

Community-Based Work Assessment (CBWA) Procedures

Step one. The RS counselor will create two service authorizations on KMIS. One, either to the CDC or a contractor for CBWA and the second to the client.

- **If the CDC will be conducting** the CBWA, the RS counselor creates a service authorization to the CDC location identifying the CBWA (service code 155). **If a contractor is conducting** the CBWA an authorization for service code 155 is created to the contractor.
- The RS counselor, in either case, will create a service authorization for reimbursement to the client for participation in the CBWA using service code 155. The maximum number of hours to be authorized for a CBWA client reimbursement authorization is 80 hours at a cost of \$6.00 per hour. The tax ID # is the client's social security number. The tax number type must be 2. If the client is not on FARMS use the new vendor key (F3). If the client is on FARMS but with a tax # type of 3, use the new vendor key to add them as a tax type 2.
- RS Counselor will fax (785-368-7467) to Cindy King.
- KMIS authorization for CBWA 155 service.
- KMIS authorization for CBWA 155 reimbursement to client.

Step 2. The CDC or contractor for the CBWA will ensure that prior to client participating in a CBWA:

- CBWA agreement form is signed by the client, each community partner, and RS staff.
- The W-9 form is completed with the client name, address, social security number, signed by the client and dated.
- CBWA agreement form and the W-9 form are faxed (785-368-7467) to Cindy King.

Step 3. As part of the delivery of the CBWA service the CDC or contractor for the CBWA is responsible for monitoring the accuracy and completion of client log sheets. The following occurs when the CBWA is completed:

- The CDC or contractor for the CBWA is responsible for the timely faxing of the log sheet (785-368-7467) to Cindy King once the CBWA is completed.
- Upon receipt of the completed log sheet and when all other CBWA documentation has been received RS central office immediately creates payment authorization for client reimbursement on KMIS.
- KMIS notification is sent to RS counselor and says **"PAYMENT FOR CL REIMBURSEMENT CREATED."**
- RS counselor finalizes payment.
- Payment issued to client through FARMS and STARS.

Special Notes:

- Client needs to be informed that reimbursement is taxable and may affect benefits. In addition there is a potential that the reimbursement could be claimed for debt setoff. (Questions concerning debt setoff can be addressed by calling the Customer Call Center at 785-296-4628 or toll free at 866-800-8254, Monday through Friday, 8:00 am to 4:00 pm.)
- RS counselor may choose to personally provide the CBWA and not utilize CDC or contractors. If that is done, no authorization/payment to CDC or contractor would occur, however, authorization for reimbursement for the client's participation is still required, completed CBWA agreement and W-9 are still required.