KEHS-CC Instructions for Participation Hours With Employment Services

When a KEHS Grantee needs to confirm if a parent is working with Employment Services prior to turning in an application, the Grantee should send an email to the Employment Services Email. If the career navigator (CN) determines that the parent is not receiving TANF Employment Services or GOALS and is not mandatory to participate in work programs, the CN will notify the KEHS Grantee and instruct them that all future correspondence should be sent to the general email.

If the Employment Services worker determines that the parent is receiving TANF Employment Services or GOALS, the worker will notify the KEHS Grantee and instruct them that all future correspondence should be sent to (Career Navigator's name).

	Office	General Email: for Applications and changes if the parent **does not** have an Active Work Program block:	Employment Services Email: for Applications and changes if the parent **does** have an Active Work Program block:
1.	Atchison	AtchisonEES@dcf.ks.gov	KCATWorkPrograms@dcf.ks.gov
2.	Chanute	ChanuteEES@dcf.ks.gov	ChanuteLWorkPrograms@dcf.ks.gov
3.	Colby	ColbyEES@dcf.ks.gov	ColbyWorkPrograms@dcf.ks.gov
4.	Columbus	ColumbusEES@dcf.ks.gov	ColumbusWorkPrograms@dcf.ks.gov
5.	Concordia	ConcordiaEES@dcf.ks.gov	ConcordiaWorkPrograms@dcf.ks.gov
6.	Dodge City	DodgeCityEES@dcf.ks.gov	DodgeCityWorkPrograms@dcf.ks.gov
7.	El Dorado	EldoradoEES@dcf.ks.gov	WichitaWorkPrograms@dcf.ks.gov
8.	Emporia	EmporiaEES@dcf.ks.gov	EmporiaWorkPrograms@dcf.ks.gov
9.	Ft Scott	FtScottEES@dcf.ks.gov	FtScottLWorkPrograms@dcf.ks.gov
10.	Garden City	GardencityEES@dcf.ks.gov	GardenCityWorkPrograms@dcf.ks.gov
11.	Goodland	GoodlandEES@dcf.ks.gov	GoodlandWorkPrograms@dcf.ks.gov
12.	Great Bend	GreatBendEES@dcf.ks.gov	GreatBendWorkPrograms@dcf.ks.gov
13.	Greensburg	GreensburgEES@dcf.ks.gov	GreensburgWorkPrograms@dcf.ks.gov
14.	Hays	HaysEES@dcf.ks.gov	HaysWorkPrograms@dcf.ks.gov
15.	Hiawatha	HiawathaEES@dcf.ks.gov	HiawathaWorkPrograms@dcf.ks.gov
16.	Hutchinson	HutchinsonEES@dcf.ks.gov	HutchinsonWorkPrograms@dcf.ks.gov
17.	Independence	IndependenceEES@dcf.ks.gov	IndependenceWorkPrograms@dcf.ks.gov
18.	Iola	IolaEES@dcf.ks.gov	IolaWorkPrograms@dcf.ks.gov
19.	Junction City	JunctionCityEES@dcf.ks.gov	JunctionCityWorkPrograms@dcf.ks.gov
20.	Kansas City	KansasCityEES@dcf.ks.gov	KCWorkPrograms@dcf.ks.gov
21.	Lawrence	LawrenceEES@dcf.ks.gov	LAWorkPrograms@dcf.ks.gov
22.	Leavenworth	LeavenworthEES@dcf.ks.gov	KCLVWorkPrograms@dcf.ks.gov
23.	Liberal	LiberalEES@dcf.ks.gov	LiberalWorkPrograms@dcf.ks.gov
24.	Manhattan	ManhattanEES@dcf.ks.gov	ManhattanWorkPrograms@dcf.ks.gov
25.	Marysville	MarysvilleEES@dcf.ks.gov	MarysvilleWorkPrograms@dcf.ks.gov
26.	McPherson	McPhersonEES@dcf.ks.gov	McPhersonWorkPrograms@dcf.ks.gov
27.	Newton	NewtonEES@dcf.ks.gov	NewtonWorkPrograms@dcf.ks.gov
28.	Overland Park	OverlandParkEES@dcf.ks.gov	OverlandParkWorkPrograms@dcf.ks.gov
29.	Osawatomie	OsawatomieEES@dcf.ks.gov	OsawatomieWorkPrograms@dcf.ks.gov
30.	Ottawa	OttawaEES@dcf.ks.gov	OttawaWorkPrograms@dcf.ks.gov
31.	Parsons	ParsonsEES@dcf.ks.gov	ParsonsWorkPrograms@dcf.ks.gov
32.	Phillipsburg	PhillipsburgEES@dcf.ks.gov	PhillipsburgWorkPrograms@dcf.ks.gov
33.	Pittsburg	PittsburgEES@dcf.ks.gov	PittsburgWorkPrograms@dcf.ks.gov
34.	Pratt	PrattEES@dcf.ks.gov	WichitaWorkPrograms@dcf.ks.gov
35.	Salina	SalinaEES@dcf.ks.gov	SalinaWorkPrograms@dcf.ks.gov
36.	Topeka	TopekaEES@dcf.ks.gov	TopekaWorkPrograms@dcf.ks.gov
37.	Wichita	WichitaEES@dcf.ks.gov	WichitaWorkPrograms@dcf.ks.gov
38.	Winfield	WinfieldEES@dcf.ks.gov	WichitaWorkPrograms@dcf.ks.gov

If a KEHS application is received in the local DCF office and it is not already identified as belonging to eligibility or a career navigator, the application will be screened to determine if there is an **active** Work Program/FAET block.

If there is an active Work Program/FAET block, the application will be sent to the assigned career navigator for processing. This application should be processed within 7 days from the date it is received in the office. Once the application is processed, the CN will send a copy of the parent's most recent self-sufficiency agreement to the Grantee. This will allow the KEHS-CCP grantee to know what activities the parent is already required to participate in with DCF and allow those activities to be counted towards the 30 hours that KEHS requires for their program. Any hours required by KEHS that are in excess of the DCF requirements are not to be added to the parent's self-sufficiency agreement.

The CN will add the Early Head Start activity on the Customer Activities List page with the statement, 'KEHS-CCP case' in the Additional Comments: box on the Customer Activity Detail page. This will alert the CN to contact the KEHS Grantee if the case is pulled for a Sample so the KEHS activities can be counted towards federal participation.

Example: Mary has a two-year old child and receives Employment Services. She has been determined eligible for services by a KEHS Grantee. DCF requires Mary to participate 20 hrs/wk for work programs but KEHS requires Mary to participate a total of 30 hrs/wk in assigned activities. KEHS will use the 20 hrs that DCF requires as part of the hrs they require for Mary. That means that Mary is required to participate in 20 hrs/wk with DCF and an additional 10 hrs/wk with KEHS. **DCF is not allowed to add the additional 10 hrs required by KEHS to the client's self-sufficiency agreement**.

If there is not an active Work Program/FAET block and the referral identifies the application as a "Review", the application and referral will be sent to the Blue Team for processing. If there is not an active Work Program/FAET block and the referral identifies the application as a "New Application", the application and referral will be sent to the Red Team for processing. If there is not an active Work Program/FAET block and the referral identifies the application as "Already on Subsidy but Newly Enrolled with KEHS/CCP", the application and referral will be sent to the Purple Team for processing.

If the client is already involved with Head Start/Early Head Start (HS/EHS), including KEHS, at the time of referral to Employment Services, the childcare case should be transferred to the appropriate CN. The CN will have an initial planning meeting with the client and the HS/EHS case manager to determine what activities the client is already required to participate in with HS/EHS. The CN will meet with the client and the HS/EHS case manager to set up the self-sufficiency agreement. Together they will determine which of the 30 hours will be used for DCF participation. The CN will only use the required minimum of hours for the self-sufficiency agreement.

Example: Jane been determined eligible for services by a KEHS Grantee and approved for DCF childcare for her two-year old child. Two months later she decides to apply for TANF or GOALS and is approved. She is already participating in 30 hrs/wk with HS/EHS. The CN will contact the HS/EHS case manager to determine what activities Jane is participating in with them. The CN will meet with Jane and the HS/EHS case manager to set up her self-sufficiency agreement requiring only 20 of the 30 KEHS hrs for DCF participation. **DCF is not able to require all 30 KEHS hrs for participation and should not list all 30 KEHS hrs on the self-sufficiency agreement**.

If the TANF assistance or GOALS case is closed for a KEHS-CCP parent due to a work program penalty or excess income, the CN will not close the childcare case. The CN will notify the Purple Team that TANF or GOALS has closed but the childcare benefits are to remain open with the same hours and no family share deduction through the current review period because this is a KEHS-CCP case.

All other requests for a change to the KEHS-CCP childcare plan must come from the KEHS Grantee, not the parent. If the parent requests a change to the plan, DCF is to contact the KEHS Grantee to determine if a change is needed.

DCF must contact the Grantee prior to closing a KEHS-CCP childcare plan unless the request for closure came from the Grantee. If the KEHS Grantee removes the parent from their program for any reason, the KEHS Grantee will notify DCF of the reason for the termination and the effective date of the termination.