

Community Job Tryout (CJT) Procedures

Step 1. The RS counselor will create two service authorization on KMIS. One, for the contractor to provide CJT and the second for reimbursement to the client for participation in the CJT.

- Use service code 655 for the CJT contractor authorization.
- Use service code 655 for the CJT client reimbursement authorization. The maximum number of hours to be authorized for a CJT client reimbursement authorization is 80 hours at a cost of \$7.25 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 CJT 655 service.
- KMIS authorization for CJT 655 reimbursement to client.

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

- CJT agreement form is signed by the client, 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.
- CJT agreement form and W-9 form are faxed (785-368-7467) to Cindy King.

Step 3. The contractor for the CJT is responsible for monitoring the accuracy and completion of client log sheets. The following occurs when the CJT is completed:

- The CJT contractor is responsible for the timely faxing of the log sheet to (785-368-7467) to Cindy King once the CJT is completed.
- Upon receipt of the completed log sheet and when all other CJT documentation has been received, RS central office immediately creates payment authorization for client reimbursement on KMIS.
- KMIS notification sent to RS counselor 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 coordinate the CJT and not utilize a contractor. If that is done, no authorization/payment to a contractor would occur, however, all documentation such as agreement, W-9 and authorization for reimbursement for the client's participation is still required.