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

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