mid review contact is now called the Interim Report Form in the manual material. In addition, when the form must be returned by the household and it is not, the case shall be closed at the end of the 12th month of the review period instead of shortening the review period. These changes are being made in preparation for automation of the sending of the Interim Report Form which will be complete in upcoming months. Staff will be notified from Help Desk when all system changes are complete.
34. **KEESM 10000 - Child Care Providers** - This section has been modified and renumbered due to various changes and clarifications which were incorporated. The following list contains the major changes in this section:
 - a. Current section 10300, Investigations of Complaints Related to a Child Care Facility, has been removed and forms have been made obsolete. Abuse/ neglect investigations are the function of CFP staff and are referenced in the CFS manual.
 - b. A section on Incorrect Payments has been added for clarification purposes.
 - c. A section on Fair Hearings and Complaints has been added for clarification.
 - d. A section on Provider Notification on Clients Cases has been added for clarification purposes.
 - e. The following web sites have been added to the manual to be used for information: KDHE Rules and Regulations, State of Kansas Statutes, KS Head Start Association, and a web site giving information on other state's regulatory requirements.
 - f. A reference to Guidelines for Clarifying Child Care Licensure Requirements for Public School Programs 10/10/96 has been added for informational purposes. The document has been added to the Appendix.
 - g. Reference to Appendix item #16, Hiring Someone to Work in Your Home, has been added to the In-Home section.
 - h. A note regarding area flexibility in the Out of Home Relative policy of caring for 6 or fewer children has been added. Areas are allowed flexibility to approve more than 6 children if all are in the same nuclear family. A note has also been added to this section regarding flexibility if enrolling relative substitute requests.

- i. The ES-1641 will be made obsolete and replaced with the ES-1642 Agreement for Purchase of SRS Child Care. This form is a hybrid of the Provider Agreement and the enrollment forms as information was duplicated by completing both of these forms. The ES-1603 and ES-1618 have been made obsolete as well. The name change was intended to further differentiate child care provider enrollment from other Provider Agreement policies and procedures. However, per state policy, the DA-146a still needs to be attached.
- j. Clarification has been added regarding verification of current licensure. Areas are allowed flexibility to use several means of verification - copy of license submitted by provider, reference to the KDHE report sent out monthly by Steve Ferrier, phone call to Health Department, and, when available, looking the provider up on the KDHE internet database.
- k. Clarification has been made in regard to some enrollment terminations. When a status change occurs that does not affect the provider's eligibility to do business with the state (i.e., - name change, change from one category of regulated care to another with no KDHE lapse, etc.), attempts should be made to update paperwork without a lapse in service.
- l. Clarification has been made that enrollment should not extend beyond the date referenced on a temporary permit or certificate of registration. An end date is available on the ES-1642 to indicate the last day of authorization.
- m. The two current sections outlining Provider Responsibilities have been combined into one section. In-Home cases are still addressed separately.
- n. Clarification has also been added to the In-Home section indicating that since INH payments are actually client payments, a 1099 will not be produced. The manual now allows for flexibility in handling INH case files, for example, some areas have workers do them, some have contracting staff do them.
- o. The Provider Agreement Violations section has been changed to Purchasing Violations.
- p. The KDHE Approval Procedure and Enforcement Actions section remains in the manual and provides information for understanding certain documents forwarded by KDHE regarding regulatory actions.
- q. Clarification has been added to the Provider Responsibilities for Time Sheets section indicating that providers may round daily attendance records to the nearest quarter hour.
- r. Clarification has been added that clients should request assistance with the payment of enrollment fees, not providers. Many times providers request these payments without the client's knowledge. In an attempt to allow clients to be more involved and aware of child care costs, clients should be encouraged to request these payments. The prudent person concept should be applied on a case by case basis when implementing this philosophical shift in procedure.
- s. Special Needs/Special Purpose payments have been added to the Special Types of Payments section. The ES-1627a has been developed to assist in documenting requests for enhanced payment rates.

35. **KEESM 13000 - Low Income Energy Assistance Program (LIEAP)** - This section has been added to incorporate LIEAP information, eligibility and procedural requirements which were previously issued on an annual basis. Applications will be accepted from January 22, 2002 to March 29, 2002. In addition the following policy and procedure changes are incorporated into this new section:
- a. Income Eligibility Requirements - Countable gross income will be a reflection of the current months' income for the household and exempt income now includes policies for Individual Development Accounts.
 - b. Priorities in Processing Applications - First Priority Applications include households who have exhausted or have a very low primary heating fuel supply, who have been disconnected, or notified of an actual disconnect with the next 48 hours from their gas or electric utility service. Second Priority Applications include all other applicant households.
 - c. Payments - If a payment option is not designated on the application and/or proof of account is not provided, the entire benefit amount will be issued for the purchase of the primary heating fuel.
 - d. Overpayment Adjustments - Client payments received in local offices are deposited into the local Fee Fund and returned to Central Office LIEAP Payables under the LIEAP assistance PCA #27421.
 - e. Weatherization - The Kansas Weatherization Assistance Program information has been added for referral and outreach purposes.

All pertinent information regarding the 2002 LIEAP program will be provided to appropriate staff via face-to-face training.

FORMS SECTION

1. The **Child Care Forms Explanations**, has been revised.
2. The **CC-1607 Good Cause Determination for Refusing to Cooperate with CSE**, is being removed with this revision.
3. The **CC-1612 Confidential Child Care Facility Complaint**, is being removed with this revision. This form is no longer in use.
4. The **CC-1613 Child Care Notice of Action Statutory/Regulatory Violations**, is being removed with this revision. This form is no longer used.
5. The **CC-1614 Recommend Correction Action for Child Care Facilities**, is being removed with this revision. This form is no longer used.
6. The **CC-1615 Confidential Memo**, is being removed with this revision. This form is no longer used.
7. The **ES-1004 Adult Abuse, Neglect or Exploitation Investigation Report**, has been modified slightly. "Unconfirmed" potential risk has been added to the Findings on Involved Adult section.
8. The **ES-1603 Child Care Home Provider Enrollment Form**, is being removed with this revision. See ES-1642.

9. The **ES-1618 Child Care Center Enrollment Form**, is being removed with this revision. See ES-1642.
10. The **CC-1627 Request for Social Service Child Care and/or Special Needs Provider Child Care Form**, has been revised and renumbered as ES-1627.
11. The **ES-1627a Request for Special Purpose/Special Needs Provider Child Care**, has been developed and added to the manual.
12. The **ES-1641 SRS Child Care Provider Agreement**, is being removed with this revision. See ES-1642.
13. The **ES-1642 Agreement for Purchase of SRS Child Care**, has been added with this revision. This forms compiles information previously gathered on the ES-1641 and ES-1603/ES-1618.
14. The **ES-3104.5 (Rev. 1-02) Determination of Need (Medical Assistance)**, has been revised to reflect the change in income levels in the HCBS program. It replaces the previous version and is to be locally duplicated as needed. Any existing supplies of the previous form are to be destroyed.
15. The **ES- 3104.6 (Rev.1-02) Determination Worksheet for Pickle Eligibles and Other Protected Medical Groups**, has been revised to include the new SSI Benefit Levels as well as incorporates the new COLA Ratio for 2001. This is a locally duplicated form and any existing supplies of previous editions are to be destroyed.
16. The **ES-3162 (Rev. 01-02) Resource Assessment and Allowance Determination Form**, has been changed to reflect the new spousal impoverishment standards.
17. The **ES-3163 (Rev 01-02) Income Allowance Determination Form**, has also been changed to reflect the new spousal impoverishment standards.
18. The **ES-4312 (Rev. 01-02), ABAWD Eligibility Tracking Form**, has been modified in accordance with the October 2001 ABAWD policy changes.

APPENDIX

1. The **Information for Parents/Providers (#11-18)**, has been revised. **12, 13, 15, 17**
2. The **Child Care Licensing Laws and Kansas Code for Care of Children (#17-24)**, have been removed from the manual.
3. The **Guidelines for Clarifying Child Care Licensure Requirements for Public School Programs (#19)**, is being added to the manual. This document is being provided for informational purposes to assist staff when enrolling certain public school programs into the Child Care Subsidy Program.
4. The **Kansas Association of Child Care Resource and Referral Agencies (#29)**, has been removed. This information can now be found in item #15.
5. The **Medicaid and HealthWave Standards (#55)**, has been revised to reflect the new HCBS standard.
6. The **Components to Meet Work Requirements/Participation (#58)**, is updated to remove the Applicant Job Search component.

7. The **Safeguarding Federal Tax Information (#89)**, has been slightly modified as a result of an IRS audit. Item E, Safeguarding Printed Tax Information has been modified to indicate that the local office must have a destruction plan in place for printed materials, and that the plan must include the keeping of a log to document what was destroyed, when and by whom.
8. The **TAF 60 Month Limit Questions (#95)** is being added to the manual. This chart provides guidance on which months are counted toward the 60 TAF month limit.

KSCARES

The following new KsCares child care notices will be added to the system to assist with case processing. Drafts of these notices have been made available to select area child care staff and are also available upon request. They will be available on KsCares January 1, 2002.

1. C103: Enrollment Fee Request Form
2. C104: Enrollment Fee Approval/Denial
3. P102: Rate Modification Request - CCC
4. P103: Rate Modification Request - LIC/REG
5. P104: Rate Change Completed - CCC
6. P105: Rate Change Completed - LIC/REG

EFFECTIVE DATE

All policies in this revision are effective January 1, 2002 and shall be applied to all applications processed on after that date.

EFFECT ON LOCAL STAFF

It is expected that the changes in this revision will free staff from nonessential work and allow staff to focus efforts on other more critical areas. Clarifications are intended to provide greater understanding of program expectations in order to allow faster and easier administration at the local level. Efforts continue to be made to allow area discretion and flexibility in order to make prudent decisions given basic guidelines.

COORDINATION EFFORTS

The material in this letter and manual revision have been coordinated with staff in the Economic and Employment Support Section, Child Support Enforcement, Children and Family Policy, Health Care Policy, the Welfare to Work (WtW) Policy Committee, the Child Care Summit, the EES Chiefs, the Policy Development Team, the Implementation Planning Team, and other EES field staff.

Sincerely,

Sandra C. Hazlett, Director
Economic and Employment Support

SCH:RK:jmm

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