- TANF applicants, recipients and protective payees are subject to drug testing (KEESM 2260.1 for more information on individuals required to test).

- ES-3100DT- A signed copy of this form must be in the case file before referring for a drug test.

- Client meets one of the following SBDT indicators (KEESM 2260.3):
  - **Arrest records from drug related charges** (within the last 12 months)
  - **Employment records** (loss of job, failing a drug test, etc. within the last 12 months)
  - **Self-declaration** of usage or other indicator being met (within the last 12 months)
  - **Visual observation of drug use**
  - **Visual observation of drug paraphernalia**
  - **SASSI** (Substance Abuse Subtle Screening Inventory) indicators to be determined by SRCC staff
  - **Prior refusal of SBDT drug test**

  Documentation is required when an indicator is met. Substantiated 3rd party reports may be used (KEESM 2260.4).

Complete the Drug Testing Referral

- Explain to client they are being referred for drug testing for meeting an SBDT indicator.

- Ensure client has valid photo ID, transportation, and schedule (KEESM 2260.4).
  - Determine if reasonable accommodations are needed.
  - Plan SBDT test time with the client to ensure they are able to make it to the test site within time allotted.

- Contact testing site to check hours of operation. Make an appointment.
  - If no appointment needed, the time client is assigned to test should be at least 1 hour prior to closing time (KEESM 2260.4). Ex: Collection site closes at 4pm, client to be assigned a time no later than 3pm.
  - Link to list of approved collection sites can be found in KEESM Forms (hyperlink under ES-4108 form).

- Complete all fields on the Collection Site Passport (ES-4108). Make a copy.

- Give client copy of Collection Site Passport (ES-4108) and Chain of Custody form (do not write on this).
  - Remind client that valid form of photo ID is required to test (KEESM 2260.4).
  - Collection site may require test kit (Phillipsburg/Newton/McPherson ONLY) which is noted on collection site list.
  - If mailing the referral, allow adequate mailing time when establishing test date/time. Send Standard Copy and Paste Text notice -SBDT Referral (Mailed), printed locally, along with Chain of Custody Form and Collection Site Passport (and kit if referring to location in Phillipsburg, Newton or McPherson).

- A copy of the Collection Site Passport is to be placed in ImageNow.

- Thoroughly document all indicators that warrant a drug test in the KEES journal and/or ES-4412.

- E-mail a copy of the Collection Site Passport and ES-4412 to the SBDT Mailbox (DCF.SBDT@ks.gov).

Drug Test Results Received

- SBDT staff will receive drug test results. SBDT staff will send the appropriate SBDT checklist to the EES BPM mailbox to notify of case actions to be completed. SBDT staff will send ES-4412 to SRCC worker and Employment Services mailbox to notify of the SBDT results.

- EES BPM staff will complete SBDT checklist actions and notify SBDT mailbox (DCF.SBDT@ks.gov) of completion of the checklist.

- Employment Services staff and SRCC will update the ES-4412 with any changes to the case as they occur and email the updated form to the SBDT mailbox (DCF.SBDT@ks.gov).

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	SBDT Program Administrator
Lisa Glaser	Eva Costigan
300 N. 17th St.	901 Westchester, Suite A
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