

EBT BENEFIT REPAYMENT AGREEMENT

ES-3142
 Rev.1-19

For Agency Use Only

<i>Client's Responsibility</i>	<p>Case Name: _____ Case #: _____</p> <p>I, _____, wish to repay (Client's Name)</p> <p>1) Up to _____ dollars on my _____ overpayment. (Food Assistance, Child Care or Cash)</p> <p>2) Up to _____ dollars on my _____ overpayment. (Food Assistance, Child Care or Cash)</p> <p>I understand this payment will be taken from my Kansas Benefits Card Account.</p> <p>_____ Signature of Client Date</p>
<i>Worker's Responsibility</i>	<p>Worker's Name & Email: _____ Date: _____</p> <p>Payment applied to type of claim: AF CC FA WP / AF CC FA WP (Circle Type) (Circle Type)</p> <p>Recovery Acct.# and Amount: _____ / _____ / _____ / _____ Number Amount Number Amount</p> <p>**Food Assistance EBT benefits can only be applied to Food Assistance recovery accounts. Cash EBT benefits can only be applied to Cash assistance recovery accounts. Child Care EBT benefits can only be applied to Child Care recovery accounts.</p>
<i>EBT Clerk's Responsibility</i>	<ol style="list-style-type: none"> 1. In KEES, access the case through Person Search or enter the Case Number in the Task Navigation and click the Go button. The Case Summary page displays. 2. Select EBT Case List from Task Navigation. The EBT Case List page displays. 3. Select the EBT Case Number hyperlink. The EBT Case Detail page displays. 4. Click the Add Repayment button to transfer EBT benefits to a Recovery Account. The EBT Repayment Detail page displays. NOTE: Each Recovery Account being repaid with EBT benefits needs its' own EBT Repayment Detail. Make sure the Recovery Account is active prior to posting a transaction. 5. Select an Account Type using the drop-down menu. 6. Select the Benefit Type using the drop-down menu. 7. Enter the Amount to be applied to the Recovery Account. 8. Click the Select button for the Recovery Account. The Select Recovery Account page displays. 9. Select the Recovery Account using the radio button then click the Select button. The EBT Repayment Detail displays with the Recovery Account populated. 10. If all information on the EBT Repayment Detail page is correct, click the Save button. 11. After the EBT Repayment Detail is saved, the user needs to Verify Repayment of Recovery Accounts from EBT Benefits to validate the repayment was successful. 12. Send the V103/C112: Kansas Benefit Repayment Agreement form from KEES. 13. Scan the form into ImageNow for the case. Send a scan of the form to the EBT Unit as an attachment to an e-mail to DCF.EBTMAIL@ks.gov.

KANSAS BENEFITS CARD REPAYMENT PROCEDURES

Clients can use their Kansas Benefits Card benefits to repay all or a portion of a food assistance, child care and/or cash overpayment(s).

1. When a client wishes to make a repayment with their Kansas Benefits card benefits he or she will complete and sign the Client's Responsibility portion of the EBT Benefit Repayment Agreement.
2. The worker will complete the EES Worker's Responsibility portion of the EBT Benefit Repayment Agreement. The form allows repayments on two claims. Use additional forms for more claims. **Food Assistance EBT benefits can only be applied to Food Assistance recovery accounts. Cash EBT benefits can only be applied to Cash assistance recovery accounts. Child Care EBT benefits can only be applied to Child Care recovery accounts.** *Do not* use Rehabilitation Services (RS) child care benefits (EBT26411) to repay claims.
3. After the first two portions of the form are completed, give to an EBT support staff to enter the pertinent information on the KEES system – EBT Repayment Detail page.
4. Email the completed form, to the Administrative Office EBT unit, DCF.EBTMAIL@ks.gov and retain a copy for the case imaging file.
5. The Administrative Office EBT unit will forward the form and the EBT Repayment report to Central Receivables Unit for the payment to be accounted for in their records.