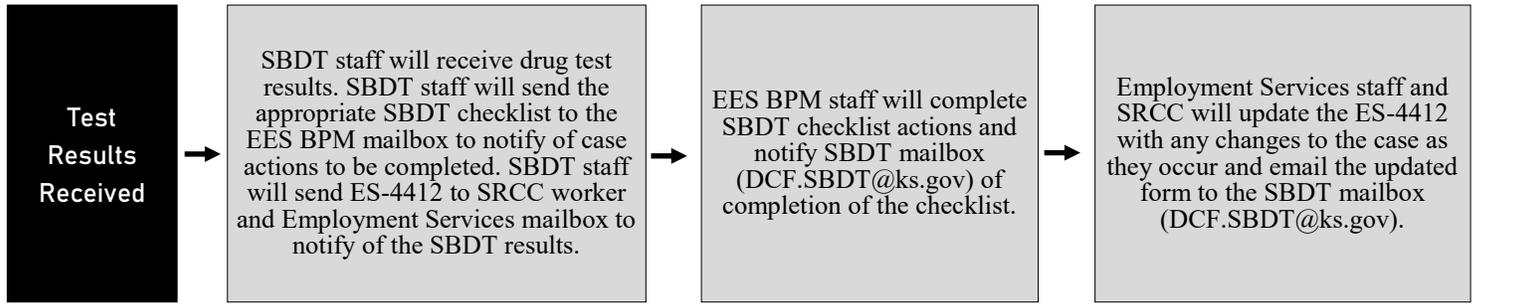
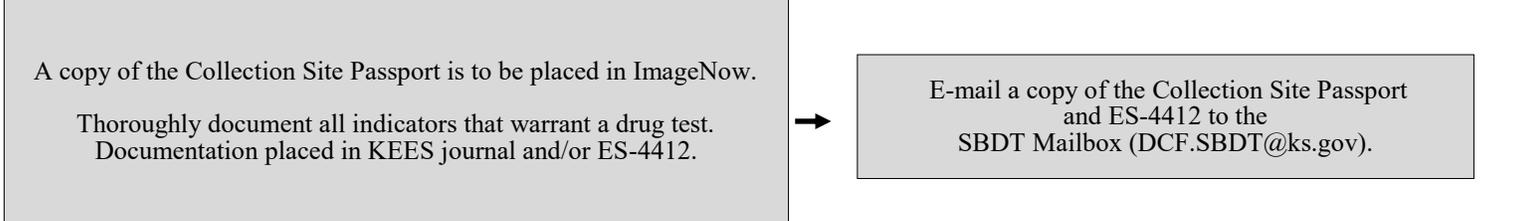
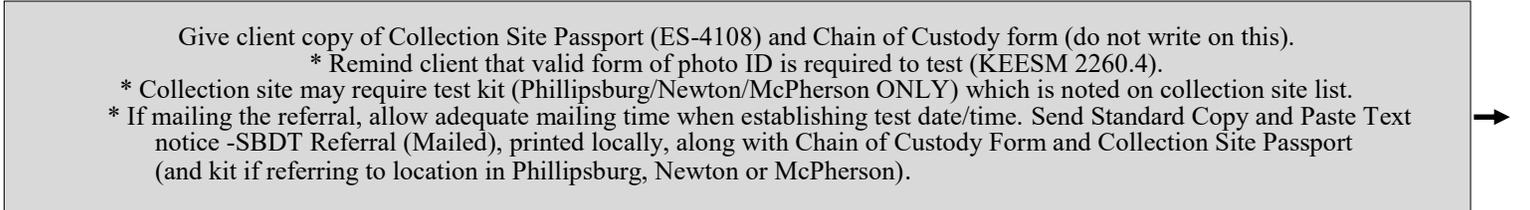
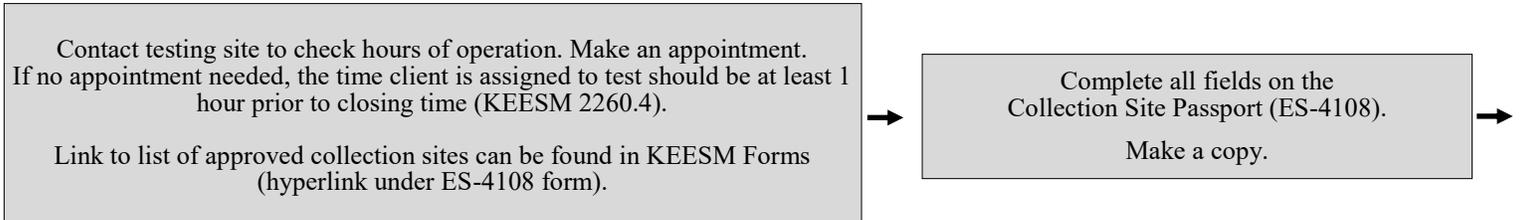
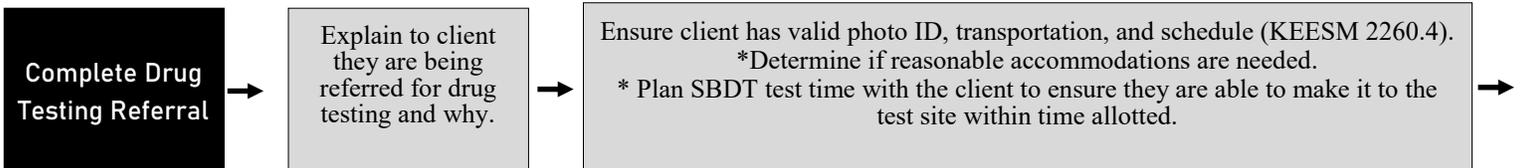
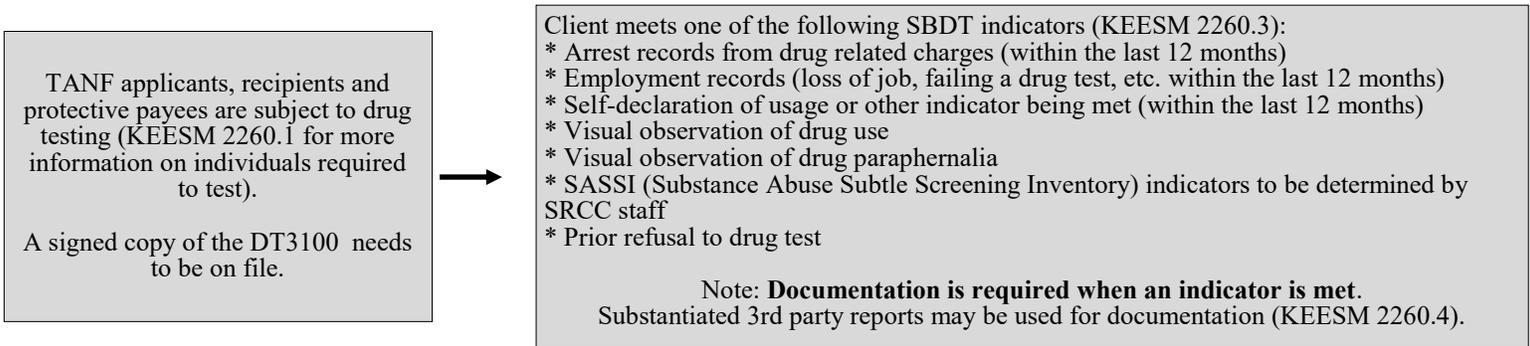


TANF Suspicion Based Drug Testing Referral Process (08/2020)



Suspicion Based Drug Testing (SBDT) FAQ's

1. Drug testing is only done on TANF clients who meet the SBDT criteria (KEESM 2260.1). Food assistance only clients should not be sent to drug test. Contact your local supervisor for instruction on how to meet the food assistance policy. TANF drug felons (KEESM 2183) do not require SBDT testing.
2. The controlled substances and controlled substance analogs to be tested for are: Amphetamines/Methamphetamines, Cannabinoids (THC/Marijuana), Cocaine, Opiates, and Phencyclidine (PCP). Alcohol is **not** a controlled substance and signs of alcohol abuse will follow current processes in place with screening and referral to SRCC (KEESM 3330.1).
3. **Always contact a collection site before sending the client to drug test to check on hours of operation.** The latest a client should be scheduled to arrive at the collection site is 1 hour prior to closing. This is to ensure client arrives in plenty of time to provide specimen. Write the test time on the Collection Site Passport (ES-4108).
4. Client must own a picture ID (KEESM 2260.4) to complete a drug test. If a client reports that they do not own a valid photo ID, check KEES/Image Now. If there is no photo ID in the system contact SBDT Staff with the client information. SBDT Staff will assist with contacting Employment Services/Career Navigator to obtain a valid photo ID. If client has an ID but does not have it with them, allow time for client to retrieve ID when arranging the testing time.
5. Same day referrals are to be made when sending clients for a drug test (KEESM 2260.4 for exceptions). It is important to have a conversation with the client regarding transportation and their schedule for the day to ensure client has reasonable time to complete the drug test.
6. Once a drug test date and time has been assigned to the client, the date/time cannot be changed without contacting the SBDT Staff (DCF.SBDT@ks.gov or see contact information below) for approval.
7. Applications are not to be held up for drug test results. Continue processing benefit applications per the BPM process (KEESM 2260.7).
8. Contact SBDT Staff (DCF.SBDT@ks.gov or see contact information below) with any questions as you work through the process of sending a client for a drug test or when processing actions on a SBDT case.

SBDT Staff Contact Information

SBDT E-mail Address: DCF.SBDT@ks.gov

SBDT Case Manager

Lisa Glaser

300 N. 17th St.

Parsons, Kansas 67357

E-mail: Lisa.Glaser@ks.gov

Cell: 785-559-0344

Office: 620-421-4500 x 203

Fax: 620-421-9581

SBDT Program Administrator

Eva Costigan

901 Westchester, Suite A

Salina, Kansas 67401

E-mail: Eva.Costigan@ks.gov

Cell: 785-577-0728

Office: 785-515-6602

Fax: 785-493-8003