

**Kansas Department of Social and Rehabilitation Services
Don Jordan, Secretary**

Integrated Service Delivery - Candy Shively, Deputy Secretary (785) 296-3271

**Economic and Employment Support - Bobbi Mariani, Director (785) 296-3349
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MEMORANDUM

To: EES Program Administrators Date: 8/20/10
Asst. Regional Directors
Regional Directors

From: Bobbi Mariani, Director RE: Implementation Instructions - KEESM
Economic and Employment Support Revision 45 Effective 10/01/10 - Child
Care Family Share Reduction Ending

This memo provides implementation instructions and information for the following October 1, 2010 change in the Kansas Economic and Employment Support Manual (KEESM):

CHILD CARE

Reduction in Family Share Deductions – Effective September 30, 2010, American Recovery and Reinstatement Act (ARRA) funding ends and October 1, 2010, family share deductions return to the levels they were prior to October 1, 2009. Families with incomes above 70% but below 100% of the Federal Poverty Level (FPL) will now have small family share deductions used in determining their subsidy benefit levels. Families with incomes from 100% to 185% of the FPL return to the family share deduction amounts effective prior to October 1, 2009.

This change in family share deductions requires workers to access active plans on each open EM child care case to apply the updated family share amounts. Updates will need to be made by Friday, September 17th, the adverse action deadline for the month. To assist with implementation, a list of all child care cases with an EM subtype as of August 4th will be sent to the field and will show all open plans with a family share deduction, as well as all other EM cases with no family share deduction. Another list will be generated in early September listing all new EM child care cases with plans authorized after August 4th.

On Monday, August 30, 2010, KsCares system tables will be updated to reflect the new family share deduction amounts. This update will occur early Monday morning, and staff must not access KsCares on Monday, August 30th, until they receive notice the update has been completed. After the tables have been updated, any child care plans written will reflect the higher family share deduction amounts, including months prior to October. Those payments will not be considered as underpayments.

After the tables have been updated, each open child care case with a family share deduction must be updated as follows:

1. Go to INEL and press PF12 to update. The new family share will be displayed in the field at the bottom of the screen. If there is no family share after the screen is updated, then it is not necessary to do anything more for that case.
2. If there is a family share on INEL for that case, go to each CHCP for each child care plan on the case with a family share. If there is currently no family share on any plan for the case, select the plan for the youngest child or the one with the largest benefit amount and then go to CHCP for the plan. On CHCP, the "Total Family Share" field at the bottom of the screen will have been changed automatically to the new family share for the case. Change the family share that currently appears on each of the unpaid months of the plan. If the plan is more than 6 months long, ~~you must~~ remember to press PF8 to view months 7 through 12.
3. After the family shares have been updated for any months on this, and on any other plans for the case, a new family plan will be printed automatically that night and mailed to the family indicating the new child care benefits for the next month. The wording of the footer on the family plans is being modified to explain this action.
4. Document the change in the case file.

Note: If the case has more than one plan with a family share, each of those plans must be updated on the same day to assure the family plan has the correct benefits for each plan on the case.

Because child care expenses are an allowable deduction in determining food assistance benefit levels, families who also receive food assistance will see an impact on those benefits. Each food assistance case listed on the printout of child care cases must have their child care expenses adjusted on KAECSES if the family share amount was increased on INEL. These changes must be completed by rollover (September 24, 2010) for the October benefit month. A F708 notice needs to be sent for each food assistance case if the adjustment in the child care expense results in a change in benefits.