

## Questions & Answers regarding Kansas Early Head Start Child Care Partnerships

1. Will all Early Head Start children and their families be participating in the new partnership program? **No. There will still be families with children in Early Head Start who are not a part of this program. Nothing is changing for them. Those who are participating in the partnerships will be identified by the referral forms that will accompany the applications.**
2. Do we have any idea of how many of these type of applications to expect and will they be more concentrated at the start of the school year, semester, etc.? **The KEHS grantees have contracted for a total of 279 slots for KEHS children statewide. The table below shows the counties and number of slots for each of the grantees. Remember that we will be providing child care for the non-KEHS siblings also if needed. KEHS is a year round program, and as children leave their program for whatever reason, the KEHS grantees will be submitting new applications to fill the vacated slots. Other than the initial round of applications that will be for benefits beginning July 1, these will not be concentrated at any particular time of the year.**

GRANTEE	COUNTIES	SLOTS	CONTACT INFORMATION
1. Bright Beginnings, Dodge City	Ford	14	Contact: Debbie White Phone: (620) 371-1220 Email: <a href="mailto:white.debbie@usd443.org">white.debbie@usd443.org</a>
2. Clay County Child Care Center, Inc., Clay Center	Clay, Cloud, Ottawa, Republic, Washington	30	Contact: Deb McNeil Phone: (785) 632-5399 Email: <a href="mailto:debmcneilehs@yahoo.com">debmcneilehs@yahoo.com</a>
3. Community Action, Topeka	Shawnee	18	Contact: Brenda Brown Phone: (785) 266-0245 Email: <a href="mailto:bkbrown@wefightpoverty.org">bkbrown@wefightpoverty.org</a>
4. ECKAN, Ottawa	Douglas, Lyon	41	Contact: Clara Cox Phone: <u>785-242-5481 Ext. 7400</u> Email: <a href="mailto:claracox@eckan.org">claracox@eckan.org</a>
5. Growing Futures Early Education Center, Inc., Shawnee Mission	Johnson	22	Contact: Terrie VanZandt-Travis Phone: (913) 649-9714 Email: <a href="mailto:ttravis@growingfutureseec.org">ttravis@growingfutureseec.org</a>
6. Kansas Children Service League (KCSL), Garden City	Finney	8	Contact: Christie Reed Phone: 620-276-3232, ext. 1109

			Email: <a href="mailto:creed@kcsl.org">creed@kcsl.org</a>
7. Project Eagle, University of Kansas Medical Center Research Institute, Inc.	Wyandotte	16	Contact: Heather Schrotberger Phone: 913-281-2648 Email: <a href="mailto:HSCHROTBARGER@kumc.edu">HSCHROTBARGER@kumc.edu</a>
8. SEK-CAP, Girard	Cherokee, Crawford, Labette, Montgomery	64	Contact: Linda Broyles Phone: 620-724-8204 x 1006 Email: <a href="mailto:LindaB@sek-cap.com">LindaB@sek-cap.com</a>
9. Salina USD 305 – Heartland Programs	Saline, Dickinson	51	Contact: Lesa Larson Phone: 785-309-5000 Email: <a href="mailto:Les.Larson@USD305.com">Les.Larson@USD305.com</a>
10. Hays USD 489	Ellis, Rooks, Russell, Rush	15	Contact: Donna Hudson-Hamilton Phone: 785-623-2430 Email: <a href="mailto:dhudson-hamilton@usd489.com">dhudson-hamilton@usd489.com</a>

3. Do we require verification of ID on these applicants? If no ID is required for the EHS applications, if there are children not on EHS also requesting CC would we require the ID at that time? **Verification of identity is part of the eligibility determination completed by the KEHS grantee before submitting the referral form and application to DCF. The grantee will check the box on the referral indicating that this has been completed.**
4. Is the Checklist mandated to be completed? **No. The checklist was developed to help workers make sure they've done everything they need to do in processing these applications. If they do choose to complete it, it should be imaged as a document type "Journaling".**
5. We wanted to make sure we are thinking correctly if non-EHS children are being deemed eligible, no Child Care Worksheet is required? **A child care worksheet is not required for any of the children on these cases, but workers must document that the hours used are those reported by the KEHS grantee.**
6. What changes can be made on these cases? (i.e. client calls and reports change in Provider, hours worked, new employment etc.) Would DCF make those changes? **Any changes made to**

the child care plans will be made by DCF staff. However, any change in the child care plans (including provider changes) must come from information received from the KEHS grantee. If a parent reports a change that would normally affect the child care plans, and the KEHS grantee has not indicated that a change is needed, DCF staff will need to contact the KEHS grantee and let them know of the change that the parent has reported to the agency. The KEHS grantee will determine what (if any) changes are needed and will advise us if changes are needed.

7. Do we Image the Referral into the Application Tab? What document type should we image the referral and checklist to? The referral form (ES-1610) would be imaged as a document type of "Application". If the checklist has been completed, it would be imaged to the document type "Journaling".
8. Was it indicated that the "Instructions" document was to be imaged as documentation of KEHS/CC application processing? If so, is it imaged to the Journaling document type? If staff use the instructions document as their checklist and actually answer the questions on that document, then it needs to be imaged for documentation purposes. It would be imaged to the Journaling document type.
9. If there is a current plan for a KEHS child, or a sibling of one who applies and is eligible and therefore the sibling is deemed eligible for EH CC, we need to change any existing plan(s) to be reviewed with the KEHS kid and remove any family share, correct? The existing review period would remain. The hours on any existing plans would need to be changed to the number of hours listed on the referral and the family share deduction would be removed. Is this change effective the following month for the family share since it would have to be retroactive to the first of the application month otherwise? The effective date of the change will be the date the referral form is received in the DCF service center. If approved, the zero family share is effective with the first month of the KEHS CCP eligibility, and supplemental benefits may be needed in some instances. And, same questions for FA, remove family share the next month, not this month and issue a supplement? For FA, the changes would be made in the first possible month, allowing for timely and adequate notice. This should not result in an increased benefit amount, as it will result in less dependent care expenses, so possibly lower FA benefit amount.

It is important to keep in mind that this does not include all Early Head Start children – it only includes those whose parents/caretakers are participating in the KEHS Child Care Partnerships, identified by the referral form.

10. Will KEHS be using our assistance planning rules? If not, do we use the family group as listed on the referral or do we use our mandatory filling unit rules to determine who should be on the case? No, KEHS assistance planning rules are slightly different from ours. Even though they may not count income or resources of all the same individuals (i.e. cohabiting partners), all household members should be listed on the application that is accompanied by the referral form, and we would list all those individuals on KsCares. Remember that we will not be entering income on INEL, as we are accepting the eligibility determination done by KEHS grantees.

11. In the processing guide question 4: "Did the client cooperate with all fraud investigations?" How would we know that? Do workers generally get notified if the client is not cooperating with fraud? **The fraud unit will notify EES of all who fail to cooperate with a fraud investigation. EES will set alerts on those cases to identify them as failing to cooperate.**  
Is cooperation with Quality Assurance an eligibility factor? **Yes, cooperation with quality assurance is an eligibility factor.**
  
12. Current policy is that anyone convicted of fraud for TANF or CC is ineligible for their lifetime- does that apply to these KEHS CCP cases? **Ineligibility due to a fraud conviction applies to the individual who is convicted as well as any other adult in the household at the time. For child care, since the benefits issued are actually for the children, the family can be approved for child care assistance.**
  
13. Step #11 of the guide for processing these applications states to send the client the c304 and c102 at review. Those notices do not currently exist. Are we getting new notices? **The C304 notice does exist. The C102 is an end dated notice and is not necessary, since the reporting responsibilities are listed on the notices of action. The checklist will be updated to remove this from the instructions in the guide for processing these applications.**
  
14. Do the Weekly Hours of Care Needed include travel time? **Yes, the hours calculated by the KEHS grantee do include any travel time needed. EES staff are to authorize the exact number of hours listed on the referral. No changes to the number of hours is to be made unless requested by the KEHS grantee through a written referral.**
  
15. When older children in the home are already open on CC subsidy, does the family have to complete another application for the child in Head Start, or do they just need to bring in the ES-1610? **Although technically a new application is not required to add a child to an existing open child care case, the KEHS grantees will assist the parent in completing an application for this type of situation and will submit it with the referral form.**
  
16. If the referral form lists/requests more than 50 weekly hours (215/month), will we need to be authorizing exception payments? **Yes. This will be the same as any other case approved for more than 215 hours per month. Justification for the additional hours will be included on the referral form.**
  
17. If the referral and/or application is incomplete/missing information (but does include appropriate signatures), will it still be accepted and processed in 7 days? **As always, if an application includes the appropriate signatures, that is adequate for us to accept the application. We expect many of these applications to be walked in to the service centers by the KEHS grantees (with parents), so if the applicants are seen that day, the information can be obtained from the applicants at that time and 7 day processing can be completed. If they come in by mail and the referral form is incomplete or missing information, the KEHS grantee should be contacted right away and the grantee should be asked to complete the referral that day. If**

the referral is complete, but the application is signed but missing some information (except AP information), we would go ahead and process within 7 days. As long as the information is there to make the CSS referral and to fill out the income information on notices for reporting requirements, the KEHS CCP referral contains the rest of the information needed to open the case on the KsCares system. The KEHS grantees will maintain the information used to determine eligibility in their files for any audits that may occur involving these cases.

18. If they don't have a provider selected yet for the non-Early Head Start child(ren), can the client provide this information later and still be approved by these guidelines (and would we need to deadline 10 days to give us the provider information if the child's info and hours are included on the referral)? The KEHS grantees are aware that we expect this information to be on the referral form when it and the application are received in our service center. If it is not on the referral or the application and the KEHS grantee and parent walk the application in to the service center, EES staff can obtain that information when the parent is seen. If the application and referral are mailed in, EES staff will need to request the information in writing, allowing 10 days to provide it. The application will not be processed until all provider information is received. If this should occur, EES staff will need to have their supervisor notify the Child Care Subsidy Program Manager (Sally Hargis) or the Early Head Start Program Manager (Heather Mack) so that the issue can be addressed with the individual KEHS grantee.
19. If there is no Absent Parent information on the application, do we contact the client and/or "deadline" them to provide this information so we can submit a CSS referral, but still go ahead and process child care? If there is missing AP information needed to make the CSS referral and the parent has walked the application into the service center, it is expected that EES staff will gather that information from the parent while they are in the office. If the application is mailed in with this information missing, EES staff will first for existing information within our systems. If they can't find it, staff will need to attempt a phone call to the client to gather the information, and if unable to reach them, send them a request for information with a deadline for providing it. In these instances, the application would not be processed until we have adequate information to make the CSS referral.

It has been and will continue to be stressed with the KEHS grantees that the applications must be completed. They have been made aware that the application must be complete in order for us to meet the 7 day processing time. Since the grantees are helping the families to complete the applications, we are not expecting this to occur. If this problem does occur, EES staff will need to have their supervisor notify the Child Care Subsidy Program Manager (Sally Hargis), so the issue can be addressed with the individual grantee.

20. In the email it was stated that some of these applications will include requests for child care assistance for older siblings, but would younger siblings and infants be eligible as well? We're not anticipating that this will occur, as the KEHS population is children age zero to 3. We expect that if there is more than one child under the age of 3, all of them will be included in the KEHS CCP program. If you should run into a situation like this, please have the supervisor contact the

Child Care Subsidy Program Manager (Sally Hargis) or the EHS Program Manager (Heather Mack).

\*Update - We have found that there are situations with younger siblings who are not in KEHS. KEHS has a limited number of slots available, and there may not have been a slot available when the younger sibling was added to the household. We will also provide child care for these younger siblings if needed, just as we would for the older ones. The child care plans will be written for the number of hours as listed on the referral form (ES-1610).

21. Will there be a special approval notice developed, or will we just use the C202/C304 approval notices? **There will be no special notice of approval for these cases.** If we are to use these standard approval notices, do we just leave the case information of earned and unearned income blank since we are not verifying this income, or just use the income listed on the applications? **EES staff will need to complete this information on the notices, as the client continues to be responsible to report changes. The difference is that we may not act on some of the reported changes (i.e. changes in work hours, etc.), unless we receive information from the KEHS grantees that the change creates a need to change the child care plan(s). See question 6 above.**
22. If the family applying for child care with the KEHS CCP program is open on TANF, would WP staff be responsible for processing the expedited child care, or would the HSS work that child care plan? **If the adult(s) on the case is a mandatory work program participant, employment services staff will be responsible for processing the application.**
23. There's some confusion around step 14 of the checklist and processing guide. Can you clarify? **Families who are receiving Food Assistance and participating in the KEHS CC Partnerships may have the following situation occur:**
  - **Families in which all children are in Early Head Start – For the corresponding Food Assistance cases, there should be no dependent care expense, as these families are assigned a zero family share deduction, and Early Head Start does not allow their participating providers to charge the families for the difference if their private pay rate is higher.**
  - **Families in which one or more of the children receiving child care are not in Early Head Start - These families may have additional child care expenses that aren't covered by their subsidy which may be allowed as a Food assistance expense.**
24. If Kansas Early Head Start closes but a TANF recipient continues to work with WP, what happens with the child care case? **As long as the parent continues to work with WP, the child care will remain open and adjustments made to the plan to correspond with WP assignments. If the parent stops cooperating with WP assignments and is penalized, the child care would be continued for three months to allow time for the adult to reestablish cooperation and thus, eligibility for continued child care assistance.**

25. What happens to child care for a KEHS-CCP case if TANF is closed due to a WP penalty?  
Employment services will notify the purple team that TANF is closing, but this is a KEHS-CCP case and child care benefits need to remain open at the same benefit level for the rest of the review period. KEHS-CCP is required to ensure that the family participate in the activities required each week, even when the parent does not cooperate with TANF employment services.
26. What happens to child care for a KEHS-CCP case if TANF is closed due to being over income?  
Employment services will notify purple team when TANF is closing due to excess income and there is a need to change the child care case. The Child Care subtype may be changed from JO to EM as needed, but there remains no family share deduction for the KEHS-CCP cases, so income does not need to be added. Child care benefits need to remain open at the same benefit level for the rest of the review period. If there is a need for increased child care hours, that request will need to come from the KEHS-CCP grantee, but DCF can email the grantee with questions.
27. What happens to child care for a KEHS-CCP case if a change is reported that would require DCF to close the child care case, such as that the parent moved out of state? DCF will take action when it becomes know that the family is no longer eligible due to a reason allowed per KEESM 7640, that doesn't require the child care case to remain open. DCF will need to notify the KEHS grantee by email of the reason they closed the child care subsidy case, unless the closure was initiated by the grantee. Grantees are also responsible to report this information to DCF as they learn about it.
28. What information can DCF share with KEHS – Example: an existing open FS case reports boyfriend/and or cohabitating partner and that person is employed or has unearned income, but ES 1610 did not list that person, can DCF share this information with KEHS? The parent, in signing the referral form, is signing a release of information that allows DCF to share with KEHS information about their situation. That being said, it is not necessary to report such changes to KEHS, but if KEHS should ask about them, we do have consent from the client to share information. Changes in the household composition would only need to be reported to KEHS if it were a matter of a KEHS child leaving the household, and KEHS has not already reported it to us. It is important to note that there are differences between KEHS's and DCF's eligibility policies/guidelines, and one of those differences is that KEHS does not consider the cohabiting partner or their income and resources in their eligibility determination. The referral form ES-1610, therefore, may not list the cohabiting partner. The ES-3100 application form that accompanies the referral, however, should list the cohabiting partner as being in the household and should include their information. Since the KEHS grantee is helping the client to complete the application, they should be aware of a cohabiting partner, even if they are not considering him or her in their eligibility determination. To reiterate, DCF will accept the eligibility determination of the KEHS grantee, regardless of differences in our policies and/or guidelines.
29. Whose signature can we expect on the KEHS grantee signature line? Is it the contact person for each grantee listed in Q2 or could it also be another employee from the KEHS grantee? The

signature on the ES-1610 referral form may be that of the contact person listed above, but it could also be another employee from the KEHS grantee.

30. We have a client who turned in a CC application for an older child in the home on 6/2/16 and we have plans already approved for them with a review date of 5/31/17. I'm assuming we can use that same application for the younger sibling whom we have a KEHS referral on, but do we extend the review period on the whole case to 6/30/17 or just approve the KEHS plans through 5/31/17 to match the current review period? **In this case, you are making a change (adding a child) to the existing case, so no new review period would be set. The existing eligibility period would remain. See question #9 above.** Do we end date the plan for the older child, extend the review day and make a new 12 month plan for the older child? **No.** And if this is what we do to extend the review date we would need a new app right? If we just get the referral on an open cc case (like on page 6 of the implementation guide) we could not extend, because we don't have a new app?
31. Do the parents who are participating in the KEHS CC partnerships have to submit their applications to the DCF service center that is assigned to serve the county where they live? **No. Universal access still applies, and families may choose to submit their applications to and have their cases managed by the office that is most convenient for them. See KEESM 1411.5.**
32. For KEHS applications, what would we do if there are CSS or fraud investigation non-coop issues? Would we deny the application outright? What if the PI did want to cooperate? Would we give 10 days knowing the application has to be processed within 7 days? **If the PI indicated that they want to cooperate, 10 days would be allowed for them to establish cooperation. In this instance, we would not be able to process the application with 7 days, and we would either approve as soon as CSS or fraud verified that cooperation has been established, or deny after the 10 days have passed if cooperation has not been established.**
33. Will we need to provide any support services for the activities that KEHS requires for the client? Will KEHS provide whatever support services are needed for participation in their program and DCF WP staff will provide whatever support services are needed for our program? **If support services are needed for a family eligible for TANF or FA E&T, we will need to provide those support services for the activities that we are counting for our program participation. We will not provide support services for any additional activities that KEHS may have the client doing.**
34. Will KEHS notify DCF if a client becomes employed or loses a job? **Yes, they will be using the referral form to notify us of changes.** Is the client still responsible to report the change in employment status to DCF? **Yes, they will still be change reporters and be expected to notify us of all changes required.**
35. We are taking the information from EHS regarding hours of child care that the HH is going to be eligible for based on the determination of EHS. Will provider hours of operation come into play for the EHS Child Care for the older siblings? **Since the number of hours needed is listed on the referral and no child care plan hours**

worksheet is needed, DCF staff will not need to look at this when setting up the child care plan for the older siblings. If, however, they do become aware of an issue, DCF staff will need to contact the KEHS grantee and or provider enrollment staff to resolve it.

36. Is a new referral form (ES-1610) required when a child care case is reviewed?  
Yes, a referral form is required at the initial application and at each review.
37. On the application that is turned in with the KEHS CCP referral, the client has also requested Food Assistance. The referral says that KEHS has verified citizenship, identity, income, etc. Is that sufficient for Food Assistance also? No. Verification of eligibility requirements by KEHS only applies to the application for child care assistance. Applicants must comply with verification requirements for all other programs. KEHS grantees have been advised of this and will encourage families to bring verifications with them when they bring referrals and applications to the DCF service centers if they are requesting assistance with any of the other programs.
38. We have an ongoing child care case for a mother with two children. One of the children already receives child care assistance and the other one has now been referred for the KEHS CCP program. On the referral, the grantee has requested more hours for the sibling who is not in KEHS. When do we increase the hours for that sibling – the month of the referral (benefits have already been paid for that month), or the following month as we normally would make a change for child care? For the non-KEHS child who is already receiving child care assistance, the change will be handled as it would for any other ongoing child care case. The change will be effective the following month. Would the answer be different if that sibling were being changed to a KEHS child? Yes. If the child now being added is a KEHS child, we will authorize the requested hours with the new EH child care plan beginning with the date of the referral, or the effective date listed on the referral, whichever is later. DCF has agreed to assist with transitioning these children from their previous child care arrangement into KEHS, and this will result in duplicate benefits for the transition month in some cases.
39. What happens to the child care case when a child exits the KEHS CCP program? Do we have to leave the case open for child care for the entire 12 month eligibility period? The KEHS grantee will send a referral form to let DCF know that the child is exiting the KEHS CCP program. If this is the only child in the KEHS CCP program, the case would be changed to regular child care eligibility for the remainder of the eligibility period. DCF may need additional information from the client to make that change. The case would only close prior to the end of the eligibility period if one of the conditions listed in KEESM 7640 were met. If one child is exiting the KEHS CCP program due to his or her age, for example, and a sibling remains in the KEHS CCP program, the referral form that DCF receives from the KEHS grantee should indicate that we need to change that child to a sibling on the program, authorizing the block of child care hours as determined by the KEHS grantee.