

STATE DEPARTMENT FOR CHILDREN
AND FAMILIES
Family Services
Docking State Office Building
Room 581 - West
Topeka, Kansas 66612

Draft 9/12/16 1:39 PM

To: Regional Directors
Economic and Employment Services Program Administrators
Economic and Employment Services Staff
KDHE-HCF Staff, including the KanCare Clearinghouse
Prevention and Protection Services Administrators
Other Staff

Re: Summary of Changes for Kansas Economic and Employment Services
Manual (KEESM) Revision No. 72 effective May 1, 2015

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.

Child Care – New poverty level guidelines have been published by the Department of Health and Human Services. These guidelines affect the eligibility standards in the Child Care program.

Medical Assistance – The effective date for the Home and Community Based Services (HCBS) Autism (AU) waiver program has changed. This change is effective with all HCBS/AU determinations made on or after May 1, 2015.

DESCRIPTION, PURPOSE, AND DETAILS OF POLICY CHANGE

I. Child Care and TANF

A. Changes

None

B. Clarifications

- Citizenship Documentation and Verification** – KEESM [1322.1](#) (11) and [2145.1](#) are being modified to clarify that documentation is required for each individual identified as a U.S. citizen when cash and child care assistance are requested. References to sections 1322.1 (2) and 2146 are being added

regarding establishing eligibility for non-citizens.

Citizenship is being added to the list of items that do not have to be reverified KEESM [9333](#) unless a change has been reported.

II. Employment Services

A. Changes

1. **Employment Retention** – KEESM [3414.3](#) is being added to implement a job retention tracking tool that will make a payment to the client upon verification of employment and another payment when the client verifies they have been employed for 90 days. Upon employment verification a payment or bonus of \$100.00 will be issued on the clients EBT card. The client may continue receiving the work incentive payment of \$50 for 5 months and take advantage of the payment program concurrently. If the client verifies 90 days of continuous employment they will receive a \$300.00 payment on their EBT card (this does not have to be with one employer, they can have accepted an offer with a different employer(s) so long as they did not have more than a one or two day gap in between jobs).
2. **Orientation** – KEESM [3120](#) will be revised to implement a new orientation process. Orientation will be given via power point presentation which will include success stories, information about work program expectations, requirements, cooperation, services, etc. The SASSI screen may still be done at the time of the orientation. A packet containing additional local resource information and approved self-assessments will be provided to the client upon the viewing of the orientation power point. Standard required work program assessments such as the SASSI may still be done in group settings upon appointment. All orientation and assessments must be done within 90 days at which time the client should be fully engaged in training or employment focused activities.
3. **Work/Self-Sufficiency Requirements** – In KEESM [3100](#) "KEYTRAIN" is being replaced with "CareerReady" and "KEYTRAIN/WORKKEYS (KWK)" is being replaced with "Job Search/Readiness code (JSR)."

B. Clarifications

None

III. Food Assistance

A. Changes

1. **Claims Discharged through Bankruptcy**– KEESM [11126.3](#) is being changed to indicate that all claims involved with Bankruptcy proceedings should be sent to Central Office Legal Department. We no longer use compromise to show the final disposition of the claim after bankruptcy. KEESM [11129](#) will also reflect that when the final bankruptcy determination is made, we do not compromise the debt.

B. Clarifications

1. **Food Assistance Disqualified Report** – KEESM [11270](#) is being clarified to email the completed [ES-524](#) to DCF.EBTMAIL@ks.gov and keep the original in the case file.
2. **Alternate Payees**- KEESM [1524.1](#) is being clarified to match the current EBT system Guide. The client should call the EBT call center when they no longer want an alternate payee to have access to their food assistance benefits. To select a new alternate payee, the client must contact the local DCF office and complete the [ES-3141](#). Refer to the EBT System Guide for more information.

IV. Medical Assistance

A. Changes

1. **HCBS Autism Waiver Start Date** – The start date for the Home and Community Based Services (HCBS) Autism (AU) waiver program is changing from the date of assessment to the actual date eligibility staff approve coverage.

Example: Eligibility staff receive an application for HCBS/AU waiver services on 04/29/2015. The application is processed on 05/22/2015 and coverage is approved. For budgeting purposes, 05/2015 is the first HCBS month. The Living Arrangement/Level of Care (LA/LOC) effective date on the LOTC screen is 05/22/2015 (the date the application was actually worked/approved).

KEESM sections [8200.2](#) and [8217](#) will be updated with this revision.

B. Clarifications

None

V. Successful Families

A. Changes

1. **Protective Payee** – A note is being added to the end of [1414.2](#) (3) explaining the process to follow when a protective payee is required at application.

A protective payee is not required for child care when an adult caretaker has been tested positive for illegal drug use, refused or failed to undergo drug screening or been found guilty of fraud in the TANF or child care program. Verbiage is being removed from [1515](#) indicating that one is needed for child care. Verbiage is also being added and removed as appropriate in [11221.2](#) regarding this policy.

Appendix items [B-3](#), TANF and Child Care Disqualification Consent Agreement, and [P-3](#), Protective Payment Agreement, are being updated to reflect these changes.

B. Clarifications

None

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

Food Assistance

[ES-524](#), **Food Assistance Disqualified Recipient**

Report: Instructions are being added to email this form to ebtmail@dcf.ks.gov

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

A. Child Care

[F-1](#), **Monthly Family Income and Family Share Deduction Schedule:**

This is being updated based on May 2015 poverty level amounts.

B. Successful Families

**[B-3](#), TANF and Child Care Disqualification Consent Agreement[P-3](#),
Protective Payment Agreement**

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

None

EFFECTIVE DATE

Policies for this revision are effective May 1, 2015.

EFFECT ON LOCAL STAFF (No significant effect if not explained below.)

MATERIALS OBSOLETE BY THIS REVISION

None

COORDINATION EFFORTS

This change was coordinated with staff in Economic and Employment Services, Executive Leadership, and the EES Program Administrators.

Sincerely,
Sandra Kimmons, EES Director
Economic and Employment Services
SK:am

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