



Work Opportunities Reward Kansans (WORK)

» **Member Handbook** «

kancare.ks.gov/work

Kansas Department of Health and Environment
Division of Health Care Finance
Working Healthy Program
900 SW Jackson, Suite 900N
Topeka, KS 66612

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WORK forms and more information are
available online at: kancare.ks.gov/work

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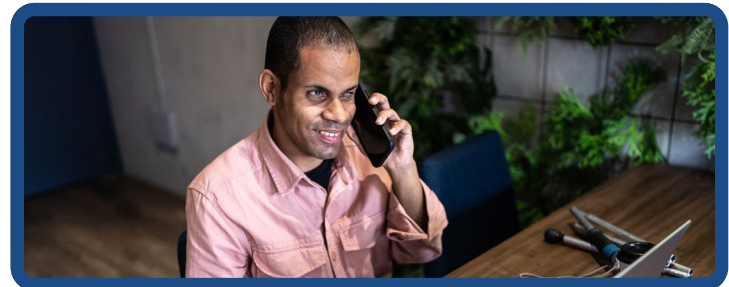
» What Is WORK?

- WORK is extra services for people in Working Healthy who need more support to be employed in their community. If you have physical disability (PD), intellectual/developmental disability (IDD), or brain injury (BI) you may be able to get WORK services.

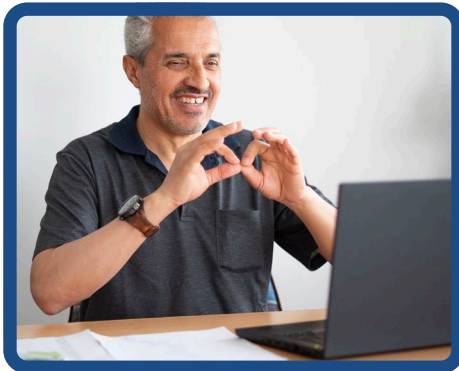


» How do I know I can get WORK?

- You are able to get Working Healthy.
- You need to be between 16 and 64 years old.
- You have a disability according to Social Security.
- You need to have a job that pays \$65.01 per month or more.
- Must have a brain injury (BI), intellectual/developmental disability (IDD), or physical disability (PD) condition and be Home and Community Based Services (HCBS) waiver eligible.



- You need help with everyday tasks, like bathing and cooking.
- Your money and things you own should be below certain amounts set by the rules. That is, your income can be up to three times the current Federal Poverty Level (FPL), and you can have assets worth up to \$15,000. Assets include things like money in bank accounts.

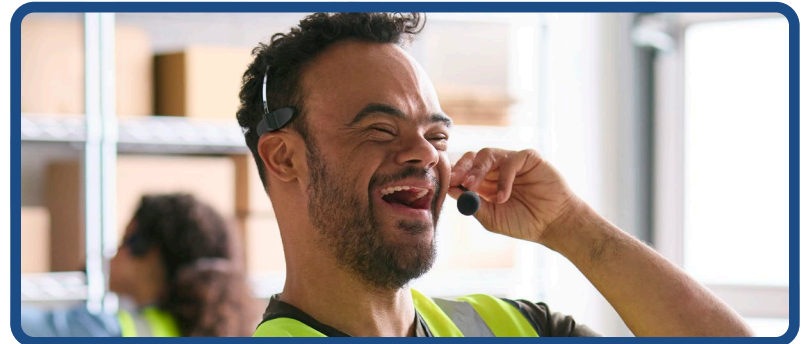


» What kind of help does WORK give?

- **Personal Assistance Services (PAS):** Provides personal care supports in your home and community. These supports can include helping you bathe, get dressed, cook meals, and transportation.
- **Employment Supports:** Helps you keep your job.
- **Assistive Services:** Supports related to your disability that help you live in your home or get to work. live in your home or get to work. These can be changes to your home or car that make them more accessible, ramps, wheelchair adaptations, and assistive technology.
- **Independent Living Services:** Helps you get and manage the WORK services you need.

» What if I am on the waiting list for an HCBS waiver?

- If you are on a waiver wait list, you will stay on the wait list while in WORK. You will also continue to move up on the wait list.
- If you are offered waiver services while you are getting WORK, only you can choose if you want to be on a waiver or WORK.
- If you are on a waiver and leave the waiver to get WORK services instead, you can go back to the waiver if you don't want WORK anymore.



» How do I get WORK?

1. Talk to your Working Healthy Benefits Specialist
2. The WORK Program Manager will check if you can get WORK.
3. A Care Coordinator will visit you to talk about the services/help you need.
4. An Independent Living Counselor will help you make a plan for the services/help you need.

» What are Premiums?

People who make more money may be charged a monthly amount to pay for their health insurance coverage under STEPS. The amount of your premium is based on how much money you make.

For more information about Working Healthy premiums go to:

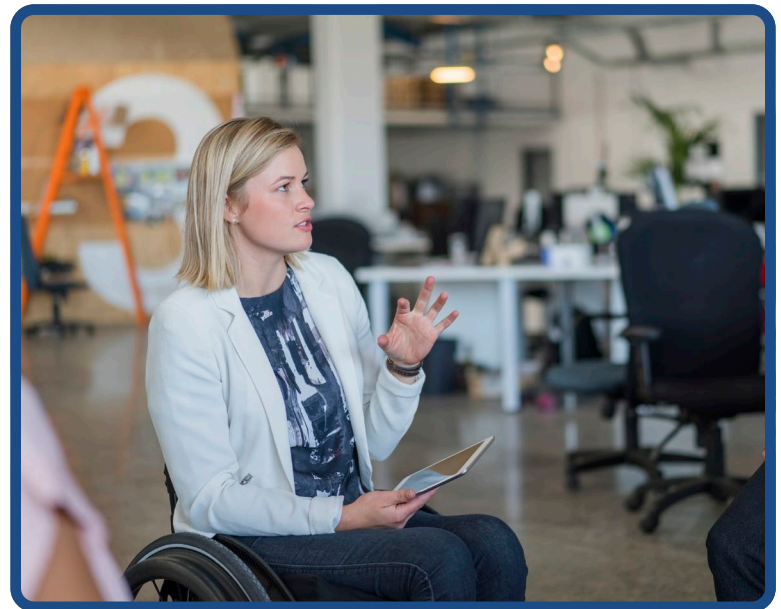
https://content.dcf.ks.gov/ees/keesm/Forms/ES-3165_WorkingHealthyPremiums_05_12.pdf

If you have questions about premiums, talk to a Working Healthy Benefits Specialist.



» What if I lose my job?

If you lose your job, you need to tell the WORK Program Manager and your Working Healthy Benefits Specialist within 10 days. Your Working Healthy Benefits Specialist will talk to you about your options, like a temporary unemployment plan. If you are no longer eligible for Working Healthy, your WORK services will end. Your Working Healthy Benefits Specialist will talk with you about other options.





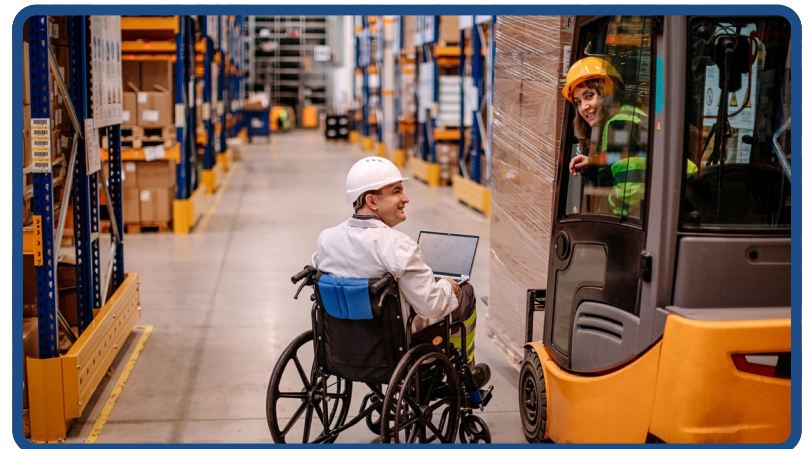
» What are my Rights?

- You have a right to information that helps you make choices about WORK.
- You have a right to person-centered planning. This includes an Individualized Service Plan and/or an Emergency Back-Up Plan.
- You have a right to oversee your services.
- You have a right to choose who you want to be part of planning your WORK services.
- You have a right to know and understand what services you get.

- You have a right to file a complaint or appeal if you have problems with STEPS For help with appeals and state fair hearings:

- » [Kancare.ks.gov/members/help-resources](https://kancare.ks.gov/members/help-resources)
- » [Kancare.ks.gov/members/help-resources/kancare-ombudsman](https://kancare.ks.gov/members/help-resources/kancare-ombudsman)
- » [Kancare.ks.gov/appeals-fair-hearings](https://kancare.ks.gov/appeals-fair-hearings).
- » [Kancare.ks.gov/members/help-resources/appeals-fair-hearings/state-fair-hearings](https://kancare.ks.gov/members/help-resources/appeals-fair-hearings/state-fair-hearings)

- You will not lose WORK services without someone talking with you first.



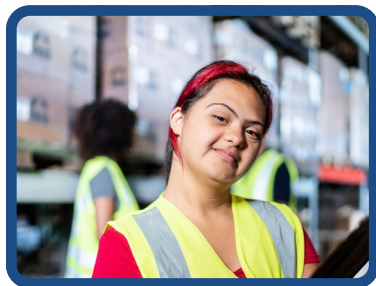
» What are my responsibilities?

- You need to follow the WORK program rules in this Member Handbook. These rules will be talked about when you do your individualized budget and annual participant agreement.
- You are in charge of getting the information you need to make choices about WORK services.
- You need to give Kansas Department of Health and Environment (KDHE) staff the paperwork needed for your annual eligibility and six-month reviews. If you do not do this paperwork, your WORK services will end.
- You must be available for the WORK assessment or your WORK services will end.

- You must have an Emergency Backup Plan that makes sure you have a plan if the person who helps you does not come and that you have a plan for what you will do if an emergency happens.
- If you choose to direct your own care, you are in charge of the responsibilities and risks of directing your care. You will also have to do paperwork and turn in timesheets to your Fiscal Management Services Provider (FMS) provider to make sure your personal assistants (PAs) and providers are paid.
- You need to tell your Working Healthy Benefits Specialist, the WORK Program Manager and Independent Living Counselor (ILC) when you are not working.



- You need to talk to your Managed Care Organization (MCO) Care Coordinator/Case Manager or Independent Living Counselor if you have changes to your need or problem with your WORK supports.
- You need to tell your Working Healthy Benefits Specialist, Managed Care Organization (MCO) Care Coordinator/Case Manager, if you want to leave WORK and get on a Home and Community Based Services (HCBS) waiver, if eligible, or another program.
- If you become verbally or physically abusive, profane, bully, or sexually harass someone helping you with WORK, you can lose WORK services



» Who can help me and answer questions about WORK?

- **WORK Program Manager:** Sherri Marney is in charge of the WORK program. You can email Sherri at sherri.marney@ks.gov or call 785-296-8009.
- **Managed Care Organizations (MCOs):** These organizations provide health services under Kansas Medicaid, also known as KanCare. They help you manage your care to make sure you receive the right services.



- **Working Healthy Benefits Specialists:**
These specialists are here to help you understand how working might change your government benefits like SSI or SSDI. They answer questions about your job and benefits, help you sign up for services, and support you if you lose your job. You can find out who your local Benefits Specialist is by checking the Benefits Specialist Regional Map

([Kancare.ks.gov/benefits-specialists](https://kancare.ks.gov/benefits-specialists)).

- You can also scan the QR code to get information about Benefits Specialists.



- **MCO Care Coordinators:** They visit you to find out what kind of help you need, and make sure you know about the services you can get. They also check if your home is safe and help you get safety items like smoke detectors. They will keep checking in with you to see how things are going and update your service plan as needed.
- **Independent Living Counselors (ILC):** They help you manage your WORK services. They help you find service providers and fill out paperwork.



