

Section 12 / Part 4

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**Policy and procedure implementation memo
SFY 06 / Number 1**



KANSAS

GARY DANIELS, ACTING SECRETARY

SOCIAL AND REHABILITATION SERVICES

KATHLEEN SEBELIUS, GOVERNOR

REHABILITATION SERVICES

Memorandum

To: All Rehabilitation Services Staff

From: Peg Spencer

Date: August 31, 2005

Re: Policy and Procedure Implementation Memo — SFY 2006 / Number 1
* Child care policy and form effective September 1, 2005

Child care policy and form

To facilitate the participation of Rehabilitation Services (RS) in the SRS Electronic Benefits Transfer/Vision Card process for payment for child care services, we have updated our policy manual to include two new documents.

- * The Child Care Policy (Section 3/Part 24) is effective September 1, 2005. This policy outlines the conditions under which child care services are an allowable vocational rehabilitation expenditure. The policy also outlines the process that will be used to determine whether child care payments will be made using the standard authorization process or the Vision Card/Electronic Benefits Transfer (EBT) system. This policy is available (view or print access) at the following web site: <http://www.srskansas.org/rehab/text/PolicyManual/ToC.htm>
- * The Child Care Information and Referral Form (Section 8/Part 52) is also effective September 1, 2005. This form should be used for each VR case involving child care services. The form is available (view or print access) at the following web site: <http://www.srskansas.org/rehab/text/PolicyManual/ToC.htm>

If you want to keep your paper copy of the RS Manual up-to-date, you should go to the web sites listed above, choose print version, and file the document in your manual. Paper copies will not be distributed from Central Office.

KMIS has also been modified to facilitate our participation in the EBT process for child care. Under the “add service authorization menu,” users will notice a new option (#9) for child care authorizations. Optional on-line training explaining the KMIS functions is available at the following web site:

<http://www.srskansas.org/commissions/rehab/text/Training/KMIS/KMIStraining.htm>

Please direct questions or comments about this information or other policy matters to my attention:

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Please direct questions or comments about using KMIS to:

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Thank you.