**Instructions for Submitting Child 2020 School Schedule Form**

If your child is attending school virtually either full or part-time for the 2020-2021 school year, and as a result needs more hours of child care than what is already approved, please complete the schedule form and submit to DCF. A separate form must be completed for each school age child. The completed form may be submitted in one of the following ways:

* Print and return by mail or in person to your local DCF service center.
* Print and fax to your local DCF service center.

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| Updated 7/2/20 | Office | EES Email |
| 1. | Atchison | DCF.AtchisonEES@ks.gov |
| 2. | Chanute | DCF.ChanuteEES@ks.gov |
| 3. | Colby | DCF.ColbyEES@ks.gov |
| 4. | Columbus | DCF.ColumbusEES@ks.gov |
| 5. | Concordia | DCF.ConcordiaEES@ks.gov |
| 6. | Dodge City | DCF.DodgeCityEES@ks.gov |
| 7. | El Dorado | DCF.EldoradoEES@ks.gov |
| 8. | Emporia | DCF.EmporiaEES@ks.gov |
| 9. | Ft Scott | DCF.FtScottEES@ks.gov |
| 10. | Garden City | DCF.GardencityEES@ks.gov |
| 11. | Goodland | DCF.GoodlandEES@ks.gov |
| 12. | Great Bend | DCF.GreatBendEES@ks.gov |
| 13. | Hays | DCF.HaysEES@ks.gov |
| 14. | Hiawatha | DCF.HiawathaEES@ks.gov |
| 15. | Hutchinson | DCF.HutchinsonEES@ks.gov |
| 16. | Independence | DCF.IndependenceEES@ks.gov |
| 17. | Junction City | DCF.JunctionCityEES@ks.gov |
| 18. | Kansas City | DCF.KansasCityEES@ks.gov |
| 19. | Lawrence | DCF.LawrenceEES@ks.gov |
| 20. | Leavenworth | DCF.LeavenworthEES@ks.gov |
| 21. | Liberal | DCF.LiberalEES@ks.gov |
| 22. | Manhattan | DCF.ManhattanEES@ks.gov |
| 23. | Marysville | DCF.MarysvilleEES@ks.gov |
| 24. | McPherson | DCF.McPhersonEES@ks.gov |
| 25. | Newton | DCF.NewtonEES@ks.gov |
| 26. | Overland Park | DCF.OverlandParkEES@ks.gov |
| 27. | Osawatomie | DCF.OsawatomieEES@ks.gov |
| 28. | Ottawa | DCF.OttawaEES@ks.gov |
| 29. | Parsons | DCF.ParsonsEES@ks.gov |
| 30. | Phillipsburg | DCF.PhillipsburgEES@ks.gov |
| 31. | Pittsburg | DCF.PittsburgEES@ks.gov |
| 32. | Pratt | DCF.PrattEES@ks.gov |
| 33. | Salina | DCF.SalinaEES@ks.gov |
| 34. | Topeka | DCF.TopekaEES@ks.gov |
| 35. | Wichita | DCF.WichitaEES@ks.gov |
| 36. | Winfield | DCF.WinfieldEES@ks.gov |

* Save and attach to an email to the office serving the county where you live.